

**City of Duluth Urban Redevelopment Agency, Georgia**

# **REQUEST FOR PROPOSAL**

**to provide**

## **Design-Build Services**

**for**

# **City of Duluth Urban Redevelopment Agency Train Viewing Platform**

**RFP CP24-05**

**Advertisement Date: February 23, 2024**

**Proposal Due: April 5, 2024**

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## 1.0 GENERAL PROJECT INFORMATION

The City of Duluth, Georgia, Urban Redevelopment Agency (URA) is soliciting proposals from Design-Build teams to construct a Train Viewing Platform and associated site improvements within downtown Duluth. The selection will be made through a process consisting of a statement of qualifications, fee proposal, and concept plans. Some teams that respond to this request for proposal (RFP), who are determined by the URA to be most highly qualified, may be invited to interview. All respondents to this RFP are subject to instruction provided herein and are cautioned to completely review the entire RFP and follow instructions carefully. The URA reserves the right to reject any or all responses and waive technicalities at its discretion. For purposes of this Request for Proposal (RFP), the terms “Team”, “Team”, “Bidder”, “Design-Builder”, and “Contractor” will be used interchangeably, and are intended to refer to the entity submitting the proposal package. Project budget is \$750,000.00.

### 1.1 *Project Summary*

The project consists of the design and construction of a new platform located at 3176 Main Street, Duluth, Georgia, along with associated site improvements such as sidewalk and landscaping. An add-alternate bid is requested for restrooms within the main structure. The exact location is to be determined by the project team. At a minimum, the platform shall include the following features:

- Overhead structure
- Lighting
- Ceiling fans
- Electrical outlets
- Landscaping

The winning contractor would be responsible for all site preparation and clean up, and all necessary permitting. Permitting fees required by the County will not be waived, however, permitting fees of the City will be waived.

### 1.2 *Project Schedule*

The Design Professional’s services are anticipated to commence in or around May or June of 2024 with construction starting as soon as practical thereafter. Project completion is anticipated in the Spring of 2025.

### 1.3 *Pre-construction Services Requirements*

The Design-Builder will provide preconstruction services which will include design and permitting of the structures and site improvements with both the City of Duluth and Gwinnett County. Services may also include technical and constructability reviews, logistics input, cost evaluation, value engineering, schedule development, and schedule evaluation, in addition to management of the construction.

#### 1.4 *Construction Services Requirements*

The Design-Builder will be responsible for methods of construction, safety, and the scheduling and coordination of the work of all construction and miscellaneous subcontracts required for completion of the project within its predetermined budget and schedule. The successful Design-Builder will be expected to work harmoniously with the URA and their representative.

#### 1.5 *Bid Bond*

A Bid Bond in the amount of not less than 5% of the total amount of the base bid must be submitted with each bid made, payable to the URA. Failure to supply bond will force your bid to be declared non-responsive. The successful proposer shall provide a 100% payment and a 100% performance bond at the signing of the contract. Failure to supply bonds will result in default of contract.

### 2.0 **MANDATORY PRE-PROPOSAL SITE VISIT**

**A Mandatory Site Visit will be held March 5, 2024, at 11:00am local time.** Meeting will take place at 3176 Main Street, along the back side of the parking lot located between the Gwinnett County Library and the building on the 3176 Main Street lot. The URA's project manager will be onsite to record questions. All responses will be posted in a formal addendum. A sign in sheet will be documented at the site visit. All potential proposers must sign in at the pre-proposal meeting.

### 3.0 **PROPOSAL REVIEW PROCESS**

This RFP is issued for the purpose of acquiring a Statement of Qualifications (SOQ) and Fee Proposal from prospective Design-Build firms. A selection committee consisting of representatives of the URA will review all submissions and develop a finalist list of the firms they determine to be the most highly qualified of the eligible submittals.

#### 3.1 *Minimum Qualifications Required*

- Firms must demonstrate in their submittal that they meet the following minimum qualifications to be deemed eligible for evaluation. Eligibility will be evaluated on a pass/fail basis at the discretion of the URA.
- Firms or their principals must not be currently ineligible, debarred, suspended, or otherwise excluded from bidding or contracting by any state or federal agency or political subdivision.
- The firm must have current Commercial General Liability Insurance coverage with minimum limits of \$1,000,000 per occurrence and \$2,000,000 general aggregate for premises and operations coverage, \$1,000,000 per occurrence and \$2,000,000 general aggregate for products and completed operations coverage, and \$1,000,000 for personal and advertising injury coverage. Firms must also have current commercial umbrella liability coverage in the amount of at least \$5,000,000 per occurrence and general aggregate. (The URA reserves the right to require additional limits and/or coverage for actual contract.)
- Firms must have statutory workers compensation insurance as well as auto liability insurance. Auto coverage shall include a minimum of \$500,000 limit of liability per occurrence for bodily injury and property damage covering all owned/non-owned, leased, hired, and borrowed vehicles.

- General Liability, Auto Liability, and Umbrella certificates of insurance shall list the URA and the City of Duluth as additional insured, with the URA listed as the Certificate Holder.
- All insurance shall remain current during the life of the project and warranty period.
- Firms must have all necessary, valid and current licenses to do business in the State of Georgia. Teams must provide a copy of their General Contractor License, Business License and Georgia Certificate of Existence.
- Firms or their principals must not have been terminated for cause nor be in default on any public contract.

The teams must provide a notarized statement attesting compliance with the criteria above, the accuracy of the information provided in Section 7.0, and the provisions of Exhibit A of this RFP.

### 3.2 Criteria for Evaluation of Statements of Qualifications

Submittals from each team will be evaluated on the basis of the information submitted, along with an analysis of other available information. The URA may conduct investigations or interviews, as it deems necessary, to assist in the evaluation of the qualifications submitted. Refer to Sections 6.0 and 7.0 for specific details regarding the qualifications and format.

A selection committee will review the proposals, rank the teams, and award points to each category listed below:

20 Maximum Points: Stability of the Team and Minimum Qualifications

20 Maximum Points: Relevant Experience and Qualifications of the Proposed Project Team

60 Maximum Points: Management Plan, Project Approach, Concept Plans/Renderings, and Fee Proposal

## 4.0 SCHEDULE OF EVENTS

The following schedule of events represents the URA's best estimate of the selection process schedule:

Table 4.1 Schedule of Events		
URA issues public advertisement of RFP CP24-05	February 23, 2024	
Mandatory Site Visit	March 5, 2024	11:00am local time
Deadline for written questions/requests for clarification (See Section 5.0)	March 8, 2024	5:00pm local time
Addendum Issued	March 15, 2024	
Deadline for submission of Statements of Qualifications/Fee Proposals	April 5, 2024	3:00pm local time
Proposal Opening (2 <sup>nd</sup> Floor executive Conference room of Duluth City Hall located at 3167 Main Street, Duluth, GA 30096.)	April 5, 2024	3:01pm local time

URA completes SOQ/Fee Proposal evaluation and notifies finalist teams for interviews	Optional	
URA completes interview with finalist teams	Optional	
URA completes evaluation and negotiation, and issues design-build contract award	Late April, 2024 (anticipated)	
Kickoff/Pre-design Meeting	May/Jun (anticipated)	

#### 4.1 *Package Opening at 3:01p.m. legally prevailing time on April 5, 2024*

Proposal packages will be formally opened and the total bid from the bid form will be read aloud at 3:01p.m. legally prevailing time on April 5, 2024, in the second-floor executive conference room of Duluth City Hall, located at 3167 Main Street, Duluth, GA 30096.

THIS WILL BE A PACKAGE OPENING AND BID READING ONLY. No determination as to the most qualified or highest-ranking proposal will be made until a thorough evaluation has been completed by the URA's evaluation team, and the evaluation team's recommendation is approved by the URA Board.

## 5.0 SUBMITTAL OF QUESTIONS AND REQUESTS FOR CLARIFICATION

It is the responsibility of each respondent to examine the entire RFP, seek clarification in writing, and review its submittal for accuracy before submitting the document. Questions about any aspect of the RFP, or overall project, shall be submitted in writing via email to Cody Owenby, City Engineer, [cowenby@duluthga.net](mailto:cowenby@duluthga.net).

The deadlines for submission of written questions relating to the RFP are as shown in the Schedule of Events, Section 4.0. All relevant questions and requests for clarification received and the corresponding responses will be posted in an addendum to the original RFP. All clarifications and any supplemental instructions will be posted on State Procurement Registry, and the City of Duluth website at the following address: <https://www.duluthga.net>.

From the issue date of this solicitation until a successful proposer is selected and the final selection is announced, respondents are not allowed to communicate for any reason with any officials, employees, or representatives of the URA, except for submission of written questions as instructed in this solicitation, during the pre-proposal site visit, or as provided by any existing work agreement(s). The URA shall reserve the right to reject the proposal of the offending team for a violation of this provision.

## 6.0 INSTRUCTIONS FOR PREPARING STATEMENTS OF QUALIFICATIONS & FEE PROPOSAL

Each submittal shall include a transmittal letter and be typed on standard (8.5"x11") paper. The pages of the submittals must be numbered and a table of contents with corresponding tabs must be included to identify each section. The Statement of Qualifications Section is limited to ten (10) single-sided pages (8.5"x11") or less using a minimum of an 11-point font. Neither the transmittal letter nor the table of contents will count toward the 10-page limit. Logistics plans, schedules, concepts, and similar graphics may be printed on 11" x 17" and tri-folded to fit within the 8 ½" x 11" format and will be counted as a

single (8.5x11) page. Any required exhibits, affidavits, license, or other enclosure information may be included in an appendix and will not count toward the maximum page limit. Each submittal shall be prepared simply and economically, providing straightforward, concise descriptions of the respondent's capabilities. Emphasis must be on completeness, relevance, and clarity of content. To expedite the review of submittals, it is essential respondents follow the format and instructions outlined below. The content of all SOQ's must be categorized and numbered as outlined in Section 7.0 below and be responsive to all requested information. Fee Proposals shall be in the format provided in Exhibit A.

## **7.0 STATEMENT OF BIDDER QUALIFICATIONS**

### *7.1 Stability of the Firm and Minimum Qualifications (20 Maximum Points)*

- 7.1.1. Provide basic company information:
  - A. Company name, address, name of primary contact, telephone number, fax number, e-mail address, and company website (if available).
  - B. If the Firm has multiple offices, the qualification statement shall include information about the parent company and branch office separately. Identify office from which project will be managed and this office's proximity to the project site. If applicable, indicate the year the local office was established and the number of persons staffing that office and their disciplines.
  - C. Provide form of ownership, including state of residency or incorporation, and number of years in business. Is the offeror a sole proprietorship, partnership, corporation, Limited Liability Corporation (LLC), joint venture, or other structure? For joint venture entities that have not undertaken at least two projects together, each firm should submit its qualifications separately. Joint submittals are subject to the same submittal page limit.
- 7.1.2. Briefly describe the history and growth of your firm(s). Provide general information about the firm's personnel resources, including leadership, staff resources, staff disciplines, numbers and classifications of employees, and locations and staffing of offices.
- 7.1.3. Briefly describe the firms subcontractor relationships.
- 7.1.4. Has the firm been involved in any litigation in the past five (5) years? Describe your experience with litigation with Owners and/or Architects. List any active or pending litigation and explain. List any claims against your firm or against Owners where your firm is named.
- 7.1.5. Has the firm, or a member thereof, ever been removed from a contract or failed to complete a contract as assigned? If yes, provide explanation.
- 7.1.6. The firm, in order to be deemed eligible for evaluation, must provide supporting documentation asserting that the firm meets the minimum qualifications required for this project:
  - A. Certify that your firm has sufficient bonding capacity for anticipated total cost of work and your surety and insurance companies are in the current Department of Treasury's Listing of Approved Sureties (Department Circular 570). All insurance and bonds will be obtained through a company licensed

by the Georgia Insurance Commissioner to transact the business of insurance in the State of Georgia for the applicable line of insurance. The company is an insurer (or qualified self-insurers or group self insureds, a specific excess insurer providing statutory limits) with an A.M. Best Financial Strength rating of "A-" or better with an A.M. Best Financial Size Category of Class V or larger. Provide a letter or other supporting documentation in the Appendix from your firm's surety indicating the firm has bonding capacity of \$1,000,000.00.

- B. Certify your firm has Commercial General Liability Insurance coverage with minimum limits of \$1,000,000 per occurrence and \$2,000,000 general aggregate for premises and operations coverage, \$1,000,000 per occurrence and \$2,000,000 general aggregate for products and completed operations coverage, and \$1,000,000 for personal and advertising injury coverage. Firm must also have current commercial umbrella liability coverage in the amount of at least \$5,000,000 per occurrence and general aggregate (the URA reserves the right to require additional limits and/or coverage for actual contract). Provide a copy of your current insurance certificate in the Appendix. This will not count toward your 10-page limit.
- C. Certify your firm has all necessary, valid and current licenses (including a valid and current Georgia General Contractor's License) to do business in the State of Georgia. General Contractor must provide a valid and current Georgia General Contractor License at the time of submission of qualifications. Provide a Georgia Certificate of Existence or Certificate of Authority demonstrating your firm has registered with the Georgia Secretary of State and is authorized to do business in Georgia. This will not count toward your 10-page limit.
- D. The firms must provide a notarized statement attesting to compliance with the criteria of Section 3.1, the accuracy of the information provided in Section 7.0, and the provisions of Exhibit A of this RFP. This will not count toward your 10-page limit.

## 7.2 *Relevant Experience and Qualifications of Proposed Project Team (20 maximum points)*

7.2.1. Describe your team's proposed organization. Please designate the specific individuals who will fill the key roles on your team: (Teams should list all positions/persons that team expects to serve on the design management team and construction management team).

- A. Design Management Team, including, but not limited to:
  - 1. Architect
  - 2. Site Engineer
  - 3. Landscape Architect
- B. Construction Management Team, including, but not limited to:
  - 1. Superintendent(s)
  - 2. Project Manager
  - 3. Cost Estimator



4. Project Executive/Director

C. Other (please describe any other members who will be assigned to the team)

- 7.2.2. Identify the individual who, from project start to finish, will be the leader of your team and the principal point of contact between your team and the URA, and other subcontractors. Provide detailed information on the qualifications of this individual and the direction, authority, and management tools that will be provided to the individual by the team. This individual's competence, his/her leadership, and his/her ability to achieve customer satisfaction will be heavily considered in the selection of an overall team.

7.3 *Management Plan, Project Approach, Concept Plans/Renderings, and Fee Proposal (60 Maximum Points)*

- 7.3.1. Describe your proposed methods and plans for communications with all project stakeholders.
- 7.3.2. Describe your procedures for resolving complex project issues and nonconforming services.
- 7.3.3. Describe your team's approach to providing pre-construction services on this project.
- 7.3.4. Describe systems and procedures your team uses to manage the project schedule; describe your proposed construction timeline and alternatives that may be explored to shorten the project schedule.
- 7.3.5. Describe your subcontractor management plan including contract document compliance procedures, project accounting procedures, issue resolution procedures, and compliance of all tiers of subcontractors with Davis Bacon and the Security and Immigration Act, OCGA 13-10-91.
- 7.3.6. Describe how subcontractors will be selected to work on this project. Include your process for selecting subcontractor trades by qualifications only vs. qualifications and bids; discuss the benefit your subcontractor selection plan provides to the project.
- 7.3.7. Describe your team's approach to maximize utilization of local resources, to include as a minimum, local suppliers, equipment providers, subcontractors, and laborers.
- 7.3.8. Describe your quality assurance plan for this project; describe your team's approach for validating compliance with the construction documents and your process for ensuring quality workmanship.
- 7.3.9. Provide a project schedule.
- 7.3.10. Describe your safety and site logistics plan for this project.
- 7.3.11. Describe your team's procedures for project closeout.
- 7.3.12. Provide basic Concept Plan and/or Renderings showing your teams proposed layout and aesthetics.
- 7.3.13. Fee proposals with your team's total fee for Pre-Construction, Construction, and General Conditions in the format provided in Exhibit D. Fee proposal is not included in the 10-page limit.

#### 7.4 *Optional Project Team Interview*

- 7.4.1. The URA reserves the right to hold project team interviews. Teams requested to participate in interviews shall be notified in writing by the selection committee coordinator. The invitation to interview notification shall designate a place and time for the interview session and will specify the manner in which the interview will be conducted.

### 8.0 SUBMITTAL REQUIREMENTS

Proposing teams shall provide one (1) original and two (2) copies of the complete submittal package, along with one (1) complete digital version on a flash drive. All four (4) items must be submitted in a sealed package, addressed to City of Duluth Urban Redevelopment Agency (OWNER). Each sealed package containing the four (4) items must be plainly marked on the outside as follows:

TO: City of Duluth Urban Redevelopment Agency  
 3167 Main Street  
 Duluth, GA 30096  
 Attention: Teresa Lynn, City Clerk

RE: Train Viewing Platform

Submittal packages shall include the following completed items (preferably in this order):

- Statement of Bidder Qualifications, including:
  - Stability of the Firm & Minimum Qualifications
  - Relevant Experience and Qualifications of the Proposed Project Team
  - Management Plan, Project Approach, & Concept Plans/renderings
  - The above items, unless expressly noted elsewhere in this document, WILL count as part of the 10-page limit.
- Bidder Certification (Exhibit A)
- Contractor E-Verify Affidavit (Exhibit B)
- Disclosure Statement (Exhibit C)
- Design-Build Fee Proposal Form (Exhibit D)
- Acknowledgment of any Addenda (Exhibit E)
- Drug-Free Workplace Certification (Exhibit F)
- List of Subcontractors(Exhibit G)
- Bid Bond (Exhibit H)
- W-9 Form (Exhibit I)
- Surety Acknowledgement (Exhibit J)
- Georgia Certificate Existence and/or Certificate of Authorization (See Section 7.1.7.C)
- Current Insurance Certificate (See Section 7.1.7.B.)
- Surety Requirements Documentation (See Section 7.1.7.A.)

Failure to include any of the above items fully complete and executed may result in your package being declared as “non-responsive” and disqualify you from further consideration.

If submittal is forwarded by mail or delivery service, the sealed package containing the one (1) original, two (2) copies, and one (1) digital version listed above must be enclosed in another internal package to the attention of OWNER at the address previously given. If, for example, your FedEx box is opened and the submittal is not in a sealed package within the FedEx box, it may be declared non-responsive and disqualified from consideration. Submittal packages must be sealed to maintain their integrity prior to the formal opening.

Submittal packages received without the aforementioned criteria enclosed may be returned to Contractor. Submittal packages received after said time and date will be marked late and not opened. No extension of the proposal period will be made.

The Instructions to Proposers, Bid Information, Evaluation Criteria, Forms, Project Manual, Specifications, Drawings, Bid Bond, and other Documents related to the bidding and construction of the Work of this Project may be obtained at no charge via the City's website and via the Georgia State Procurement Registry.

[https://duluthga.net/business/bid\\_opportunities.php](https://duluthga.net/business/bid_opportunities.php)

<https://ssl.doas.state.ga.us/gpr/>

**PACKAGES MUST BE SUBMITTED IN RESPONSE TO THE PROJECT IN ITS ENTIRETY. NO PARTIAL SUBMITTALS WILL BE ACCEPTED.**

Proposal packages will be formally opened and the total bid from the bid form will be read aloud at 3:01p.m. legally prevailing time on April 5, 2024, in the second-floor executive conference room of Duluth City Hall, located at 3167 Main Street, Duluth, GA 30096. No determination as to the most qualified or highest-ranking proposal will be made until a thorough evaluation has been completed by the URA's evaluation team, and the evaluation team's recommendation is approved by the URA Board.

The City of Duluth URA and the Georgia Procurement Registry are the only official sources for this invitation or any addenda that may be issued for same. The URA will not be held responsible for errors or omissions in submittal packages. It is the sole responsibility of the proposing team to assure delivery to the point of contact above by the specified deadline. The URA cannot accept the responsibility for incorrect delivery, regardless of reason. SOQ/Fee Proposals will not be accepted via facsimile or e-mail.

All submittals upon receipt become the property of the URA.

**EXHIBIT A**

**CERTIFICATION FORM**

I, \_\_\_\_\_, being duly sworn, state that I am \_\_\_\_\_(title) of \_\_\_\_\_(team) and hereby duly certify that I have read and understand the information presented in the attached proposal and any enclosure and exhibits thereto.

I further certify that to the best of my knowledge the information given in response to the request for proposals is full, complete and truthful.

I further certify that the proposer and any principal employee of the proposer have not, in the immediately preceding five years, been convicted of any crime of moral turpitude or any felony offense, nor has had their professional license suspended, revoked or been subjected to disciplinary proceedings.

I further certify that the proposer and any principal employee of the proposer have not, in the immediately preceding five years, been suspended or debarred from contracting with any federal, state or local government agency, and further, that the proposer is not now under consideration for suspension or debarment from any such agency.

I further certify that the proposer or any principal employee of the proposer has not in the immediately preceding five years been defaulted in any federal, state or local government agency contract, and further, that the proposer is not now under any notice of intent to default on any such contract or have been terminated for cause on any such contract.

I acknowledge, agree and authorize, and certify that the proposer acknowledges, agrees and authorizes, that the City of Duluth Urban Redevelopment Agency may, by means that either deems appropriate, determine the accuracy and truth of the information provided by the proposer and that the City of Duluth Urban Redevelopment Agency may contact any individual or entity named in the Statement of Qualifications for the purpose of verifying the information supplied therein.

I acknowledge and understand the successful Proposer will be required to certify compliance with the Immigration Reform Act of 1986 (IRCA), D.L. 99-603 and the Georgia Security and Immigration Compliance Act OCGA 13-10-90 et.seq., by meeting or having complied with the provisions in the Act and by executing any affidavits required by the rules and regulations issued by the Georgia Department of Labor set forth at Rule 300-10-1-.01: Contractor will also be required to warrant that Contractor has included a similar provision in all written agreements with any subcontractors engaged to perform services under this Contract.

I acknowledge and agree that all of the information contained in the Statement of Qualifications is submitted for the express purpose of inducing the City of Duluth Urban Redevelopment Agency to award a contract.

*A material false statement or omission made in conjunction with this proposal is sufficient cause for suspension or debarment from further contracts, or denial of rescission of any contract entered into based upon this proposal thereby precluding the team from doing business with, or performing work for, the State of Georgia. In addition, such false statement or omission may subject the person and entity making the proposal to criminal prosecution under the laws of the State of Georgia of the United States, including but not limited to O.C.G.A. §16-10-20, 18 U.S.C. §§1001 or 1341.*

Sworn and subscribed before me

\_\_\_\_\_  
Signature

This \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

**(EXHIBIT B)**

The undersigned contractor ("Contractor") executes this Affidavit to comply with O.C.G.A § 13-10-91 related to any Contract to which Contractor is a party that is subject to O.C.G.A. § 13-10-91 and hereby verifies its compliance with O.C.G.A. § 13-10-91, attesting as follows:

- a) The Contractor has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program;
- b) The Contractor will continue to use the federal work authorization program throughout the contract period, including any renewal or extension thereof;
- c) The Contractor will notify the public employer in the event the Contractor ceases to utilize the federal work authorization program during the contract period, including renewals or extensions thereof;
- d) The Contractor understands that ceasing to utilize the federal work authorization program constitutes a material breach of Contract;
- e) The Contractor will contract for the performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the Contractor with the information required by O.C.G.A. § 13-10-91(a), (b), and (c);
- f) The Contractor acknowledges and agrees that this Affidavit shall be incorporated into any contract(s) subject to the provisions of O.C.G.A. § 13-10- 91 for the project listed below to which Contractor is a party after the date hereof without further action or consent by Contractor; and
- g) Contractor acknowledges its responsibility to submit copies of any affidavits, drivers' licenses, and identification cards required pursuant to O.C.G.A. § 13-10-91 to the public employer within five business days of receipt.

\_\_\_\_\_  
Federal Work Authorization User Identification Number

\_\_\_\_\_  
Date of Authorization

\_\_\_\_\_  
Name of Contractor

Duluth Train Viewing Platform  
Name of Project

City of Duluth Urban Redevelopment Agency  
Name of Public Employer

**I hereby declare under penalty of perjury that the foregoing is true and correct.**

Executed on \_\_\_\_\_, \_\_\_\_\_, 20\_\_\_\_ in \_\_\_\_\_ (city), \_\_\_\_\_ (state).

\_\_\_\_\_  
Signature of Authorized Officer or Agent

\_\_\_\_\_  
Printed Name and Title of Authorized Officer or Agent

*SUBSCRIBED AND SWORN BEFORE ME*

ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

*Notary Seal*

\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires: \_\_\_\_\_

## **EXHIBIT C**

### **DISCLOSURE STATEMENT**

All proposers should be aware that the project you are submitting a proposal on is a public project, and the City of Duluth Urban Redevelopment Agency (URA) is a public agency. Pursuant to the laws, rules and Executive Orders of the State of Georgia, the URA shall make every effort to avoid even the appearance of a conflict of interest or any impropriety in both the selection process for this project and the negotiation and performance of any resulting contract. As part of any submittal you intend to make for this project, **you must include this Disclosure Statement with your submittal** that answers or addresses the following specific statements:

1. Describe any business transactions occurring within the prior two years between your team and City of Duluth, the URA, or the ultimate end-user of the proposed project.
  
2. Describe any gift, hospitality, or benefit of any sort that your team has provided to City of Duluth, the URA, or the end-user of the proposed project within the prior one-year period.
  
3. A *conflict of interest or potential conflict of interest* is defined as any action, decision, or recommendation by a person acting in a capacity as a public official, the effect of which is or could be to the private monetary or financial benefit or detriment of the person, the person's relative, or any business with which the person or a relative of the person is associated. The potential conflict of interest is viewed from the perspective of a reasonable person who has knowledge of the relevant facts. Based upon this definition, describe any conflict of interest or potential conflict of interest that your team has with City of Duluth, the URA, or the end-user of this project.

This Disclosure Statement should be dated and signed by an authorized signatory for the Proposer and submitted with the Proposer's Submittal.

**Please respond to all three (3) statements above**

\_\_\_\_\_  
Name of Team

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

**Exhibit D: Design Build Cost Form**

Location	Description	Cost (\$)	Total Cost (\$)
Entire Site	Survey		
Main Platform	Construction Plans		Insert Platform Total Cost here:
	Permitting		
	Platform		
	Installation		
	Foundation		
	Electrical		
	Low Voltage		
Sitework	Construction Plans		Insert Sitework Total Cost here:
	Permitting		
	Grading		
	Sidewalks		
	Erosion Control		
	Landscaping		
	Irrigation		
	Site Lighting		
	Drainage, if required		
	Patio		
	<b>Add-Alternates</b>		
Add Alternate #1 Restrooms within Main Platform	Building Plans		Insert Add Alternate #1 Cost here:
	Permitting		
	Restrooms		
	Plumbing		
	Electrical		
	Low Voltage		

TOTAL BID PRICE FOR MAIN PLATFORM AND SITEWORK: \_\_\_\_\_

**Exhibit E:**

**ACKNOWLEDGEMENT OF ADDENDA**

Contractor shall acknowledge all addenda by date each was posted as follows. It is the bidder/contractor's responsibility to check the City of Duluth's website or the Georgia Procurement Registry for such updates, and to ensure he/she reviews and understands their content. Failure to do so may disqualify contractor's proposal package from further consideration.

ADDENDUM 1 DATED \_\_\_\_\_

ADDENDUM 2 (if applicable) DATED \_\_\_\_\_

ADDENDUM 3 (if applicable) DATED \_\_\_\_\_

Other Addenda, as needed, please list.

**I certify that the above information is complete, true, and correct.**

\_\_\_\_\_  
COMPANY

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
TITLE



**EXHIBIT F**

**DRUG-FREE WORKPLACE CERTIFICATION**

**THE UNDERSIGNED CERTIFIES THAT THE PROVISIONS OF CODE SECTIONS 50-24-1 THROUGH 50-24-6 OF THE OFFICIAL CODE OF GEORGIA ANNOTATED, RELATED TO THE “DRUG-FREE WORKPLACE”, HAVE BEEN COMPLIED WITH IN FULL. THE UNDERSIGNED FURTHER CERTIFIES THAT:**

1. A DRUG-FREE WORKPLACE will be provided for the employees during the performance of the contract; and
2. Each sub-contractor under the direction of the Contractor shall secure the following written certification:

\_\_\_\_\_ (Contractor) certifies to the City of Duluth URA that a DRUG-FREE WORKPLACE will be provided for the employees during the performance of this contract known as \_\_\_\_\_ (Project) pursuant to paragraph seven (7) of subsection B of Code Section 50-24-3. Also the undersigned further certifies that he/she will not engage in the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana during the performance of the contract.

\_\_\_\_\_  
CONTRACTOR

\_\_\_\_\_  
DATE

\_\_\_\_\_  
NOTARY

\_\_\_\_\_  
DATE

**EXHIBIT G****LIST OF SUBCONTRACTORS**

I do \_\_\_\_\_, do not \_\_\_\_\_, propose to subcontract some of the work on this project. I propose to Subcontract work to the following subcontractors:

NAME AND ADDRESS	TYPE OF WORK

Company Name: \_\_\_\_\_

Failure to return this page may result in rejection of bid.

**EXHIBIT H  
BID BOND**

KNOW ALL MEN BY THESE PRESENTS, THAT WE \_\_\_\_\_ (hereinafter called the Principal) and \_\_\_\_\_ (hereinafter called the Surety), a Corporation chartered and existing under the laws of the State of \_\_\_\_\_ with its principal offices in the City of \_\_\_\_\_ and authorized to do business in the State of Georgia, are held and firmly bound unto the City of DULUTH URA in the full and just sum of \_\_\_\_\_ Dollars (\$ \_\_\_\_\_) good and lawful money of the United States of America, to be paid upon demand of the City of Duluth URA, to which payment well and truly to be made, we bind ourselves, our heirs, executors, administrators, and assigns jointly and severally and firmly by these presents.

WHEREAS, the Principal is about to submit, or has submitted, to the City of Duluth Urban Redevelopment Authority, a bid for furnishing materials, labor and equipment for:

**City of Duluth URA Train Viewing Platform**

WHEREAS, the Principal desires to file this Bond in accordance with law in lieu of a certified Bidder's check otherwise required to accompany this Proposal.

NOW, THEREFORE, the conditions of this obligation are such that if the bid be accepted, the Principal shall within ten (10) days after receipt of notification of the acceptance, execute a Contract in accordance with the bid and upon the terms, conditions, and prices set forth in the form and manner required by the City of DULUTH URA, and execute a sufficient and satisfactory Performance Bond in the amount of 100% of the total contract price and Payment Bond in the amount of 100% of the total contract price payable to the City of DULUTH URA, in form and with security satisfactory to said City of DULUTH URA, and otherwise, to be and remain in full force and virtue in law; and the Surety shall, upon failure of the Principal to comply with any or all of the foregoing requirements within the time specified above, immediately pay to the City of DULUTH URA, Georgia, upon demand, the amount hereof in good and lawful money of the United States of America, not as a penalty, but as liquidated damages.

IN TESTIMONY THEREOF, the Principal and Surety have caused these presents to be duly signed and sealed this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
SURETY

\_\_\_\_\_  
PRINCIPAL

BY: \_\_\_\_\_  
(SEAL)

BY: \_\_\_\_\_  
(SEAL)

SIGNATURE

TITLE



**Exhibit J**

**SURETY REQUIREMENTS ACKNOWLEDGEMENT**

A Bid Bond for five percent (5%) of the amount of the base bid is required to be submitted with each bid.

A Performance and Payment Bond for one hundred percent (100%) of the base bid plus any requested add-alternates will be required of the successful bidder.

The Bidder certifies that he/she has examined all documents contained in this bid package, and is familiar with all aspects of the bid proposal and understands fully all that is required of the successful bidder. The Bidder further certifies that his/her bid shall not be withdrawn for ninety (90) days from the date on which the bid is publicly opened and read.

The Contractor agrees, if awarded this bid, he/she will:

- Furnish, upon receipt of an authorized City of Duluth URA Contract Agreement, all items indicated thereon as specified in this request for proposal for the bid amount, or;
- Enter a contract with the URA to do and/or furnish everything necessary to provide the service and/or accomplish the work as stated and/or specified in this request for proposal for the bid amount, and;
- Furnish a revised performance bond with a new cost amount based upon any add-alternates selected if required by the URA, and;
- Forfeit the amount of the Bid Bond as liquidated damages if he/she fails to enter a contract with the URA as stated above, within fifteen (15) days of the date on which he/she is awarded the contract.

\_\_\_\_\_  
COMPANY

\_\_\_\_\_  
DATE

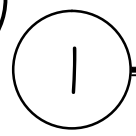
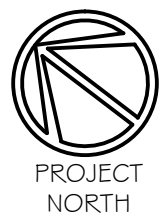
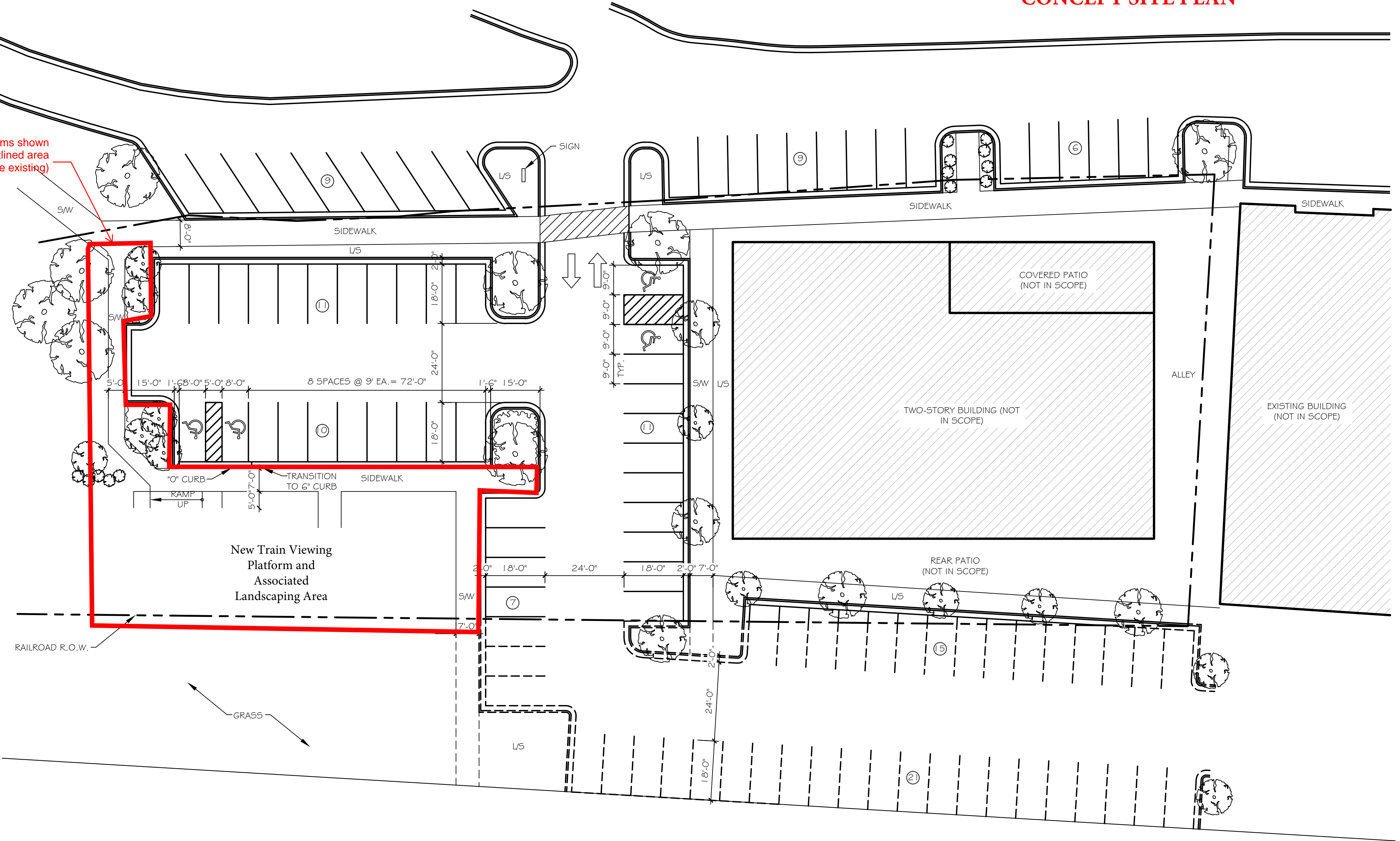
\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
TITLE

# CONCEPT SITE PLAN

site area (all items shown beyond the outlined area are existing)

Gwinnett Co Library



SITE PLAN

SCALE: 1" = 20'-0"