

REQUEST FOR PROPOSAL (“RFP”)

FOR

RENOVATION SERVICES

RELATING TO

**PARK RESTROOM FACILITY**

FOR THE

**CITY OF FORSYTH**

Recreation Department

A PROJECT OF:

The City of Forsyth

July 2018

**REQUEST FOR PROPOSAL  
PARK FACILITY RESTROOM RENOVATIONS  
CITY OF FORSYTH, GEORGIA  
DEPARTMENT OF RECREATION**

**Purpose:**

To provide a safe and comfortable facility for citizens and guests to use while participating in recreational activities at the Country Club Park.

**Introduction:**

The City of Forsyth Recreation Department seeks to restore the restrooms located near the splashpad in Country Club Park. The plan is to gut and renovate the interior of the structure, replace the roof, extend the roof to provide a shaded area next to the restrooms, and reposition the boundaries of the fence surrounding the splashpad to go around the restroom entrances. Responses will be received at:

Middle Georgia Regional Commission  
c/o Marissa Jackson  
Government Services Specialist  
175 Emery Highway  
Suite C  
Macon GA 31217

For consideration, request should be received no later than August 26, 2018 , 30 days after posting date July 26, 2018. Any submittal received after this date and time will not be considered and will be returned unopened to the firm. Specific services to be provided are shown in the “Scope of Services” section of this RFP.

Interested and qualified firms are requested to make a response to accomplish the Scope of Services described herein. The response is to be signed by a duly authorized official of the firm and must be submitted in time, manner, and form prescribed.

This solicitation does not constitute an offer by the City of Forsyth to enter into a contract and is not an offer which can be accepted by the firm to form a contract. No offer made in response to the terms and conditions of this RFP may include any terms or conditions which can bind the City of Forsyth to the qualified, selected firm. The City of Forsyth reserves the right to reject any and all proposals and to waive technicalities as deemed in the best interest of the project. The City of Forsyth reserves the right to request additional information from firm(s) as deemed necessary to analyze proposals. The City of Forsyth is an equal opportunity employer.

**Project Information:**

Project Name: Splashpad Restroom Renovations at Country Club Park

Project Location: 343 County Club Drive  
Forsyth, GA 31029

Project Owner: City of Forsyth

Representative: Marissa Jackson, Government Services Specialist  
Middle Georgia Regional Commission  
175 Emery Hwy, Suite C  
Macon, GA 31217  
478-751-6160

**Scope of Services:**

The City of Forsyth plans to contract with a firm to provide renovation of the restrooms adjacent to the splashpad at Country Club Park. The existing flooring and exterior walls may remain in-tact with possible upgrades in painting and/or varnishing. The interior stalls, sink, and remaining restroom attachments and essentials will be replaced and updated.

The toilets should be upgraded to meet institutional grade standards.

The roof of the restroom structure should be replaced entirely and extended to create shaded area adjacent to the splashpad area.

The fencing around the splashpad should be extended to encompass the entrances to the restrooms in addition to the splashpad boundaries.

All submitted responses to the request for proposals should include conceptual designs of the proposed facilities, description of the materials to be used, a timetable for completion, bidding/pricing, a plan for the disposal of construction materials, and all other construction activities to be completed as a part of the project. The RFP should not only show an overall cost, it should include an itemized list to breakdown each individual cost to the City of Forsyth, as well as a detailed timetable describing a general time frame for the project's completion.

An image of the restrooms in their current state is attached in the appendix.

**Planning Constraints:**

Construction taking place must not interfere with the recreational use of the park or pose a danger to citizens in the vicinity. The project must be completed by December 31, 2018.

Firms should be aware that cost will be a big factor. Firms are welcomed to provide multiple design options with their associated costs as options for the City of Forsyth to choose from. The City of Forsyth reserves the right to negotiate with firms after reviewing submitted proposals.

**Response to RFP:**

All questions as to the interpretation of the RFP packet must be submitted via email to Marissa Jackson at [mjackson@mg-rc.org](mailto:mjackson@mg-rc.org). All questions and responses submitted at a minimum of 15 days after the posting date will be published on the City of Forsyth website for review.

Each firm promises and agrees that its proposal shall be irrevocable for a period of 60 calendar days after submittal date and will not be withdrawn or modified during that time unless written agreement between the City of Forsyth and the firm. If necessary, the period of time specified may be extended by written agreement.

**Proposal should include the following:**

1. Conceptual Design rendered and mounted on foam board at a minimum scale of 1 inch= 30 inches.
2. A formal presentation of Conceptual Design to the City Manager and Forsyth City Council in the City of Forsyth.
3. Statement of professional qualification and technical competency.
4. List of current client references with names of contacts and phone numbers.
5. Statement of firm's relevant experience in terms of similar projects. List two recent projects of similar type and size, including references with phone, fax, and email addresses.
6. Statement of firm's capacity to accomplish the work in the required time.
7. Proposed organization/team for implementing the scope of services.
8. Schedule of hourly rates proposed to be charged for all personnel and other expenses required for this project.
9. Estimate of fees required to develop a final project score (including fee for disposal of construction materials) prepare an estimate of construction cost, create all construction drawings and specifications, assist in bid administration, construction observation, and coordinate delivery of complete startup and maintenance training and documentation to City of Forsyth personnel.

**Selection Process:**

All proposals submitted in response to the RFP will be reviewed by Middle Georgia Regional Commission and the City of Forsyth. Based on the information reported in the proposal and the quality of the presentation, Middle Georgia Regional Commission and the City Manager will determine whether the firm is qualified. Any of the firms may be requested to expound on their proposal and presentation or to make another formal presentation. A selection will then be made based on the most qualified firm, proposal, presentation, and other (i.e. fairness and reasonable fee) criteria.

**Indemnification and Insurance:**

The firms shall carry professional/public liability insurance coverage and workers compensation insurance covering itself, and all of its employees and agents, and shall indemnify and hold harmless the City of Forsyth, their representatives, and employees from any claims, demands, actions, and cause for actions arising from any negligent act or non-act while under the terms of the contract. Proof of insurance shall be provided prior to contract execution.

**Evaluation Criteria:**

**Proposals will be evaluated/ranked based on the following criteria:**

- A. Quality and appropriateness of design and presentation
- B. Professional qualifications and experience necessary for performance of the required services, i.e. technical competence, specialized experience, character, integrity, reputation, judgement, record of past performance
- C. Capacity to accomplish work in the required time
- D. Knowledge of the project locality and related issues
- E. Technical approach-quality of package
- F. Compliance with all RFP requirements
- G. The total expected cost of the project

**Appendix**



*Image 1: photo of restroom structure in its current state in relation to the splashpad.*

**END OF REQUEST FOR PROPOSAL**