

RFP #IND-051111-BSSD

**ADVERTISEMENT for “DESIGN SERVICES” for BUS SHELTER
SITE and CONCRETE PAD/WALL.**

The City of College Park is accepting **Sealed Bids** from qualified vendors for **“Design Services” for Bus Shelter Site and Concrete /Wall”**. Sealed proposals will be received no later than **Wednesday, May 11, 2011 at 2:00pm.** at the City of College Park Purchasing Department, 3667 Main Street, College Park Georgia, 30337 at which time they will be opened and publicly read aloud. Bids received after the above date and time, or in any other location other than the Purchasing Department will not be considered.

A bid packet may be obtained from the City of College Park Purchasing Department, 3667 Main Street, College Park, Georgia 30337, or from www.collegeparkga.com.

A **Mandatory Pre-Bid Meeting** will be held on **Wednesday, April 20, 2011 at 2:00pm** at the City of College Park City Hall Complex.

The City of College Park reserves the right to reject any or all bids based on past performance and to waive technicalities and informalities and re-advertise. All Minority, Woman and Small Businesses are strongly encouraged to apply. Only responsive proposals that are determined to meet the requirements and criteria set forth by the City of College Park will be considered.

**CITY OF COLLEGE PARK
PURCHASING DEPARTMENT**

“GENERAL INSTRUCTION TO BIDDER”

1. The following instructions are to be considered an integral part of this proposal. Unless otherwise requested, only one copy of the bid form need be submitted and this copy **MUST BE TYPEWRITTEN OR PRINTED IN INK**. The person signing the bid form must initial any changes or corrections made to this proposal.
2. The person, firm or corporation making the proposal shall submit their bid in the **“YELLOW ENVELOPE”** provided with this proposal. The envelope must be complete with the vendor's company name, bid title, bid number and bid date. **Should a larger envelope be required, the “YELLOW ENVELOPE” must be attached to the OUTSIDE.** No proposal may be withdrawn or modified in any way after the bid-opening deadline. **NOTE: BID DOCUMENTS DOWNLOADED FROM THE COLLEGE PARK WEBSITE MAY USE THE ATTACHED MAILING LABEL TO SUBMIT YOUR BID. SEE PAGE FOUR (4) OF INSTRUCTIONS FOR LABEL.**
3. **Four (4) copies** of the proposal are required unless otherwise stated in the documents.
4. If descriptive literature is attached to the bid, bidder's name must appear on all sheets.
5. If there is any question whatsoever regarding any portion of the instructions or specifications, it shall be the bidder's responsibility to seek clarification immediately from the City of College Park Purchasing Department **“No Later Than Five (5) Workings Days Prior To The Opening Date”** unless otherwise stated in the documents. **IT SHALL BE THE BIDDERS RESPONSIBILITY TO CHECK THE CITY'S WEB SITE (www.collegeparkga.com) FOR ANY/ALL ADDENDUMS.** Answer(s) to all questions will be answered after the deadline for questions has expired, and posted to the City's web site, if applicable.
6. Any variation from the specifications must be clearly stated by the bidder in writing and submitted with his/her proposal.
7. The apparent silence of the specifications and any supplement specifications as to any details or the omission from it of a detailed description concerning any point shall be regarded as meaning that only the best commercial practices are to prevail and that only materials of first quality and correct type, size and design are to be used. All workmanship is to be of first quality. All interpretations of this specification shall be made upon the basis of this statement.
8. The following bid shall be awarded to one “responsible” bidder on a total sum price basis. An award shall be made to one vendor for the total bid. Unit prices and extensions will be verified and total checked. Unit price extension and net total must be shown. Unit price **SHALL** prevail.

9. Bids shall be evaluated on the following items but not necessary in this order:
- A. Price**
 - B. Delivery (If Applicable To Scope of Work)**
 - C. Adherence to specifications**
 - D. Past record of vendors delivery/performance to the City Of College Park**
- Though delivery will be a large consideration, please be as candid and as accurate with dates as possible.
10. The City desires delivery of the material or services specified at the earliest possible time after the date of award. Unreasonable delivery proposal may be cause for disqualifying a bid. Each bidder shall state a definite time and avoid using terms **"ASAP"** or approximately so many days.
11. The bidder or contractor shall provide copies of **Workers' Compensation Insurance** with a limit of not less than required by the State of Georgia or otherwise stated in the bid instructions. Copy of **Commercial General Liability Insurance** shall be provided. **(If Applicable)**
12. All prices shall be for delivery, our destination, and F.O.B. freight prepaid and allows, College Park, Georgia unless otherwise shown. **(If Applicable)**
13. **No** Federal or State Sales Tax is applicable. The Federal tax identification number is 586000542. The City is State tax-exempt under the code of Georgia, Charter 88-18.
14. Cash discounts or end of month terms should be shown separately, even if terms are net.
15. The City of College Park reserves the right to accept or reject any and all bids, due to past performance, etc. and waive any informality. The City will accept or reject all bids within 90 days from the date of the bid opening.

THE UNDERSIGNED ON THE BID PROPOSAL CERTIFIES THAT HE/SHE HAS CAREFULLY EXAMINED THE INSTRUCTIONS TO BIDDERS, TERMS AND SPECIFICATIONS APPLICABLE TO AND MADE A PART OF THIS PROPOSAL. HE/SHE FURTHER CERTIFIES THAT THE PRICES SHOWN IN THE SCHEDULE OF ITEMS ON WHICH HE/SHE IS BIDDING, ARE IN ACCORDANCE WITH THE CONDITIONS, TERMS AND SPECIFICATIONS OF THE PROPOSAL AND THAT ANY EXECPTION TAKEN THERETO MAY DISQUALIFY THE BID.

SIGNATURE: _____, **DATE:** _____,

**DO NOT OPEN
SEALED BID**

From: _____

Bid Title: _____

Bid No.: _____

Bid Date: _____

☐ Check If No Bid

DELIVERED ONLY TO:

CITY OF COLLEGE PARK PURCHASING DEPARTMENT
P.O. BOX 87137
3667 NORTH MAIN STREET
COLLEGE PARK, GA 30337

REFERENCE: Bid No. IND-0051111-BSSD

SHOW ALL EXCEPTIONS AND COMMENTS BELOW:

[illegible]

SIGNATURE: _____ **DATE:** _____

City of College Park

Purchasing Department Vendor Questionnaire

The City of College Park Purchasing Department is seeking vendor information to create a database of current and new businesses doing business with the City of College Park. We ask that all vendors take this time to provide the following information so that we can update our records and develop a process to benefit the needs of the community. The information collected from this questionnaire will not be used in the award of bids. The City will continue to utilize a fair, equitable and impartial process and award bids based upon the lowest, responsible bidder.

Vendor Name

Vendor Type

Vendor Address

City/State

Zip

Telephone Number

Alternate Telephone Number

A “**Minority Business Enterprise**” (MBE) is a business which is an independent and continuing operation for profit, performing a commercially useful function which is owned and/or controlled by one or more minority group member.

“**Owned**” is a minority or female owner which possesses an ownership interest of a least 51 percent of the business.

“**Controlled**” is a minority or female which possess and exercise the legal authority and power to manage business assets, good will and daily operations of the business and actively and continuously exercise such managerial authority and power in determining the policies an directing the operations of the business.

VENDOR HAS INDICATED AS: (optional information)

_____ African American Business Enterprise (AABE)

_____ Hispanic Business Enterprise (HBE)

_____ Female Business Enterprise (FBE)

_____ Asian Business Enterprise (ABE)

_____ Native American Business Enterprise (NABE)

_____ Other: _____

If yes, is the firm certified as such by any Federal, State or Local Governing authority? If so, please provide appropriate documentation showing such certification.

Signature (of contact person with company)

Date

Name (print)

Title

Thank you for your cooperation.

Return to: City of College Park Purchasing Department, P.O.Box 87137, College Park, Georgia 30337 or fax to 404/669.3799

SCHEDULE OF KEY EVENTS AND INSTRUCTIONS

Issue of Request for Proposal – Monday, April 13, 2011

Mandatory Pre-Bid Meeting (Required) – Wednesday, April 20, 2011 at 2:00pm

Final date for submission of questions – Monday, April 25, 2011, COB

Answers posted to web – Friday, April 29, 2011, COB

Proposals Due – Wednesday, May 11, 2011 2:00pm

Interviews, Presentations, Notice of Award, Contract Negotiations and Completion of Project is TBD.

CITY OF COLLEGE PARK, GEORGIA

Public Works and Economic Development Department

REQUEST FOR PROPOSALS

Proposal Number: #IND-051111-BSSD

FOR THE:

- **BUS SHELTER SITE AND CONCRETE PAD/WALL DESIGN SERVICES “ONLY”**

Note:

- **The BUS SHELTER will be the 5’6”x10’6” “Sunset” Ad Shelter by TOLAR, Item Numbers: 9176-00, 9444-00, 9436-00, 9490-00, 9637-00 and Solar Power Collector**
- **The Concrete Pad/Wall design must allow for the incorporation of ceramic tile art created by the Old National community**
- **The selected design firm must provide career mentoring to Old National Highway / College Park youth in careers that participate in the design process**

AT LOCATIONS ON: OLD NATIONAL HIGHWAY, GODBY ROAD and CAMP CREEK PARKWAY IN THE CITY OF COLLEGE PARK

The City of College Park is accepting Sealed Proposals from qualified vendors. Sealed proposals will be received no later than Wednesday, May 11, 2011 at 2:00pm, at the City of College Park Purchasing Department, 3667 Main Street, College Park Georgia, 30337 at which time they will be opened and publicly read aloud. Proposals received after the above date and time, or in any other location other than the Purchasing Department will not be considered.

A Proposal packet may be obtained from the City of College Park Purchasing Department, 3667 Main Street, College Park, Georgia 30337, or from www.collegeparkga.com.

A Mandatory Pre-Proposal meeting will be held at the City of College Park, 3667 Main Street, on Wednesday, April 20, 2011 at 2:00 pm. Bids will not be accepted from any firm who does not attend this meeting. *All attendees will be required to present their business cards at this meeting to confirm a firm’s representation.*

The City of College Park reserves the right to reject any or all proposals based on past performance and to waive technicalities and informalities and re-advertise. All Minority, Woman and Small Businesses are strongly encouraged to apply. Only responsive proposals that are determined to meet the requirements and criteria set forth by the City of College Park will be considered.

Request for Proposal,

Proposal No. IND-051111-BSSD

A. INFORMATION AND INSTRUCTIONS

Purpose:

The City of College Park is a soliciting proposal from a qualified bus shelter site design firm for shelters at locations on Godby Road, Old National Highway and Camp Creek Parkway. (See attached location maps for each specific bus shelter site.)

Proposal Deadline:

Design Consultants interested in the services described in the Scope of Work must submit **four (4) copies of their competitive proposal.** All proposals shall be sealed and clearly marked and submitted to the office of the Purchasing Manager, City Hall, 3667 Main Street, College Park, Georgia 30337 by **Wednesday, May 11, 2011 at 2:00pm.** Bids must be delivered to the above address ONLY. Bids received at any other location will not be considered.

Proposals must be responsive to the requirements stated in this document:

- a) Information and Instructions
- b) General Conditions
- c) Description of Work
- d) Measurement and Payment

Proposal Format:

Proposals evaluated must be submitted under a single cover in the format outline below:

Performance Record: Provide one-page summaries of **five (5) projects in progress or completed within the past five years** similar in nature, scope and complexity to this RFP. Provide reference names and telephone numbers for each project.

Expertise and Experience: Document your specialized expertise, resources, and experience as they relate to the execution of the proposed project. **The Design Consultant Firm shall hold any current GDOT required certifications for bus shelter design. Include any documents to confirm.**

Bid Proposal: The proposed bid for this project shall be presented in a single, separately sealed and labeled envelope as per the instructions stated in this RFP. The proposed bid amount shall be presented in the format provided on the cost proposal "Measurement and Payment" section at the end of this document.

Contact Person:

Questions concerning this RFP should be directed in writing via e-mail **ONLY** to:

Charles Hunter, Purchasing Manager
City of College Park
3667 Main Street
College Park, Georgia 30337
chunter@collegeparkga.com

Questions must be received in writing by **Monday, April 25, 2011 COB.** **Answers** to questions will be posted to the City of College Park web site by **Friday, April 29, 2011 COB.** Questions and answers will be posted to the City of College Park web site as an addendum. Any and all addendums must be signed and dated and returned with your proposal. All addendums will become a part of the proposal. **It shall be the bidder's responsibility to check the City's web site for any/all addendums.**

B. GENERAL CONDITIONS**General**

The City of College Park reserves the right to waive any requirements or to reject any and all proposals, to evaluate proposals, and to accept any proposal that, in its opinion, may be in the best interest of the City.

Proposal Evaluation and Award

Proposals will be evaluated on the basis of the written response to selection criteria listed and the cost proposals provided. After receipt and review of proposals, interviews may be scheduled. It is anticipated that a contract for the prescribed services will be entered into with the bidder that in the opinion of the City offers the most favorable combination of qualifications, approach, and pricing.

Conflict of Interest

The Design Consultant will certify, along with its sub consultants that, to the best of its knowledge, no circumstances exist which shall cause a conflict of interest in performing services for the City of College Park and that no company other than the bona fide employees working solely for the bidder has been employed or retained to solicit or secure the contract.

Hold Harmless Agreement

The Design Consultant shall agree to hold the City, its officers, agents, and employees harmless from any and all claims made against the officers, agents, and employees of the City which may arise out of any action or omission of the Design Consultant or any of its officers, agents, or employees.

C. DESCRIPTION

1) **Location:** The location of the bus shelters are on Godby Road, Old National Parkway and Camp Creek Parkway in College Park, Georgia. (Refer to attached Bus Shelter Locations Maps.) Due to funding sources and billing reporting requirements, the shelters' site design will be two separate design projects. Project One will be the Old National Godby Road project for six (6) bus shelter sites. Project Two will be the Camp Creek Parkway project for three (3) bus shelter sites.

2) **Design Concept:** The bus shelter consultant will design, provide architectural / engineering plans, and provide a listing of all materials and quantities required for the project. The City of College Park will have oversight responsibilities only, which will include performing official reviews and granting approvals of the design work. This RFP project will encompass the land required for the installation of the bus shelters and shelter concrete pads.

The Bus Shelter Design Consultant shall be responsible for:

- A. Basis of the design
- B. Architectural / Engineering and Site plans
- C. Environmental Documents and considerations addressed, if required and any necessary permits obtained
- D. Erosion and Sedimentation Control Plan
- E. Identification of Required Right of Way and Construction Easements. These shall be acquired by the City of College Park with appropriate documents submitted by the Design Consultant. The design should avoid any requirement for right-of-way acquisition (if possible).
- F. Utility Agreements, Permits or Relocation Plan and/or Certification of "No Conflict."
- G. Underground Utilities Survey for each shelter location with utilities locations incorporated in to the final plans

The Scope of Work is as follows:

1. Design construction drawings incorporating above ground and below ground utilities, and identifying right-of-way agreements/easements for bus shelter pads/walls at 6 locations in the Old National Highway, Camp Creek Parkway, and

Godby Road area of College Park, Georgia. Refer to T209 and T211 Streetscape Plans for setbacks for the Old National Project. The design plans must be provided in a permittable and biddable state in order to receive GDOT approval. (See the Attached Old National Bus Shelters location map and T209 and T211 Streetscape plans.)

2. Design construction drawings incorporating above ground and below ground utilities, and identifying right-of-way agreements/easements for bus shelter pads/walls at 3 locations in the Camp Creek and Herschel Road area of College Park, Georgia. The design plans must be provided in a permittable and biddable state in order to receive GDOT approval. (See the Attached Camp Creek Bus Shelters location map.)
3. The bus shelters shall be the 5'6"x10'6" "Sunset" Ad Shelter by TOLAR, Item Numbers: 9176-00, 9444-00, 9436-00, 9490-00, 9637-00 and will use the Solar Power Collector.
4. The concrete pad/wall design of each bus shelter may vary in size, but will be based on only one base design. The base design must allow for increase of width or depth to accommodate site conditions and level of use.
5. The bus shelter pads and surrounding walls may be of concrete and brick and allow for ease of maintenance.
6. Where appropriate the bus shelter site will include a low wall for use as a seat or include a structural wall to accommodate surrounding grades. Some of the bus shelter locations will require the design of retaining walls to accommodate surrounding grades.
7. The bus shelter site/wall must allow for the future incorporation of tile art pieces created by the community.
8. The firm selected for this design phase must include one career mentoring opportunity for area youth. This will be a career education, inspiration and mentoring session in bus shelter site design. The firm will host one mentoring session for 45 minutes, for up to 10 youth, at a location in College Park.
9. The firm selected for this design phase must include two separate meetings with City staff and community leaders to discuss and review the design of each shelter and associated art.

Note 1) The Bus Shelters for Old National Highway and for Camp Creek Parkway are to be bid and billed separately due to funding source reporting requirements.

Note 2) Site conditions vary with each site. The concrete base must be designed as required to meet all ADA requirements for the various site conditions.

Note 3) Prior to start of design there will be a preliminary project site analysis meeting with the Economic Development and Public Works staff representatives of College Park. In addition there will be a preliminary site design review and presentation to Council of the proposed sites' design. These meetings are in addition to the two meetings with City staff and community leaders to discuss and review the design of each shelter and associated art.

4) Design Consultant: The Bus Shelter Consultant will be a registered architect/engineer or a firm with registered engineering staff, in the State of Georgia and will be designated at the time of the proposal. Bidders will include the names, registration and license information of the individuals who will be designing the bus shelters and associated walls in their bid packages.

5) Plans and Design: The City of College Park has not developed any plans for this project but will make the following available for the design/construction of this project.

- A. Location Maps for each of the Bus Shelter Locations on Godby Road and on Camp Creek Parkway
- B. Acquisition of any and all easements and/or right of way for the project. Note: Right-of-way acquisition should be avoided where possible. The site designs should fit within existing right-of-way to avoid unnecessary costs.
- C. T209 and T211 Streetscape Plans for setback references for the Old National Project.

The design will be in English units of measure and will be prepared under the direct supervision of licensed design professionals registered in the State of Georgia.

The design shall consist of the following:

- A. Design to current GDOT standards and specifications or special design as required as well as the City of College Park Power Department requirements
- B. The design configuration of the shelters shall accommodate the attachment to electrical power.

At the completion of the project, the Design Consultant shall provide drawings to include one (1) full size Mylar, one (1) full size paper print and CDROM with (Auto Cad) electronic design files, notes and calculations for each Bus Shelter location.

Designs should allow for compliance with all applicable permitting requirements, including but not limited to: US Army Corp of Engineers, State and County Erosion and Sedimentation Control and State and County Stream Buffer requirements.

It shall be the responsibility of the Bus Shelter Design Consultant to identify and secure any temporary easement and DOT permits if required.

D. Measurement and Payment:

Payment for the items listed below, complete and accepted, will be made at the lump sum price bid.

Design of Bus Shelters on Old National Highway \$ _____

Design of Bus Shelters on Camp Creek Parkway \$ _____

Design Delivery Date of Old National Highway Bus Shelters _____

Design Delivery Date of Camp Creek Parkway Bus Shelters _____

Signature

Date

Company Name

Attachments:

Bus Shelter Locations on Old National Highway

Bus Shelter Locations on Camp Creek Parkway

T209 and T211 Streetscape Plans

(TOLAR Specification Sheets for Shelters are available from TOLAR)