

Request for Proposal Professional Design Services Riverdale Police Headquarters and Fire Station #1 Renovation



INTRODUCTION

The City of Riverdale (hereinafter referred to as the "City") is soliciting a **Request for Proposal** from qualified consulting firms with expertise in design ("Consultant"), for **Design Services for Police Headquarters and Fire Station #1 Renovations**. The City is looking for a team to produce conceptual design drawings, work with city staff to refine the conceptual designs, prepare final design plans and construction documents for the City of Riverdale Police Headquarters and Fire Station #1 Renovations (the Project). The Project is located at 6690 Church Street, Riverdale, GA 30296.

The original Police and Fire Building was constructed in 1977. At that time, the original City Hall existed as a small building on the corner of Church Street and Main Street. As part of the construction of the new Police and Fire Building, the existing City Hall building was also renovated. In 1988, an addition was added to the north side of the Fire and Police Building which expanded the footprint of the building resulting in a new expanded City Hall and Fire and Police Building all under one roof. The existing City Hall building was removed as part of this contract, and that area later became part of the parking lot for the new facility.

In 2011, a new City Hall was constructed at 7200 Church Street. The offices for the old City Hall became the home for the City's Finance Department which since that time has once again relocated to the City's Wilson Road office. At this time, the northerly section of the building remains mostly unused. All the renovations and changes at this facility have resulted in a cut-up layout which is not functional for the existing Police and Fire Departments. In addition, there are many vacant rooms, including a large council chamber and offices that no longer serve a purpose at the facility. At the time of the original construction, the Americans with Disability Act was not a consideration, and mostly men occupied the fire station, resulting in single gender use facilities. It is the desire of the City to have the interior of the building reconfigured utilizing the entire space to provide both purpose and function for the Police Department and Fire Department. As part of this renovation, the existing elevation view of the facility needs to be redesigned to allow for single public access through one door which will be shared by both Fire and Police personnel. This access point will consist of a lobby and ADA-compliant restrooms with a secure area for City employees. A newly designed landscaping plan is to be implemented along the front of the facility.

The City does not have a conceptual design for the proposed facility. It is the City's desire that the proposed utilization of the building integrate both police and fire services

in a cohesive environment. The selected Consultant will meet with the City Manager, Director of General Services and Facilities Management, and other City staff as selected to develop a new layout for the Project. The plan shall modernize the building, utilizing the space more efficiently and providing a new facility that essentially works like more modern facilities in function, fixtures, and finish. In addition to providing a new floor plan, the City would like the building elevation redesigned to provide one entrance utilized by both police and fire services as well as new landscaping.

The Consultant shall execute his/her work in a timely manner and in accordance with a schedule approved by the City. Failure to respond by completing scheduled work in a timely manner may result in termination of the agreement.

The Consultant responsibilities will include all design services necessary to complete the project as outlined within this document. The Consultant will be responsible for verifying all site improvements, landscaping, fencing, and site utilities including water, sewer, storm drain, and electrical service, etc.

Locally owned businesses, minority-owned firms and female-owned firms are encouraged to respond to this RFP. Refer to the attached Request for Proposal which was posted.

Potential Bidders are urged to carefully read and review the information contained within this Request for Proposal (“RFP”) and respond accordingly.

For the purpose of this project, the following definitions shall apply:

OWNER is the City of Riverdale

PROPOSER is a design team, which submits a proposal in response to this RFP

CONSULTANT is the design team hired by the City to provide the services described in this RFP

LOCAL REGULATORY AGENCY refers to all Sections, Divisions, and Departments of the City of Riverdale charged with the review and approval of this type of RFP for Design Services for Police Headquarters and Fire Station No. 1, project within the city limits.

STATE REGULATORY AGENCY refers to all State of Georgia agencies that might have jurisdiction over the project design and /or construction.

FEDERAL REGULATORY AGENCY refers to all United States of America federal agencies that might have jurisdiction over the project design and /or construction.

PROJECT GOAL

The Department seeks to renovate the Police Headquarters and Fire Station No. 1, to modernize facilities, remove any accessibility barriers, and provide facilities that accommodate both genders.

SERVICES TO BE PROVIDED BY THE CONSULTANT (Scope of Work)

The scope of work outlined below is to be used as a general guide and is not intended to be a complete list of all work necessary to complete the project.

1. Meet with key City Personnel to develop a strategy of wants/needs for optimization of the building layout incorporating ideas from the two departments to produce a preliminary schematic.
2. Provide alternative plans for an aesthetically pleasing redesign of the front of the building to provide customer access through only one entrance to be shared by both fire/police. This area will include both an entrance lobby and secure area for use by City employees. An ADA compliant restroom must have access through the lobby.
3. Develop a landscape plan for the building

Based on comments/review of information obtained from above:

4. Develop the final schematic design

Upon approval of the final schematic design

5. Prepare complete construction drawings for both the interior, exterior, and landscape based on the above criteria

Drawings should address the following items of concern noted by the City:

- A. Replace the existing HVAC system and provide damper controls in each office.
- B. Install a new generator which is sized for the entire building (presently there are two generators servicing the building) and make sure the type of generator is serviceable by Cummings (the present City contractor responsible for generator maintenance).
- C. Replace all indoor and outdoor lighting with LED

D. Evaluate the existing mechanical/electrical system and recommend improvements

E. Bring the building sprinkler system to code including a dry fire suppression system in the server room and 911 center

F. For truck access to the fire station, evaluate the cost of roll-up doors versus bi-fold doors for both the front and rear of the station

G. Access doors to have both Talko mechanical locks and EMC scan pads

H. Inspect and recommend roofing repairs/replacement for the entire facility

I. Redesign of the Fire Station living quarters to provide sleeping quarters, ADA compliant restrooms and showers for both genders.

I. Evaluate any other requirements necessary to bring the existing facility in compliance to current building codes. The determination for making sure there is compliance to code is the responsibility of the proposer awarded the contract. In addition, the consultant will provide documentation of code requirements which may be identified during the plan review process. This is to include ADA compliance with handicap parking and signage.

6. Prepare a complete cost estimate for improvements

7. Prepare complete construction documents for permitting and bidding. The consultant to include all supporting structural calculations for any additions or alterations of load bearing elements

8. The consultant is responsible for *ALL* plan revision and printing costs

9. Attend bid conferences for selection of contractor

10. Provide construction administration services

10. Design: Gather necessary data from the Police Department, Fire Department, General Services and Facilities Management Department and evaluate existing infrastructure. On at least three occasions, Consultant will meet with members of the City Staff selected for participation in a design review committee. Consultant shall coordinate its efforts with City of Riverdale Police Department, Fire Department, General Services, Community Development Departments; and other agencies affected by this project. Provide preliminary design plans and specifications for review by the City. Once the preliminary design is approved, prepare detailed design plans and specifications, as appropriate for

this project. Perform quality check and value engineering review, before submission of design to the City for approval.

11. Applicable Standard Specifications and Details: The design will be completed in accordance with applicable City, State, and Federal Laws, Statutes, Codes, and any other applicable standard specifications, as applicable.

12. The consultant shall provide all technical skills and studies necessary for successful and complete design of the Project.

13. The Consultant shall execute its work in a timely manner and in accordance with the approved project schedule.

14. The successful Consultant must provide proof of a Performance and Payment Bond in accordance with O.C.G.A. § 36-91-70.

ITEMS AND SERVICES TO BE PROVIDED BY THE CITY OF RIVERDALE

The City will provide copies of City's available record drawings of existing facilities, however such drawings may not be accurate, and the City shall not be held responsible for such inaccuracies.

The City makes no warranty that record drawings for all existing improvements are available.

The City will provide all services required to plan, supervise, monitor and finance the project except for those services to be provided by the Design Team as set forth herein above.

PROJECT TIME SCHEDULE.

The Design Team shall execute its work in a timely manner in order to complete the design within the specified time frame for the project. Currently the City is anticipating an October 2018 completion of the Design.

CONSULTANT'S TEAM

The Consultant shall assign a qualified, design professional as Project Manager to direct and oversee the Design Team's work on all phases of this project. The Design Team's staff working on this project shall be qualified professional staff and shall have the necessary experience, expertise and licenses to complete the project design, and satisfy all the requirements as described in this RFP. At a minimum, the Consultant shall include the following:

A design professional acting as Project Manager as defined above; A professional designer who holds an Architecture/Engineering license issued by the State of Georgia, and has extensive experience in designing comparable facilities; Professional Project designers and all other professionals as necessary to complete the Scope of Work for this project.

STATEMENT OF QUALIFICATIONS

All interested firms (Design Teams) shall submit a Request for Proposal(RFP), by 4:00 pm May 22, 2018, which shall contain at a minimum the following information:

1. A statement of Design Team's management principles, procedures and how they will be applied to this project in regards to:
Development of a project design schedule and adhering to that schedule;
Establishment of a cooperative relationship with the City and any other stakeholders in the Project; and Complete and successful performance of all tasks assigned to the Design Team.

2. Name and relevant experience of Design Team's principals who will be responsible for the project.

3. A list of comparable projects on which Design Team has been involved during the past five years. The list should include at least four different clients and should provide the following information for each project:

Project title, location and description including size of the project;

Nature of Design Team's responsibility;

Start and end dates of Design Team's involvement in the project;

Total dollar amount of Design Team's contract;

Name, address and phone number of the project owner;

Name and address of Design Team's client if different from the project owner; and

Name and phone number of contact person at Design Team's client's office.

7. A statement of Design Team's approach in designing a project within the allocated time schedule and project budget.

8. A statement of why Design Team believes it should be selected for this project.

9. A list of all sub consultants that Design Team will be utilizing on this project. This list shall include the following information for each proposed sub consultant:

Name, address, and phone number for sub consultant's office that will be performing work on the project;

Name and relevant experience for sub consultant's key employees that will be working on this project;

Description of work that the sub consultant will perform on the project

If the Design Team has multiple offices and proposes to utilize staff from multiple offices for this project, then the following shall apply in regards to this listing of sub consultants:

The office Submitting an RFP for Design Team shall be considered the CONSULTANT. All other offices of Design Team shall be considered sub consultants and shall be included in the sub consultants listing.

10. A statement of Design Team's current insurance coverage signed by a company official. The City requires a minimum of One Million Dollars (\$1,000,000) of Professional Liability Insurance, Automobile Liability Insurance, General Liability Insurance, and Workers' Compensation Insurance. If the current coverage does not meet the City's minimum requirements, a statement of Design/Build Team's ability and intent to obtain the required coverage must be included. Do not submit a certificate of insurance in lieu of this statement.

SUBMITTAL OF REQUEST FOR PROPOSAL

Firms responding to this RFP must include the following items in their submittal package:

1. Six (6) copies of Consultants RFP; and one (1) additional unbound copy
2. One copy of the completed "Business Identification Form" (Attachment 1) signed by a company official;
3. One copy of the Consultants Bid Submission Form (Attachment -2).
4. The RFP response shall not exceed *thirty* (30) pages, on of 8-½ -inch by 11-inch printed on both sides, no larger than a 12pt. font. The thirty (30)-page requirement does not include the front cover, or back cover of the document

The submittal items must be placed into a sealed envelope bearing Consultants name and the words "Request for Proposal - Professional Design Services Riverdale Police Headquarters and Fire Station #1 Renovations - Riverdale Georgia."

On or before May 22, 2018 at 4:00pm, the submittal package must be delivered to:

City of Riverdale
General Services and Facilities Management Department
Attn: Mr. Bennie Rose
971 Wilson Road
Riverdale, Georgia, 30296

The City assumes no responsibility for non-receipt of submittal packages due to any delay, including, but not limited to, carrier delay. It is the Design Team's responsibility to meet the deadline stated above.

Submittals which do not contain the required number of copies and all the information requested in this RFP, may be considered non-responsive and rejected without evaluation. Submittals received after the deadline or at the wrong location will be considered non-responsive. Submittals sent via facsimile or email will not be accepted

SELECTION OF CONSULTANT

1. Each member of the Evaluation Committee will read, review, and evaluate the contents of each submitted RFP response.
2. The Evaluation Committee will be responsible for reviewing all RFP Proposals timely and accurately submitted. In the event there is a close score between bidders or the City needs additional clarification of bids, bidders *may* be invited to an interview. After the evaluation committee selects a CONSULTANT, a recommendation is sent to the Mayor and Riverdale City Council for approval. The Mayor and City Council possess final approval authority
3. The City reserves the right to negotiate adjustments in any and all elements of what Bidders submit in their RFP responses, as long as such adjustments do not have the effect of increasing the total compensation paid by the City over the total proposed fixed-price fee compensation set forth in submitted proposals.

Firms submitting a REQUEST FOR PROPOSAL (RFP) for this project must provide in their submittal, verifiable evidence demonstrating that they have considerable current and past experience in providing the services necessary for this project, as described in the “General Project Description and Requirements” section and “Services to Be Provided by the CONSULTANT (Scope of Work)” section of this RFP.

The City will evaluate the Design Teams based on the following items:

1. The information contained in Design Team’s RFP. The City's evaluation of this information will be based, at least in part, on the requirements for the RFP set forth elsewhere in this document.
2. Design Team's ability to understand the project requirements as it may be revealed in their proposed method and procedure of study, goals and objectives, and their approach to the project.
3. Comments received from the City's reference checks.
4. Design Team's submittal and subjective statements.

The submission of a fee proposal shall be conclusive evidence that the Design Team and its sub consultants have investigated and satisfied themselves as to the conditions to be encountered, the character, quality and scope of work to be performed, and any municipal and ordinance requirements of the City of Riverdale.

SOLICITATION CAVEAT

The Consultant and its sub consultants understand and agree that the City of Riverdale shall have no financial responsibility for any costs incurred by the Consultant Team and its sub consultants in responding to this Request for Proposal and shall not be liable for any Consultant’s or its sub consultants’ costs attributed to their own study and investigation or design of a specific project until Consultant has executed a contract with the City of Riverdale and has been authorized in

writing to proceed. The City of Riverdale reserves the right to terminate this Request for Proposal after three (3) days' notice to all prospective Consultants.

CONTACTS AT THE CITY OF RIVERDALE

All questions concerning the project, the submittal of a Request for Proposal, the City's review and evaluation of the RFP's, and the City's selection of a consultant for this project should be submitted in writing and directed to:

**Attn: Bennie Rose
Director of General Services and Facility Management
971 Wilson Rd
Riverdale, GA 30296**

1. A **Mandatory** "Pre-Bid" conference will be held on **May 8, 2018 @ 10:00pm**. The purpose of this conference is to introduce the Project and to provide a means to address comments, inquiries and additional questions. The address for the Bidders' conference appears below:

**City of Riverdale
Department of Community Development
971 Wilson Road
Riverdale, GA 30296**

Please Note: Only Bidders that attend the scheduled **Mandatory** Pre-Bid Conference are permitted to submit a bid package. A sign-in sheet will be used to account for attendance.

Submit a fixed-price proposal [use the Fee Proposal form provided in Attachment 2], submitted in a separate envelope with the RFP response. The envelope containing the Fee Proposal should be marked:

[Fixed Fee Proposal – Design Services Riverdale Police Headquarters and Fire Station #1 Renovations- **RFP # 2018-02**]

The total fixed-price fees proposed shall be considered to be inclusive of all fees and expenses [travel expenses, printing, reproduction, postage, etc.], which will be generated by the Consultant and all Sub-Consultants whose services are required to complete the work described in the section entitled *Scope of Work*, herein.

No reimbursables will be paid beyond the total fixed-price fee proposal amount submitted in response to this RFP, on the form provided in "Attachment 2" herein.

If the Consultant anticipates that additional services will be required to complete the work and these additional services are not outlined in the Scope of Work, the Fee Proposal should describe these additional services in a distinct and separate line item. The Department and Team will review these additional services outlined in the fee proposal and determine if these services are necessary to complete the work as outlined in the Scope of Work.

The Consultant shall include the provision of the above described deliverables package in the fixed-price fee for the work and shall not be further reimbursed for these deliverables.

The successful Consultant must provide proof of the required insurance described in Appendix A as a requirement of this document.

A Table of Contents, with corresponding tab sheets, which correspond to items in this RFP, must be included to identify each section, in the same sequence requested in this RFP. RFP responses must meet the requirements of and conform to the proposal submission format and requirements as stated in this RFP.

SCORING VALUES

The decision for selecting a General Contractor will be made by the “Evaluation Committee.” The criteria listed below will be used to evaluate all responses to this RFP.

**Schedule of Scoring Criteria
(Maximum 100 Points)**

A	Evaluation of Consultant’s ability to follow instructions in preparing and submitting proposal	10 Pts.
B	The experience of the Consultant and key staff as it relates to projects of a similar nature and scope	35 Pts.
C	The time anticipated to complete the design phase of the project	10 Pts.
D	Evaluation of the Consultants references	15 Pts.
E	Value Engineering and Cost Savings	20 Pts.
F	Evaluation of the Fee Proposal	10 Pts.

Local Preference Bonus. Companies paying taxes in jurisdictions local to the City will receive a bonus to their total bid scores under the City’s Local Preference Program. This program is detailed in Riverdale Code of Ordinances, Chapter 2, Article VIII, §§ 2-200, *et seq.* available at https://library.municode.com/ga/riverdale/codes/code_of_ordinances.

To Be eligible for a local preference bonus, a company must be considered local in one (1) of three (3) jurisdictions.

For companies considered local to Riverdale, GA, the local preference bonus will be ten (10) percent of the preliminary score.

For companies considered local to Clayton County, GA, the local preference bonus will be seven (7) percent of the preliminary score.

For companies considered local to the State of GA, the local preference bonus will be five (5) percent of the preliminary score.

MBE/WBE Bonus. Contractors certified by the State of Georgia as a Minority Business Enterprise (MBE) or Women Business Enterprise (WBE) will receive a five (5) point bonus to the total bid score.

RULES GOVERNING PROCESS

1. All Request for Proposal and supporting documentation received by Riverdale shall become the property of the City and will not be returned.
2. All costs associated with the preparation and submission of the Proposal shall be borne solely at the expense of the Responder. Riverdale shall not, under any circumstances, be responsible for any costs or expense incurred by the Responder.
3. This RFP and interview selection processes shall in no way be deemed to create a binding contract of any kind between Riverdale and the Responder.
4. Riverdale reserves the right in its sole discretion to waive informalities in the RFP process, but is not required to do so.
5. To be considered, a Proposer must submit complete Qualifications as indicated herein. The format that is provided in this document is not negotiable. Failure to adhere to the instructions contained within this document will void the submission of any response.
6. It is the responsibility of each Consultant to examine the entire RFP, seek clarification in writing, and review its proposal for accuracy before submitting the RFP response. Once the submission deadline has passed, all RFP responses will be final. The City will not request clarification from any Consultant relative to its RFP response.
7. Any submitted RFP response shall remain a valid proposal for three months after the due date, or until the City executes a Contract, whichever is first. The City may, in the event the selected Consultant fails to perform and/or the contract is terminated within forty-five days of its initiation, request the Consultant submitting the next acceptable proposal to honor its proposal.
8. Each Bidder must comply with the applicable laws, ordinances and resolutions of Riverdale, Clayton County, the State of Georgia and the federal government,

including but not limited to all environmental laws regulating the disposal of municipal solid waste. Bidders must also exhibit the financial ability to furnish the necessary insurance coverage, as will be specified in this document.

9. The price for the services requested in this RFP include all, licenses and permits that the Bidder is or may be required to complete this work.
10. Riverdale reserves the right to award a Contract to other than the lowest cost Bidder if the interests of the City are best served.

Terms and Conditions - Bidder Responsibility

Supervision

Bidder agrees to furnish the necessary qualified supervision to oversee all operations.

Work Force

In the performance of the work listed above, the workforce shall be presentable at all times. All employees shall be competent and qualified, and shall be legally authorized to work in the U.S.

License and Permits

The Bidder shall acquire and maintain all required licenses and permits required by State or local law, and will comply with all other license and permit requirements of the City, State and Federal Governments, as well as all other requirements of law.

Subcontractors:

The Proposer reserves the right to hire qualified subcontractors to perform specialized functions or work requiring specialized equipment.

Additional Services

Any services rendered by Proposer that are in addition to or beyond the written scope of work required by this RFP shall be separately billed. In addition, any additional work not shown in the above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate.

Execution of Contract

Selected Responder will be required to execute a standard city contract within five (5) days after notification by the City that contract is available and thereafter comply with the terms and conditions contained therein. No contract shall be considered binding upon the City until it has been properly executed.

Bidder shall begin work within ten (10) days after contract is executed and Notice to Proceed is received.

PERIOD OF THE CONTRACT

The Contract shall be in effect for a period not to exceed twelve (12) months.

TERMINATION OF CONTRACT

The City may terminate the Contract without cause at any time at its sole discretion by delivering a thirty (30) day written notice to the Bidder.

If for any reason the successful Bidder fails to fulfill any of the requirements of the Contract, the City shall have the right to terminate the Contract with cause with three (3) days written notice to the Bidder and to then contract and negotiate for the services with another Bidder.

PRICES AND PAYMENT TERMS

1. All prices, costs, and conditions outlined in the FEE response shall remain fixed and valid for acceptance for 90 calendar days starting on the due date of the bid.
2. Prices will remain firm for the duration of the Contract.
3. The price quoted shall include all labor, materials, equipment, and other costs necessary to fully complete the services in accordance with specifications of this RFP.
4. The total charge for the work will be payable as agreed upon in the contract.

SATISFACTORY

Any work found to be in any way defective or unsatisfactory shall be corrected by the Consultant at his/her own expense at the order of the City. The City also reserves the right to contract out services not satisfactorily completed and to purchase substitute services elsewhere. The City reserves the right to charge the Consultant with any, all costs incurred or retain/deduct the amount of such costs incurred from any monies due, or which may become due under the Contract.

EQUAL EMPLOYMENT OPPORTUNITY

The Consultant shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, or disability. The Consultant will take affirmative action to ensure applicants are employed, and that employees are treated

fairly during employment without regard to their race, color, religion, sex, national origin, or disability.

Such action shall include, but not be limited to, (1) employment, (2) upgrading, (3) demotion, (4) transfer, (5) recruitment or recruitment advertising, (6) layoff or termination, (7) pay rates or other forms of compensation and (8) selection for training, including apprenticeship. The City of Riverdale fully encourages the participation of qualified minority and female-owned business firms with respect to the project.

PROHIBITED INTEREST

No elected official, officer or employee, or agent of the City will have either a direct or an indirect interest in the Design/Build Contract or the proceeds thereof.

PROHIBITED CONTACT

No Bidder or agent of Bidder is to discuss any part of this RFP with any member or employee of the City other than as set out in this RFP.

REJECTION

Riverdale reserves the right to reject any and all Request for Proposals received. Riverdale is under no obligation to award and/or enter into a Contract for these services and the selection schedule may be revised at the City's discretion. In addition, The City does not guarantee that a contract will be awarded as a result of this RFP.

APPENDIX A

INSURANCE REQUIREMENTS

1. The Bidder will defend at the Bidder's sole expense, indemnify and hold harmless the City of Riverdale, and Clayton County its officials, employees, agents, servants, representatives and assigns from and against any and all liability damages, losses, expenses, claims, demands, suits, actions, judgments, bodily injuries or sicknesses to any person, or damage, destruction or loss of use of any property arising out of or related to the services provided by the Bidder and/or caused by the Bidder's negligence or willful misconduct.
2. The Bidder will be required to provide certificates of insurance showing that it carries, or has in force, automobile liability insurance, commercial general liability insurance, professional liability insurance and workers' compensation insurance. Limits of liability for automobile liability insurance shall be, at a minimum, \$1,000,000.00 combined single limit. Limits of liability for commercial general liability insurance shall be, at a minimum, \$1,000,000.00 per occurrence, \$1,000,000.00 personal and advertising injury, \$1,000,000.00 general aggregate and \$1,000,000.00 products/completed operations aggregate. Commercial general liability insurance will include coverage for contractually assumed liability. Limits of liability for professional liability shall be, at a minimum, \$1,000,000.00 per occurrence or claim and \$1,000,000.00 aggregate. If commercial general liability coverage and/or professional liability coverage is on a claims-made basis, the vendor will maintain coverage in force for a period of two (2) years following completion of the work specified in the agreement. Workers' compensation insurance shall provide statutory workers' compensation coverage and employers' liability coverage with limits of, at a minimum, \$500,000.00 each accident, \$500,000.00 disease- each employee and \$500,000.00 accident, \$500,000.00 disease policy limit.

The certificate of insurance shall provide the City of Riverdale, Georgia (City) with thirty (30) days written notice of cancellation of any of the coverage areas named in said certificate.

The City will be named as additional insured under the vendor's commercial general liability, professional liability and automobile insurance policies.

The vendor shall require certificates of insurance from subcontractors. Subcontractors will carry limits of insurance equal to or greater than those carried by the vendor. These certificates shall evidence waivers of subrogation in favor of the vendor and the City, and shall be made available to the City upon request.

The following must be considered:

Low Hazards

Contractors such as carpenters, plumbers (no digging or trenching), painters and small repair or service-type contracts.

Medium Hazards

Include roofers, plumbing with minor digging, cement contractors, grading of land, landscapers, building maintenance/cleaning contractors and bricklayers.

High Hazards

Include excavation and underground contractors, road contractors, erection and welding projects, all building of parks and recreation playgrounds construction and renovation and all infrastructure construction and renovation.

Special Hazards

Include major building projects, major infrastructure projects, contracts involving environmental and asbestos exposures and similar extra-high hazard operations.

Contracts under \$25,000 and under 30 days duration, (except Special Hazards)

A. Workers Compensation Insurance:

The Contractor shall procure and maintain during the life of this contract, Workers Compensation Insurance, including Employer's Liability Coverage, in accordance with all applicable statutes of the State of Georgia.

B. Commercial General Liability:

The Contractor shall procure and maintain during the life of this contract, Commercial General Liability Insurance on an "Occurrence Basis" with limits of liability not less than \$500,000 per occurrence and/or aggregate combined single limit, Personal Injury, Bodily Injury and Property Damage. Coverage shall include the following extensions: A. Contractual Liability; B. Products and Completed Operations; C. Independent Contractors Coverage; D. Broad Form General Liability Extensions or equivalent; E. Deletion of all Explosion, Collapse and Underground (XCU) Exclusions, if applicable; F. Per contract aggregate.

C. Motor Vehicle Liability:

The Contractor shall procure and maintain during the life of this contract Motor Vehicle Liability Insurance, including applicable No-Fault coverage's, with limits of liability of not less than \$500,000, per occurrence combined single limit. Bodily Injury and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.

- D. Additional Insured Status:** The City of Riverdale & Clayton County, GA (aka Clayton County Board of Commissioners. *Wording:* “The following shall be Additional Insured’s: Clayton County, Georgia (aka Clayton County Board of Commissioners), including all elected and appointed officials, all employees and volunteers, all boards, commissioners and/or authorities and their board members, employees and volunteers.

This coverage shall be primary to the Additional Insured’s, and not contributing with any other insurance or similar protection available to the Additional Insured’s, whether other available coverage be primary, contributing or excess.”

E. Cancellation Notice:

Sixty (60) days Notice of Cancellation or Change, as per the following wording:

“Workers’ Compensation Insurance, Commercial General Liability Insurance and Motor Vehicle Liability Insurance, as described above, shall include an endorsement stating the following: “Sixty (60) days Advance Written Notice of Cancellation, Non-Renewal Reduction and/or Material Change shall be sent to: (Riverdale Point of Contact) & Peggy Davidson - Director of Central Services, Clayton County Board of Commissioners, 7994 N. McDonough Street, Jonesboro, GA 30236”

F. Proof of Insurance Coverage:

Evidence of Insurance should always be required, wording as follows: “The Contractor shall provide City of Riverdale, GA at the time the contracts are returned by him for execution, Certificates of Insurance and/or policies, acceptable to City of Riverdale, Georgia, as listed below:

One (1) copy of Certificate of Insurance for:

Workers’ Compensation Insurance Commercial General Liability Insurance Vehicle Liability Insurance.

G. Continuation of Coverage:

If any of the above coverage’s expire during the term of this contract, the Contractor shall deliver renewal certificates and/or policies to City of Riverdale, GA at least ten (10) days prior to the expiration date.

Low & Medium Hazard up to \$300,000 and 180 days duration (except Special Hazards):

- A. Workers’ Compensation Insurance (same as above)
- B. Commercial General Liability Insurance:
(Same as above except, increase to \$1,000,000

- C. Motor Vehicle Liability:
(Same as above except, increase to \$1,000,000) All other conditions apply as above).

High Hazard Contracts and any above \$300,000 (except Special Hazards):

- A. Workers' Compensation Insurance (same as above)
- B. Commercial General Liability Insurance:
(Same as above except, increase to \$3,000,000)
- C. Motor Vehicle Liability: (same as above except, increase to \$3,000,000)
All other conditions apply as above.

Contracts in excess of \$1,000,000 to \$20,000,000 (except Special Hazards):
(Same as above)

- A. Commercial General Liability Insurance: (same as above except increase to \$5,000,000)
- B. Motor Vehicle Liability: (same as above except increase to \$5, 000, 00)
- C. Owners Contractors Protective Liability:
Wording as follows:
- D. "The Contractor shall procure and maintain during the life of this contract, a separate Owners & Contractors Protective Liability Policy with limits of liability not less than \$5,000,000 per occurrence and/or aggregate, combined single limit, Personal Injury, Bodily Injury and Property Damage. City of Riverdale, Georgia (aka Riverdale City Council) shall be "Named Insured" on said coverage. Sixty (60) days Notice of Cancellation shall apply to this policy."
All other conditions apply as above.

Contracts in excess of \$20,000,000 (except Special Hazards):

- A. Workers' Compensation (same as above)
- B. Commercial General Liability Insurance: (same as above except increase to \$10,000,000)
- C. Motor Vehicle Liability: (same as above except increase to \$10,000,000)
- D. Owners Contractor Protective Liability: (same as above except, increase to \$10,000,000)

Special Hazards:

Bids involving environmental exposures, asbestos removal, building demolition, extensive use of explosives requires review by the Risk Manager. Such contracts may necessitate Pollution coverage and other types of coverage.

Professional Liability:

If a project involves architects, civil engineers, landscape design specialists and other professional services utilized in connection with construction and coverage normally not provided by Professional Liability coverage (in the limits outlined above) should be required. Since most of these policies are written on a “claims made” basis, we should require that coverage be carried for 3 – 5 years after the project is completed. Since most claims will arise out of our action against the professional service, we do **not** want to be an additional insured. Since there are so many exclusions in these types of contracts, we should require certified copies of the policy on larger contracts. We should require project aggregate endorsements in lieu of aggregate limits of liability. If the project is very large (over \$10,000,000), we should require a separate “project policy”.

Subcontractors:

Wording: “RFQ Respondent” shall include all subcontractors as insured under its policies or shall furnish separate certificates and endorsements for each subcontractor.”

BUSINESS IDENTIFICATION FORM
(Your Letterhead)

Please answer all questions. Attach additional sheets as necessary.

1. _____
Name of the Bidder under which you do business:

2. _____
Permanent main office address:

City State Zip Code

3. _____
Phone No.: Fax No.

4. _____
E-Mail Address

5. Type of organization: (Check all applicable)
 Individually-Owned Partnership Corporation Joint Venture
 Non-profit Private Public Minority Owned Female-Owned

6. If a corporation, enter the date of incorporation and the state in which incorporated:
_____ Date: State: _____

7. Identify number of employees: _____

8. Enter the number of years you have been in business under the present Bidder name: _____

9. Identify name, title and telephone no. of person(s) in your organization authorized to negotiate and bind the "RFP Bidder" to a contract.

Name Title Tel #

**PROFESSIONAL DESIGN
SERVICES
RIVERDALE POLICE HEADQUARTERS
AND FIRE STATION #1 RENOVATIONS
BID SUBMISSION FORM
(Your Letterhead)**

NAME OF PROPOSING FIRM: _____

MAILING ADDRESS OF PROPOSING FIRM: _____

CITY: _____

STATE: _____

ZIP+4: _____

TELEPHONE: _____

EMAIL: _____

FEE AMOUNT PROPOSED:

DESIGN CONTRACTOR SERVICES Riverdale Police Headquarters and Fire Station #1 Renovations	<u>Amount</u>
1. Design	
Total	

X _____

SIGNATURE OF AUTHORIZED REPRESENTATIVE OF RESPONDING FIRM:

TYPED/PRINTED NAME OF AUTHORIZED REPRESENTATIVE OF RESPONDING FIRM

DATE _____