



**Request For Proposals
Professional Contractor Services
Renovations to the Fleet Building & Site
Improvements**

**Facility located behind the existing
6690 Building (6690 Church Street)**

Public Works Department
971 Wilson Road
Riverdale, GA 30274
Tel. # (770) 996-3397
Fax # (770) 996-9913

Introduction

The City of Riverdale via the Public Works Department is soliciting competitive bids from qualified vendors for Professional Contractor Services for renovations to the Fleet Building (located directly behind the existing Police and Fire Station No. 1 Building at 6690 Church Street) and site improvements to the adjacent parking facility. The project consists of the renovation of the existing Fleet Building, a 5000 square foot (sf) building and appurtenant site improvements. This project has an accelerated time frame, as the existing 6690 building is presently being renovated, and operations provided by personnel in the Fleet Building are a necessary part of daily activities for the Police/Fire departments.

The Fleet Building is an accessory building to the 6690 Building. The original 6690 Building was constructed in 1977 and it is assumed that the Fleet Building was constructed around that time. Besides providing the office for the Fleet Manager, the building has housed different departments throughout time, including being the home of the City's Public Works Department.

At the present time, the southerly portion of the building has several offices for both the City's Fleet Manager and their IT Department. The IT Department is to be permanently relocated to the 6690 Building which is being renovated at the present time. Future use for the Fleet Building will include the Fleet Manager's Office, workout facility for City Staff, bath/shower facilities and storage. Two of the existing bay areas, on the north side of the facility are to remain for servicing and storage of Police vehicles/apparatus.

The building is to be modernized in function, fixtures and finish and brought up to current code. Project components include items such as new roofing, replacing the existing HVAC, relocating the existing electrical/phone system to the proposed mezzanine (also to be renovated), replacing all indoor/outdoor lighting to LED, replacing all doors and locks, new bay doors, addition and removal of some windows/doors, reconfiguring the interior including removal of a load bearing wall with support beams, replacement of the fuel island roof and lighting, etc.

The site improvements include an overhaul of the existing parking lots. Such features include removal of existing islands and adding a connector drive through another existing island, milling, repaving and restriping of all the existing parking lots, tree removals, the addition of 10 parking spaces and entrance drive on the NE corner of the site (next to Veteran's Park) in an existing grass area, removal of an existing drive entrance on Church Street, refencing the entire site with new keyless entry pads, installation of a covered picnic area in the existing island, new lighting and other items as shown in the civil site plans for the project. It is anticipated that one of the first items of construction, for the site, will include

construction of the 10 parking spaces adjacent to Veteran’s Park in an effort to provide parking for City staff during the renovation process.

After the contract is awarded, the General Contractor will coordinate the construction with a Project Development Team (“Team”), that will include the City Public Works Director, City Engineer, Architect, and other staff, as appropriate.

The General Contractor 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. In the event of a breach after a reasonable opportunity to cure, the City and Contractor agree and acknowledge (i) that the actual damages in the event of a breach by either party to this Agreement will be impractical and extremely difficult to ascertain (ii) that the liquidated damages are intended not as a penalty, but as full liquidated damages, as permitted by O.C.G.A. § 13-6-7, and (iii) that the liquidated damages set forth herein represent the Parties’ best, fair and reasonable estimate of costs incurred. Costs include but are not limited to loss revenues due to delayed completion, increased engineering, construction, and inspection costs, increased financing costs and interest, and legal fees. A pre-estimation of loss shall be set at \$500 per day for each day the breach results in a delay of completion. Contractor agrees that the City shall have the right to deduct from any sums due to Contractor hereunder. This clause is not conditional on whether the initial Contractor completes the Project or whether the City hires another Contractor to complete the Project as a result of the initial Contractor’s breach.

The General Contractor’s responsibilities will include all constructions services necessary to complete the project as identified. The General Contractor will be responsible for verifying all site improvements and site utilities including water, sewer and electrical service.

Locally owned businesses, minority-owned firms and female-owned firms are encouraged to respond to this RFP.

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

Project Goal

The Department seeks to upgrade and modernize the existing Fleet Building to provide a more efficient layout that is functional to both the police and fire departments.

Bidding Documents

Bidding documents **MUST** be obtained from **one of the City Engineers**. A request for contract documents (drawings and specifications) must be sent in writing via email to Mikala Weston at mikalaweston@caa.inc. The General Contractor making the request will receive a reply email with a link to download PDF files of the drawings and specifications. Printing of the documents is the responsibility of the General Contractor. Requests by Subcontractors will be ignored.

Submission Instructions

- A. The Bids responsive to this RFP are to be submitted no later than June 23, 2021 at 4:00 p.m. to the address listed below. Bids may be hand delivered or mailed prior to the Bid Date by sending them to Mr. Bennie Rose at the address shown below and received no later than 4:00 p.m. local time on June 23, 2021. Bids received after 4:00 p.m. on June 23, 2021 will not be accepted.

**City of Riverdale
Public Works
971 Wilson Rd.
Riverdale, GA 30296**

Please Note: **Any Proposal received after 4:00 p.m., *June 23, 2021*
WILL NOT BE ACCEPTED.**

- B. A **Mandatory** “Pre-Bid” conference will be held at 10:00 a.m. on June 10, 2021 at the 6690 Building, Council Chambers (address shown below). The purpose of this conference is to introduce the Project and to provide a means to address comments, inquiries and additional questions. Supplemental information may be provided and the architect will point out specific features of concern. In order for your sub-contractors to understand the scope of this project and potential costs involved, it is essential to have your sub-contractors in attendance at this meeting. The address for the Bidders’ conference appears below:

**City of Riverdale
Fleet Building and Site Improvements
6690 Church Street
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.

- C. There will be a public bid opening on June 24, 2021 at 10:00 a.m. in the Public Works Building located at 971 Wilson Road, Riverdale, GA 30296. As described

in the "Selection Process" (on page 8) of this document, the bids are evaluated by a selection committee who consider price, experience, responsiveness, etc.

- D. Proposals must be responsive to all aspects of this RFP. The delivery of the Proposals to Riverdale by the time and date stated in the preceding paragraph is solely and strictly the responsibility of the Bidder. Riverdale will in no way be responsible for delays caused by the United States postal service, federal express or other couriers or for delays caused by any other occurrence. Fax proposals are not acceptable.
- E. Selection criteria are outlined within this document.

Project Control

- A. The General Contractor will meet with selected representatives as determined necessary by the Team to review plans, walk the project, and provide necessary guidance to the Contractor in solving problems which may arise.
- B. Although there will be continuous contact with the Team, the project manager will meet every two weeks as required with the General Contractor's project manager for the purpose of reviewing progress and providing necessary guidance. In addition, weekly progress report shall be emailed to the team by the Contractor.
- C. The General Contractor will submit brief written summaries of the work accomplished during the period, real or anticipated problems and notification of any significant deviation from previously agreed upon work plans that had been approved by the management team.
- D. The guidelines for the general construction are presented in the scope of work. The construction work must meet all the requirements of "The Americans with Disabilities Act of 1990" and "The Rehabilitation Act of 1973" and must meet the requirements of all local codes and ordinances for City of Riverdale and Clayton County.
- E. The RFP response should be responsive to each item in the specific range of issues elaborated in this RFP. Submission of excessive "boilerplate" information is discouraged, and failure to address all required items or failure to submit all required documents will disqualify an RFP response from competition.

Submittals

The Bidder must carefully examine the requirements and conditions expressed in the attached documents and become fully informed as to the quality and character of the information requested.

- Submit one (1) unbound original and *six* (6) additional bound copies.
 - 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.
- A. Provide a description of the General Contractor’s special capabilities, techniques or resources that can be contributed to this assignment. A minimum of three references from projects of a similar scope and type shall be submitted with each proposal. Mailing addresses, telephone/fax numbers, email addresses [if available] and the names of contacts must be provided as part of the reference package. Particular emphasis should be placed on demonstrating previous experience in building renovation and/or other facilities that demonstrate a special knowledge of the requirements and needs of communities.
- B. Complete and submit Business Identification Form, enclosed as Attachment 1.
- C. Provide a timetable indicating the time necessary for the building renovation. Utilize actual dates based on an anticipated construction contract Notice to Proceed Date of approximately July 8, 2021.
- D. Submit a fixed-price quote [use the Fee form provided in Attachment 2] in a separate envelope with the RFP response. The envelope containing the Fee Proposal should be marked:

**“Fixed Fee Quote – Renovation of Fleet Building
and Site Improvements- City of Riverdale - RFP #
2021-02”**

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 General Contractors 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

- E. 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 General Contractor and all Sub-Contractors whose construction 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 General Contractor anticipates that additional services will be required to complete the work and these additional services are not outlined in the Scope of Work, the 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 Proposal and determine if these services are necessary to complete the work as outlined in the Scope of Work. Change orders require approval by the Director of Public Works and the City Manager.

The General Contractor 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.

- H. The successful General Contractor must provide proof of the required insurance described in Appendix A as a requirement of this document.
- I. A Table of Contents, with corresponding tab sheets, which correspond to items (A-H), 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 quote 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 Subtotal 100 Points*)

A	Evaluation of Contractor’s ability to follow instructions in preparing and submitting proposal	10 Pts.
B	The experience of the General Contractor and key staff as it relates to projects of a similar nature and scope	35 Pts.
C	The time anticipated to complete the construction phase of the project	10 Pts.
D	Evaluation of the General Contractor’s references	15 Pts.
E	Value Engineering and Cost Savings	20 Pts.
F	Evaluation of the Fee Proposal	10 Pts.
G	SUB-TOTAL* <i>(additional points available based on below criteria)</i>	
H	Local Preference to Riverdale (10% of sub-total)	
I	Local Preference to Clayton County (7% of sub-total)	

J	Local Preference to State of GA (5% of sub-total)	
L	MBE/WBE Bonus	5 Pts.
	TOTAL:	

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 free of charge on www.riverdalega.gov or www.municode.com.

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

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 currently certified by either the Federal Government or a locally recognized entity as a Minority Business Enterprise (MBE) or Women Business Enterprise (WBE) will receive a five (5) point bonus to the total bid score.

Selection Process

- Each member of the Evaluation Committee will read, review, and evaluate the contents of each submitted RFP response.
- The Evaluation Committee will be responsible for reviewing all RFP’s 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 CONTRACTOR, a recommendation is sent to the Mayor and Riverdale City Council for approval. The Mayor and City Council possess final approval authority.
- 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 quotes.

Points of Contact

Questions regarding the Bidding Documents, Drawings and Specifications should be from General Contractors ONLY, directed IN WRITING to Grant Rainwater, RA, Senior Project Manager, Croft Architects & Engineers via email at grainwater@croftae.com with a carbon copy to brose@riverdalega.gov and lisakopro@caa.inc no later than 4:00 p.m. June 15, 2021. Questions by phone will not be accepted. Questions from sub-contractors will not be accepted. All questions received by June 15, 2021, will be compiled/addressed and sent to all respondents on or around June 17, 2021. Responses will be issued in the form of written addenda only.

Rules Governing Bidding Process

- A. All Proposals and supporting documentation received by Riverdale shall become the property of the City and will not be returned.
- B. All costs associated with the preparation and submission of the proposal shall be borne solely at the expense of the Bidder. Riverdale shall not, under any circumstances, be responsible for any costs or expense incurred by the Bidder.
- C. This RFP and interview selection processes shall in no way be deemed to create a binding contract of any kind between Riverdale and the Bidder.
- D. Riverdale reserves the right in its sole discretion to waive informalities in the RFP process, but is not required to do so.
- E. To be considered, a Bidder must submit a complete Proposal 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 Proposals.
- F. It is the responsibility of each General Contractor to examine the entire RFP, seek clarification in writing, and review its quote 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 General Contractor relative to its RFP response.

- G. Any submitted RFP response shall remain a valid proposal for three months after the quote due date, or until the City executes a Contract, whichever is first. The City may, in the event the selected General Contractor fails to perform and/or the contract is terminated within forty-five days of its initiation, request the General Contractor submitting the next acceptable proposal to honor its quote.
- H. 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.
- I. The price for the services requested in this RFP include all taxes, licenses and permits that the Bidder is or may be required to complete this work.
- J. Riverdale reserves the right to award a Contract to other than the lowest cost Bidder if the interests of the City are best served.

Scope of Work

The work covered under this RFP consists of, but is not limited to, the renovation of the existing Fleet Building, located behind the 6690 Building (which is the existing Police and Fire Station No. 1 for the City of Riverdale). The Fleet Building was the original Public Works Building for the City. The 5000 sf building will require a new roof, a new HVAC system, new LED lighting and security measures, electrical and plumbing upgrades, reconfiguration of interior from numerous offices and storage to provide two offices, a workout room, new shower/bath facilities and storage. The existing mezzanine area will be reconfigured to house HVAC, electrical, IT and phone. A new stairway is to be installed for access to the mezzanine. The existing interior ceiling (where it remains) and all mechanical systems are to be demolished and replaced. In addition, all interior walls are to be painted.

Changes to the exterior includes removal of a bay door, replacement of the other bay doors, installation of a new entrance on both the front and back of the building, replacement of insulation and metal panel at walls and roof, replacement of fuel island roof and lighting and removal/installation of several windows.

Future use for the building includes an office for the Fleet Manager on the SW corner of the building and a storage room located on the SE corner of the building. The remainder of the building will be used as a gym facility and for storage purposes.

As the Fleet Manager is an integral part of the day-to-day operation of the City, their office must be continuously operational. Therefore, construction activity for this project, will need to start at the southerly portion of the building to facilitate

construction of the Fleet Manager's new office and moving the pump regulator. Transition from the old office to the new office will need to be done over the shortest time possible (maximum three days) occurring from Friday through Sunday when demand for this service is lower. The IT Department will have been moved to the renovated 6690 Building by this time.

A schedule of special inspections will be added to the bid documents.

A complete listing of all items can be found in the project plans/specifications.

Project Description

Croft Architects & Engineers has developed plans and specifications for this project.

- The building is approximately 5000 sf.
- Replacement of roof and related assemblies. Replacement must meet current applicable codes and detailing for flashings/accessories installation should be as required and/or recommended by the roofing manufacturer.
- The building will require a new HVAC system that will service the entire building (excluding the vehicle bay areas). A new fan is to be installed in the vehicle bay areas.
- The existing mechanical/electrical system is to be improved/replaced per the project specifications. In addition, the existing electrical/phone system is to be relocated to the mezzanine.
- Replace exterior metal siding. New siding is to extend to the ground level.
- Covers to be installed at door entrances as shown on the plans.
- Exterior stairwell with removable rail to be installed in rear of building for access to mezzanine area which will house all relocated utilities.
- All indoor and outdoor lighting is to be replaced with LED.
- Doors/Door Hardware is to be replaced throughout.
- FOB system is to be replaced with a scan card system. New roll up doors are to be installed to replace the existing doors.
- Armory Room to be reinforced/secured as shown on plans.
- Epoxy floors to be installed throughout with rubber padded flooring installed in the exercise area.
- ADA compliant bathrooms and showers are to be installed for both genders.
- Fuel pump level reader to be relocated to office on SW corner of building.

- In the vicinity of the fuel pumps/Fleet Building entrance, there is approximately 900 s.f. of concrete, in three locations that requires replacement. This area will be marked in the field by City staff.
- All receptacles, switches and covers are to be replaced in the Fleet Building
- The contractor is required to coordinate with the following companies which presently provide services to the City. The areas of responsibility defining the coordination is described in the project specifications.
 - Cumming South – Generator
 - Talkno – door hardware and keys
 - Overhead Doors – bay doors
 - EMC – fire, security and card readers
 - Diversified Electronics Inc. –base station and antennae
 - Mecof Atlanta – Veeder Root System

Please note: Contractor will be responsible for running all conduit. Fire, security, and data will be installed by EMC.

SITE CHANGES INCLUDE:

- Milling/repaving/restriping the entire site
- Addition of a connector drive in the existing island
- Addition of a covered picnic table/pad in the existing island
- Removal of two access drives on both the northeast (along West Street) and northwest (along Church Street) sides of the site
- Installation of a newly constructed parking lot (in the vicinity of Veteran’s Park) which includes 10 new parking spaces, including two new handicap spaces and sidewalk
- Removal of an existing island
- Tree removals and replacements
- Installation of a bioretention swale on the NE side of the site
- Replacing the existing fencing throughout the site with the installation of new keyless entry pads (coordination with EMC is required for this task)
- Reuse of the existing gates and installation of new controllers (EMC coordination again required) and rollers
- Installation of new lighting at the walkway to Veteran’s Park and replacement of existing light fixtures with new LED lighting
- It is anticipated that construction of the additional parking at Veterans Park will need to be a first item of construction in order to provide parking for City staff

All other improvements as described in the project plans/specifications are to be included in the scope of work.

The bidder must submit a schedule to include the total time for construction to complete the work.

The Bidder must complete all work within one-hundred and eighty (120) days.

The Bidder shall furnish all labor, supplies, materials, equipment and supervision to perform satisfactorily the services specified herein.

The Bidder that is selected, shall furnish a performance bond (O.C.G.A. § 36-91-70), payment bond (O.C.G.A. §36-91-90), and contractor affidavit (O.C.G.A. § 36-91-21) (City will provide affidavit upon award of contract).

Bidding instruments consist of documents, EEO statement (see page 11), specifications, and drawings. Standard bidding instruments can be secured by downloading bid documents from the City website.

Terms and Conditions - Bidder Responsibility

A. **Supervision**

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

B. **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.

C. **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.

D. **Subcontracted Services**

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

E. **Additional Services**

Any services rendered by Bidder 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 Bidder will be required to execute a standard city contract within ten (10) 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 eighteen (18) months.

Termination of Contract

The Department 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 Department 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. The City shall reserve the right to recover any and all fees incurred as a result of termination for cause through any and all legal means available including litigation.

Prices and Payment Terms

- All prices, costs, and conditions outlined in the RFP response shall remain fixed and valid for acceptance for 90 calendar days starting on the due date of the bid.
- Prices will remain firm for the duration of the Contract.
- 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.
- The total charge for the work will be payable as agreed upon in the contract.

Satisfactory Work

Any work found to be in any way defective or unsatisfactory shall be corrected by the General Contractor” 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 General Contractor 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 General Contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, or disability. The General Contractor 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 Interests

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

Prohibited Contact

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

Rejection

Riverdale reserves the right to reject any and all 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

The Bidder will defend at the Bidder's sole expense, indemnify and hold harmless the City of Riverdale in accordance with O.C.G.A. 13-8-2.

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 coverages, 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: *Wording:* “The following shall be Additional Insureds: The City of Riverdale, 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 Insureds, and not contributing with any other insurance or similar protection available to the Additional Insureds, 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: Bennie Rose, Public Works Director

F. Proof of Insurance Coverage:

Evidence of Insurance should always be required, wording as follows: “The Contractor shall provide the City at the time the contracts are returned by him for execution, Certificates of Insurance and/or policies, acceptable to 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 coverages expire during the term of this contract, the Contractor shall deliver renewal certificates and/or policies to the City of Riverdale 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. The City of Riverdale, Georgia 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 coverages 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: “RFP 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 GENERAL CONTRACTOR SERVICES
FLEET BUILDING & SITE RENOVATIONS
BID SUBMISSION FORM**
(Your Letterhead)

NAME OF PROPOSING FIRM: _____

MAILING ADDRESS OF PROPOSING FIRM: _____

CITY: _____

STATE: _____ ZIP+4: _____

TELEPHONE: _____

EMAIL: _____

FEE AMOUNT PROPOSED:

GENERAL CONTRACTOR SERVICES Fleet Building & Site Renovations	<u>Amount</u>
Building and Fuel Island	
Site Improvements	
Total	

X _____
SIGNATURE OF AUTHORIZED REPRESENTATIVE OF RESPONDING FIRM:

TYPED/PRINTED NAME OF AUTHORIZED REPRESENTATIVE OF RESPONDING FIRM

DATE _____