

Request for Proposals (RFP)
RFP 2027-3500-01

City of Madison, Georgia

Issued on: 10/08/2026

Table of Contents	Page
Contact Info & Schedule	2
A. Section I - Project Overview	3
B. Section II – Scope of Work	3 – 7
C. Section III – Required Documents	7
D. Section IV –Basis for Award Instructions to Proposers	7 – 8
E. Section V – Basis for Award	8
F. Section VI – Terms & Conditions	8 - 10
G. Checklist and Exhibits	11…
H. Attachments (Project manual and CD)	Separate

RFP No. 2027-3500-01
Project Location: City of Madison
Description of Project: New Fire Station #22
Primary Contact: Laurinda Mason, Procurement Agent
Phone: 706-752-5596
Address: 132 N Main St
Madison, GA 30650
Email: lmason@madisonga.com
Project Documents: The Construction Documents (CDs) and Project Manual (prepared by 2WR of Georgia, Project #25-02527) are issued as separate attachments [A & B] to this RFP, as well as all addendums, schedule changes, and other important updates related to this solicitation will be posted on the State of Georgia Procurement Registry and the City of Madison's procurement website: https://madisonga.com/1049/ProposalsRFPSolicitations.
Questions and proposals must be submitted electronically at https://www.myvendorlink.com/

Mandatory Pre-Bid Meeting
A mandatory pre-bid meeting will be held on 10/22/2026 at 1:00PM at 1100 Mary Magnan Blvd, Madison, GA 30650. Attendance by a representative of each prospective bidder is required. Only firms represented at the meeting will be eligible to submit a proposal. It is the responsibility of each proposer to sign the attendance sheet. Failure to attend will result in the proposal being deemed non-responsive.

The City of Madison gives public notice that it is the policy of the City to ensure full compliance with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, and related statutes and regulations in all programs and activities. It is our policy that no person in the United States of America shall, on the grounds of race, color, national origin, sex, age or disability be excluded from the participation in, be denied the benefits of, or be otherwise subjected to discrimination under any of our programs or activities.

Schedule of Events	
RFP Release Date	10-08-2026
Mandatory Pre-bid Meeting	10-22-2026 1pm
Deadline for Questions	10-29-2026 5pm
Answers will be posted as Addendum	11-06-2026 4pm
Deadline for Submittals	11-13-2026 5pm
Evaluations	11-16-2026
Interviews	11-20-2026 (time tbd)

Section I - Introduction and Project Overview

1. Purpose, Intent, and Project Description

The City of Madison ("City") is accepting Proposals for the construction of a fire station (#22) at 1100 Mary Magnan Boulevard, Madison, Georgia 30650. The work under this contract includes the complete construction of a new facility, including all building components, site work, finishes, and all related elements required for a fully functional fire station.

The proposed project is a Fire Station with four drive through bays, administrative offices, firefighter dorm rooms and living quarters, etc. The building structure is a pre-engineered metal building clad with brick and block interior and prefinished metal wall panels on the exterior with a standing seam metal roof, slab on grade. The adjacent portion of the building is a slab on grade wood construction with wood trusses and brick and cementitious siding exterior with aluminum windows. Area is approximately 11,000 square feet.

All work shall be coordinated with the City of Madison, and subject to City approval.

2. General Conditions

The contractor will be responsible for providing all labor, materials, equipment, and incidentals necessary to complete the work described in the project documents. The project will be delivered under a lump sum contract; however, the City reserves the right to consider if proposals demonstrate enhanced value, constructability, or lifecycle benefits, provided the base scope requirements are met.

The building's exterior façade, signage, and site design must comply with all applicable City of Madison Code of Ordinances and local architectural/overlay district standards. The Contractor shall ensure all proposed exterior finishes, materials, and colors adhere to municipal guidelines prior to final submittal for building permit approval.

Proposers are responsible for conducting their own site inspection prior to submitting a Proposal. Change orders must be reviewed and approved by the City Manager prior to any work being performed from change order.

Unless otherwise specified by written addendum, the project shall be completed in strict compliance with the Construction Bid Documents (Attachment A), the Project Manual and Technical Specifications (Attachment B), and all other solicitation documents, appendices, and addenda.

The Lump Sum Proposal shall be all-inclusive and shall cover:

- All labor
- Materials & Tools
- Equipment, including Specialty Equipment such as:
    - Fire Suppression & Protection: Full fire sprinkler coverage throughout the facility and an integrated commercial hood fire suppression system over all kitchen/cooking appliances in accordance with local and state codes.
    - Low-Voltage & Communications**:** Dedicated conduit, cabling stubs, and infrastructure to support dispatch, security systems, fire alarms, and high-speed fiber optic data connections. Final connection coordination shall be managed with the City's designated IT and Fire Department representatives.
- Transportation
- Permits
- Incidentals required to construct the new fire station, including all:
    - On-site utility installations and water/sewer lines stubbed out to the Right of Way (ROW) for future connection. While the installation of gas service—including all associated piping, trenching, and utility fees—is expressly excluded from this scope of work, the Contractor shall be responsible for all costs associated with the construction staging area, the provision and servicing of dumpsters/waste removal, and the provision and maintenance of portable restrooms. Because the City will not provide these facilities or services, no additional compensation will be granted for these items.

A 10% retainage shall be withheld in accordance with applicable Georgia law. The City will inspect work as it progresses.

3. Funding

This project is locally funded by SPLOST proceeds. Construction is expected to be complete within fourteen (14) months after notice to proceed.

Section II - Scope of Work

During the construction, the Contractor will be responsible for methods of construction, safety programs, general conditions, prequalification of potential subcontractors and proposing of all work, certification of work in place and monthly payment requests, coordination and scheduling of all construction contracts and miscellaneous contracts required for the completion of the project within the predetermined budget and schedule.

2.1 Minimum Requirement

Proposer shall have five (5) years of experience in similar size and scope as specified by this RFP, the Construction Documents (Attachment A), and the Project Manual / Specifications (Attachment B). Please be sure to include the necessary references to support this requirement in Appendix C - Reference Form. Failure to meet minimum requirements or correctly complete Reference Form may result in proposal being rejected.

The following list of services will be provided during:

A. Construction Phase

a) Maintain on-site staff for construction management of the project while work is ongoing.
b) Establish and maintain coordinating procedures.
c) Develop and maintain a detailed schedule (CPM) including delivery, approvals, inspection, testing, construction and occupancy.
d) Attend job meetings, coordinate sub-contractor attendance as required and provide updated schedule/progress and pricing/cost information.
e) Prepare and submit change order documentation for approval of the Architect and the Owner.
f) Maintain a system for review and approval of shop drawings.
g) Maintain records and submit formal monthly reports to Architect and Owner.
h) Maintain quality control and ensure conformity with plans.
i) Provide cost control through progress payment review and verifications according to the approved schedule and contract amounts.
j) Develop as-built drawings.
k) Coordinate post-completion activities, including the assembly of guarantees, manuals, closeout documents, training, and the Owners final acceptance.

B. Warranty Phase

a) Coordinate and monitor the resolution of remaining "punch-list" items.
b) Coordinate, monitor and resolve all warranty complaints to the satisfaction of the Owner during the one-year general warranty period.
c) Provide year-end inspection.

2.2 Prosecution and Progress

The baseline project schedule requires Substantial Completion within **fourteen (14) months following the issuance of the official Notice to Proceed (NTP)**. The obtaining of necessary municipal building permits shall be prioritized upon contract execution. Time spent in standard permit review shall be accounted for within the master construction schedule, and any delays associated with permitting must be communicated to the City immediately.

Once construction begins, the contractor shall work diligently and continuously to minimize disruptions to nearby residential areas. Delay in project completion affects the City's operational planning; therefore, time is of the essence.

The Contractor shall perform cleanup and restoration activities daily. If the contractor fails to maintain the site in a clean and orderly condition, the City may direct work to stop until acceptable cleanup is completed. Continued failure to perform cleanup may result in suspension of work.

The City will not provide a roll-off container or portable potties.

2.3 Compliance and Safety

From mobilization through final acceptance, the contractor is responsible for always maintaining a safe work environment. Beyond standard OSHA and ADA regulations, all

constructed spaces and mechanical systems must comply with applicable NFPA standards concerning firefighter health, safety, and carcinogen control. Design and construction considerations must incorporate proper zone separation between living quarters and apparatus bays, proper ventilation/exhaust extraction routing, and dedicated areas for turnout gear storage and decontamination.

All work shall comply with the Americans with Disabilities Act (ADA), as amended, and all applicable federal and state accessibility requirements, including the 2010 ADA Standards for Accessible Design. The Contractor shall be responsible for ensuring that all constructed elements meet required accessibility standards.

2.4 Bonding and Insurance Requirements

Bonds must be provided within 7 calendar days of Notice to Award. The contractor shall procure and maintain the following bonds:

1. Whenever a bond is provided, it shall be executed by a Surety licensed to write surety insurance in the State of Georgia and the attached Bond Forms shall be utilized.
2. The successful Proposer shall give a Contract Proposal Bond, Performance Bond and a Payment Bond,
   post a Proposal Bond of five percent (5%) of the proposal price, a Payment Bond of one hundred percent
   (100%) of the proposal price and a Performance Bond of one hundred percent (100%) of the proposal price, for the use of all persons doing work or furnishing skills, tools, machinery, or materials under or for the purpose of the resulting Contract, in accordance with the applicable provisions of Georgia state law, including but not limited to, O.C.G.A. § 13-10-1 and § 36-91-21 et seq. The life of these bonds shall extend through the life of the Contract including a sixty (60) day maintenance period (where applicable) and a twelve-month (12) guarantee period after the completion of Work performed under the resulting Contract.

3. It is further agreed between the parties hereto that if at any time after the execution of the Contract and the surety bonds, the City shall deem the surety or sureties upon such bonds to be unsatisfactory, or if, for any reason, such bonds cease to be adequate to cover the performance of the Work, the Contractor shall, at its sole expense and within seven (7) calendar days after the receipt of notice from the City to do so, furnish additional bond or bonds in such form and amount and with such surety or sureties as shall be satisfactory to the City.

2.5 Insurance Requirements

A certificate of insurance must be provided within 7 calendar days of Notice to Award. The contractor shall procure and maintain the following insurance coverage for the duration of the contract:

- **Commercial General Liability Insurance** with limits of not less than $1,000,000 combined single limits per occurrence for bodily injury and/or property damage. The policy shall name the City of Madison as an additional insured.
- **Statutory Workers' Compensation and Employers' Liability Insurance** with limits of not less than $1,000,000, including a waiver of subrogation in favor of the City of Madison and its affiliates.

- **Commercial Automobile Liability Insurance** with limits of not less than $1,000,000 combined single limits per occurrence for bodily injury and/or property damage. The policy shall name the City of Madison as an additional insured.

Certificate Holder:
City of Madison
PO Box 32
Madison, GA 30650

Additional Insurance Requirements:

1. Primary & Non-Contributory: Require that the Contractor's General Liability and Auto policies act as primary coverage over any insurance maintained by the City of Madison.

2. Notice of Cancellation: Add an express requirement that insurers provide 30 days' advance written notice of cancellation (or 10 days for non-payment of premium).

3. Comprehensive Waiver of Subrogation: Expand the subrogation waiver beyond Workers' Compensation to include Commercial General Liability and Auto Liability in favor of the City of Madison, its elected officials, officers, and employees.

4. Certificate Tracking Details: Mandate that Certificates of Insurance (COIs) explicitly reference RFP #2027-3500-01 / New Fire Station #22.

Builder's Risk Insurance: Contractor shall provide a Builder's Risk Insurance Policy to be made payable to the City and Contractor, as their interests may appear. The policy amount shall be equal to 100% of the Maximum Contract Price, written on a Builder's Risk "All Risk," or its equivalent. The policy shall provide, or be endorsed to provide, as follows: "The following may occur without diminishing, changing, altering or otherwise affecting the coverage and protection afforded the insured under this policy:
1) Equipment may be delivered to the insured premises and installed in place ready for use; and
2) Partial or complete occupancy by City ; and
3) Performance of Work in connection with construction operations insured by the City, by its agents or lessees, or other contractors of the City or using agency." The insurance coverage shall include extended coverage, and providing coverage for transit, with sublimit sufficient to ensure the full replacement value of the property or equipment removed from its site and while located away from its site until the date of final acceptance of the Work.

Minimum Financial Security Requirements

All companies providing insurance required by this RFP must meet certain minimum financial security requirements. These requirements must conform to the ratings published by A.M. Best & Co. in the current Best's Key Rating Guide - Property-Casualty. The ratings for each company must be indicated on the documentation provided by Contractor/Consultant to City certifying that all insurance requirements set forth in this RFP and applicable to the Contract have been unconditionally satisfied.

For all contracts, regardless of size, companies providing insurance or bonds under the contract must meet the following requirements:

1. Best's Rating not less than A-VII,
2. Best's Financial Size Category not less than Class VII, and

3. Companies must be authorized to conduct and transact insurance contracts by the Insurance Commissioner, State of Georgia.
4. All proposal, performance and payment bonds must be underwritten by a U.S. Treasury Circular 570 listed company.

If the issuing company does not meet these minimum requirements, or for any other reason is or becomes unsatisfactory to City, City will notify Contractor/Consultant in writing. Contractor/Consultant must promptly obtain a new policy or bond issued by an insurer acceptable to City and submit to City evidence of its compliance with these conditions.

2.6 Subcontracting

The contractor shall not subcontract the entire scope of work or substitute key subcontractors identified in Proposal without prior written approval from the City. Any contractor proposing to use subcontractors must submit a list of all intended subcontractors (form provided).

Upon award of the contract, the contractor shall provide a Notarized Subcontractor Affidavit (form provided) for each approved subcontractor.

Failure of the Proposer to provide information concerning the responsibility of any Sub-Consultant or Subcontractor may result in a finding that the Proposer is not responsible.

2.6.1 All proposed Sub-Consultants and Subcontractors must be listed in the Proposer's response. Proposer shall ensure that all proposed Subcontractors have adequate personnel, past experience, adequate facilities, finances, and business systems to perform the scope of services. The City reserves the right to approve all Subcontractors and Sub-Consultants for this RFP.

2.6.2 Proposer must have the responsibility of verifying the existence, authenticity, and dates of expiration of all licenses required by all Sub-Consultants and Subcontractors engaged in the work of this RFP. The lack of a valid license from the Proposer or any Sub-Consultant or Subcontractor shall be grounds for default, and for immediate termination for cause with prejudice as it relates to the Proposer, and the removal of any unlicensed entity from the project. In the event Proposer, a Sub-Consultant or Subcontractor is required to be licensed or certified as a condition precedent to providing goods or services under this RFP, the revocation or loss of such license or certification may result in immediate termination of the Proposer's Contract effective as of the date on which the license or certification is no longer in effect.

2.6.3 All Sub-Consultants and Subcontractors must be approved by the City prior to performing. Consultant must receive written permission to add sub-consultants or Subcontractors not initially submitted with Proposer's response. Sub-Consultants and Subcontractors shall not sub-contract any portion of their

work pursuant this RFP without the written consent of the City. Failure of the Proposer to obtain from the City prior approval of each Sub-Consultant or Subcontractor performing work on the project may result in suspension of work by that Subcontractor, removal of work performed by unapproved Subcontractor(s) and all permissible sanctions against the Proposer.

2.7 Contractor Work Hours

Normal work hours for this project are:
7:00 a.m. to 7:00 p.m., Monday through Friday
Extended hours may be approved in advance by written request.

2.8 Final Inspection

The City will perform a Final Inspection upon Substantial Completion. The contractor may be present during this inspection. All required corrections shall be completed at the contractor's expense prior to Final Acceptance.

3 Liquidated Damages

To ensure timely completion, liquidated damages will be assessed as follows:

- $300.00 per calendar day for failure to achieve substantial completion by the contract completion date (excluding punch list work).
- $150.00 per calendar day for failure to complete punch list items within 30 calendar days after the issuance of the punch list.

Liquidated damages will be deducted from retainage held by the City.

3.1 Schedule Submittals

The contractor shall submit a Progress Schedule upon Notice of Award.
Additionally, the contractor shall submit a two-week advance schedule every Friday by 2:00 p.m., outlining planned activities for the upcoming week to the Director of Public Works, Shawn Wood (swood@madisonga.com).

Section III – Proposal Requirements

The City reserves the right to determine that no proposals meet the minimum requirements and to reject any or all submissions if deemed in the City's best interest. Proposals may be disqualified by the City's Procurement Agent as a result of, but not necessarily limited to, the following reasons:
1. Failure to follow City's Proposal schedule;
2. Failure to return applicable compliance and/or specification sheets;
3. Failure to return applicable addenda;
4. Failure of proposer to sign all requested documents;
5. A proposal which is non-responsive;
6. A proposal submitted by a Person who has litigation pending.

To ensure a uniform and efficient evaluation process, all proposal submittals must be organized and presented in the exact sequential order as requested in this Request for

proposals (RFP):

1. Authentication/Cover Letter
2. Table of Contents
3. Firm Qualifications
    - Years in business
    - Professional history
    - Georgia Contractor License (number and expiration)
4. Project Team Qualifications
    - Project Manager
    - Superintendent
    - Key personnel resumes
5. Similar Project Experience
    - Public safety/government facilities
    - Projects completed within the region
    - LEED/Green Building experience (if applicable)
6. Construction Approach
    - Staffing
    - Sequencing
    - Coordination
    - Overall project philosophy and goals
7. Statement of Qualifications
    - Explain why your team is best suited for this project
8. Estimated Project Schedule
    - Anticipated duration from Notice to Proceed
9. References
10. Acknowledgement of Addenda

Required Forms

11. Cost Proposal Form
12. W-9
13. Georgia Security and Immigration Compliance Act Affidavit
14. Notarized Contractor Affidavit
15. Acknowledgement of Insurance and Bonding Requirements
16. Proposed List of Subcontractors
17. References Form
18. Notarized Oath of Non-Collusion
19. Contact Form
20. Acknowledgement of Proposer

Section IV – Instructions to Proposers

From the date this RFP is issued until a contract is awarded, Proposers are prohibited from contacting any City of Madison staff or elected officials regarding this solicitation, except through the authorized point of contact identified below.

Any unauthorized communication may result in disqualification from further consideration.

While all communications prior to award must go through the Procurement Agent, post-award technical coordination, design reviews, and operational approvals will involve primary points of contact within the City of Madison Fire Department and Public Works Department. Additionally, the selected Contractor may be required to prepare and present a brief project status presentation to the Mayor and City Council prior to mobilization.

Submission Deadline: All Submissions received after this deadline will not be considered. Late or misdirected submittals (including those delayed by mailing/ shipping services) will be rejected and unopened.

Proposers are required to submit responses to solicitations electronically for e-Proposal solicitations only online at https://www.myvendorlink.com/

Primary Contact:
Attn: Laurinda Mason
132 N. Main St. Madison, GA. 30650
lmason@madisonga.com
706-752-5596

A. Inquiries

Proposers with questions, requests for clarification, or interpretation of any portion of this RFP must submit questions to https://www.myvendorlink.com/ by or before the deadline for questions stated in the schedule of events of this RFP.

B. Answers and Addenda

Responses to inquiries and requests for clarification will be issued by the City in the form of a written addendum posted to the State's Procurement Registry and the City of Madison official website.

It is the responsibility of each Proposer to check regularly for any updates or additional information related to this RFP.

Proposers must acknowledge receipt of each addendum with their submission. Failure to comply with any issued addendum may result in rejection of the Proposal.
In the event of significant revision, the City may extend the submission deadline to allow Proposers adequate time to adjust their Proposals.

Section V – Evaluation Criteria/Basis for Award

The City of Madison will implement a two-phase evaluation process. In Phase One, proposals will be reviewed and scored by the evaluation committee in accordance with the criteria

outlined below. Based on these evaluations, up to five (5) of the highest-ranked proposers may be invited to participate in an interview, which may be conducted either virtually or in person. Phase Two will consist of the interview process, during which shortlisted proposers will be further evaluated to determine final rankings. Shortlisted proposers should be prepared to present an itemized breakdown of the proposed price during the interview.

Scoring Criteria and Maximum Points

Major Category	**Criteria**
Firm's Information (15 Points)	Team, General Firm Information
Experience (25 Points)	CM, Project Types, Local Knowledge
Approach (25 Points)	Team and overall approach to project
Schedule (15 Points)	Approach to, and clarity of, schedule
Cost (20 Points)	Cost
Phase 2 - Interviews	
Overall Impression (50 Points)	Team, General Approach, Quality of Presentation
Project Approach (50 Points)	Project Management Approach, Local Knowledge

The City reserves the right to reject any or all proposals, to waive technicalities or informalities, and to re-advertise the project if deemed in the City's best interest. The City is not obligated to award the contract to the Proposer submitting the lowest price if contractor fails to meet all requirements included in this RFP or if City has any reason they deem appropriate for not awarding contract.

The City may request clarification of scope refinements, pricing, or schedule adjustments prior to awarding a contract.

Notice of Award will be sent to the selected contractor contingent on Mayor and Council approval of the construction agreement/contract.

Section VI - Terms and Conditions

All proposals, supporting materials, and correspondence submitted in connection with this RFP become the property of the City of Madison upon receipt.
If a Proposal contains proprietary information, it must be clearly identified; however, blanket designations marking the entire submission as proprietary will not be accepted.

1. Compliance with Laws
All applicable federal, state, and local laws, ordinances, regulations, and licensing requirements shall apply.
Firms or individuals requiring special licenses must be properly licensed in the State of Georgia.

2. Disqualification Criteria
No proposals will be accepted from any firm or individual who is in default or indebted to the City or otherwise deemed irresponsible or unreliable.

3. Financial Capacity
The City reserves the right to request evidence of Proposer's financial stability and ability to perform the required services.

4. Communication Restriction
From the issuance of this RFP until award, Proposers shall not contact City staff or elected officials regarding this solicitation except through the authorized Procurement Agent. Unauthorized contact may result in disqualification.

Contact Information:
Procurement Agent – Laurinda Mason Phone:
706-752-5596
Address: 132 N Main St. Madison, GA 30650

5. Cost of Submittal
All costs associated with preparing and submitting a Proposal are the sole responsibility of the Proposer. The City shall not reimburse any such expenses.

6. City Rights and Reservations
Issuance of this RFP does not obligate the City to make an award. The City reserves the right to:

1. Cancel or withdraw this RFP at any time;
2. Reject any or all Proposals;
3. Waive informalities or irregularities;
4. Request additional information or clarification;
5. Make partial or multiple awards if in the City's best interest; and
6. Terminate any resulting contract if funding is not available.

7. Contract Requirements
The selected proposer will serve as the prime contractor and be fully responsible for the performance of all subcontractors.
All subcontractors must be identified in the proposal and approved by the City.
Nothing in this RFP or any resulting contract shall create a contractual relationship between the City and any subcontractor.

8. Contract Term
Upon issuance of the Notice of Award, the City will provide the formal contract for execution. The selected Contractor shall return a signed copy of the agreement within seven (7) calendar days. Failure to execute the contract within this timeframe may result in the City rescinding the award and proceeding with the next lowest responsive proposer. The contract term and renewal options shall be as stated in the final agreement executed by the City of Madison. In the event of any conflict, ambiguity, or inconsistency between the terms and conditions of this Request for Proposals (RFP) and the final executed contract, the terms and conditions of the executed

contract shall control and take precedence.

9. Recovery of Funds (Clawback)

If the Contractor fails to perform in accordance with the terms of the resulting contract, fails to complete the work, or is found to have received payments to which it was not entitled, the City reserves the right to recover such funds through reimbursement, withholding of future payments, setoff against amounts otherwise due, or any other remedy available at law or in equity. This provision shall survive termination or expiration of the contract.

If the Contractor fails to meet the required project milestones due to causes within its control, and such delay results in additional costs to the City, the City reserves the right to recover those documented costs from amounts otherwise due under the contract or through other legal remedies, unless the delay is excused under the contract.

10. Work In Inclement Weather

10.1 Responsibility and Protection

The Supplier acknowledges that the Contract Price and project schedule account for all foreseeable difficulties related to weather conditions. The Supplier is responsible for taking all necessary precautions to protect the Work from adverse weather and temperature extremes (both heat and cold). This includes providing Owner-approved facilities or measures to safeguard the project at all times.

10.2 Schedule and Time Extensions The baseline completion time stated in the Contract Documents already incorporates an allowance for calendar days where outdoor work may be restricted by typical weather patterns. Consequently, the project duration will not be extended for normal inclement weather.

10.3 Written Requests: Any request for a time extension must be submitted in writing to the Owner for review.

10.4 No Cost Adjustments: Any approved adjustments to the contract time due to weather will not result in an increase to the Contract Sum.

10.5 Definition of a "Weather Day" A "day lost to weather" is defined as a calendar day in which precipitation meets or exceeds 0.10 inch according to official local meteorological records from the monitoring station nearest to the project site.

10.6 Building Envelope and Interior Work Weather-related extensions will no longer be granted once the Owner determines the building envelope is sufficiently complete to protect the interior work from the elements.

10.7 Anticipated vs. Actual Weather The Contract Time is based on anticipated weather delays for the region. If the actual number of days lost to weather is less than the total expected for the period, no reduction in the Contract Time shall be required.

PROPOSER'S CHECKLIST
Initial If Completed

1. _____Read the entire document. Note critical items such as supplies/services required; submittal dates; number of copies required; contract requirements, if any (e.g. bonding and insurance requirements).

2. _____Note the Procurement Agent's name, address, phone numbers, and e-mail address. This is the only person you are allowed to communicate with regarding the RFP and is an excellent source of information.

3. _____Take advantage of the "question and answer" period. Submit your questions to the Procurement Agent by the due date listed in the RFP and view the answers given in any formal "addenda" issued for the RFP.

4. _____Follow the format required in the RFP when preparing your Proposal. Provide point-by-point responses to all sections in a clear and concise manner

5. _____Provide complete answers/descriptions. Read and answer all questions and requirements. Don't assume the City will know what your company's capabilities are or what items/services you can provide, even if you have previously contracted with the City. Proposals are evaluated based solely on the information and materials provided in the RFP

6. _____Use all forms provided, exhibits, attachments (eg. W9, reference form)

7. _____Acknowledged Addendum (if applicable)

8. _____Submit your Proposal on time. Note all the dates and times listed in this RFP and be sure to submit all required items on time. Late Proposals will not be accepted.

Section VII – Attachments/Exhibits

RFP #2027-3500-01-New Fire Station #22 Project
Cost Proposal

Contractor / Firm Name: _____ GA General Contractor License #:

Category	Description	Total Cost
1	General Conditions & Construction Management *(On-site supervision, PM, CPM scheduling, site safety, QC, testing/permitting coordination, temporary facilities, commissioning coordination, and mandatory 1-year warranty administration)*	**$** _____
2	Direct Construction Trades *(All site work, utilities, concrete, masonry, framing, interior/exterior finishes, mechanical, electrical, plumbing, fire suppression, apparatus bay doors, and specialty gear/exhaust systems)*	**$** _____
3	Contractor Fee, Bonds, & Insurance *(100% Performance & Payment Bonds, Commercial General Liability, Builder's Risk Insurance, and Contractor Overhead & Profit)*	**$** _____
4	Earthwork & Subsurface Allowances Schedule *(Sum total of Allowance Extensions from Section 2 below)*	**$** _____
TOTAL	LUMP-SUM BASE BID (Categories 1 + 2 + 3+4)	**$** _____

Total Lump-Sum Base Bid Written in Words: _____

SECTION 2: UNIT PRICES & ALLOWANCES SCHEDULE (SUBSURFACE / EARTHWORK)

The following unit prices shall be used for work added to or deducted from the Contract via Change Order. Unit prices are fully burdened—complete for labor, equipment, material, hauling in/off, disposal, installation, overhead, profit, and taxes.

The extended allowance totals must be included in Category 4 above. Quantities are estimated allowances to be used solely at the discretion of the City and its Architect/Engineer; unused balances will be credited back to the City.

Item | Description | Estimated Qty | Unit Price | Allowance Extension ---|---|---|---|---

A | Mass Rock excavation & off-site disposal | 50 CY | $ _____ / CY | $ _____

B | Trench Rock excavation & off-site disposal | 50 CY | $ _____ / CY | $ _____

C | Excavate unsuitable soil & haul off-site | 150 CY | $ _____ / CY | $ _____

D | Provide & compact on-site suitable soil replacement | 150 CY | $ _____ / CY | $ _____

E | Haul in, place, and compact Graded Aggregate Base (GAB) | 100 Tons | $ _____ / Ton | $ _____

F | Haul in, place, and compact #57 Stone | 100 Tons | $ _____ / Ton | $ _____

G | Geotechnical stabilization fabric (Tensar or approved equal) | 100 SY | $ _____ / SY | $ _____

TOTAL EARTHWORK ALLOWANCES (Carry to Category 4 above): $ _____

Section 3: Key Project Personnel Commitment

Role	Proposed Individual Name	Fully Burdened Hourly Rate
Senior Project Manager		$ _____ / hr
Lead On-Site Superintendent		$ _____ / hr
Safety / QC Manager		$ _____ / hr

Proposer Acknowledgment & Signature

1. The undersigned Proposer certifies that the above Lump-Sum Base Bid includes all scope, specifications, and coordination items detailed in the RFP documents for New Fire Station #22.

2. The Proposer agrees that the Unit Prices provided are fair, reasonable market rates, and understands that artificially unbalanced or unreasonably low Unit Prices will be grounds for proposal rejection.

3. The Proposer acknowledges that if selected for the interview shortlist, a fully itemized CSI division Schedule of Values and subcontractor coverage breakdown must be provided during the interview, and that the sum of the itemized schedule must reconcile to the Total Base Bid stated above.

Authorized Representative (Printed): _____

Title: _____

Signature: _____ Date: _____

GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT

GEORGIA E-Verify and Public Contracts: The Georgia E-Verify law requires contractors and all sub-contractors on Georgia public contract (contracts with a government agency) for the physical performance of services over $2,499 in value to enroll in E-Verify, regardless of the number of employees.

Contractor Name:	
Solicitation/Proposal number or Project Description:	

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, entity or corporation which is engaged in the physical performance of services under a contract on behalf of the City of Madison, Georgia has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91.

Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period as required by O.C.G.A. § 13-10-91(b) and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

_____ _____

Federal Work Authorization User Identification Number (EEV/E-Verify Company Identification Number) | Date of Authorization

_____

Name of Contractor

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

_____ _____

Printed Name (of Authorized Officer or Agent of Contractor) | Title (of Authorized Officer or Agent of Contractor)

_____ _____

Signature (of Authorized Officer or Agent) | Date Signed

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE

_____DAY OF _____, 20_____

_____ [NOTARY SEAL]

Notary Public

My Commission Expires: _____

ACKNOWLEDGMENT OF INSURANCE AND BONDING REQUIREMENTS

Project Name: New Fire Station #22
Project/Proposal No.: RFP 2027-3500-01
Owner/Agency: City of Madison

CONTRACTOR'S STATEMENT OF COMPLIANCE

The undersigned Proposer hereby acknowledges that they have read and understood the insurance and bonding requirements specified in the RFP for the aforementioned project.

By signing this form and submitting it with our proposal, the Proposer expressly agrees that, if selected as the successful contractor, they will provide the following documents to the City of Madison within seven (7) calendar days of receipt of the Notice of Intent to Award:

1. Performance Bond: In the amount of 100% of the contract price
2. Payment Bond: In the amount of 100% of the contract price
3. Certificates of Insurance: Evidencing all required coverages (e.g., General Liability, Workers' Compensation, Auto Liability, Umbrella/Excess) and naming the Owner as an Additional Insured where specified.

FAILURE TO COMPLY

The Proposer understands that failure to provide the required bonds and insurance certificates within the specified seven (7) day timeframe may result in the following actions by the Owner:

- Rejection of the proposal and award to the next lowest responsible proposer.
- Forfeiture of the Proposal Bond/Security (if applicable).
- Withdrawal of the Notice of Intent to Award.

Signed and dated this _____day of _____, 20_____.

_____
Company Name

_____
Printed Name (of Authorized Officer or Agent of Contractor)

_____ _____
Signature (of Authorized Officer or Agent) Date Signed

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE

_____DAY OF _____, 20_____

_____ [NOTARY SEAL]
Notary Public

My Commission Expires: _____

PROPOSED SUBCONTRACTOR FORM: RFP 2027-3500-01

Please complete this form and return it as part of the submitted Proposal package.

1. Subcontractor Name: _____

% of Proposal Amount: _____

Description of Work provided: _____

2. Subcontractor Name: _____

% of Proposal Amount: _____

Description of Work provided: _____

3. Subcontractor Name: _____

% of Proposal Amount: _____

Description of Work provided: _____

4. Subcontractor Name: _____

% of Proposal Amount: _____

Description of Work provided: _____

REFERENCES FORM: RFP 2027-3500-01

Please complete this form and return it as part of the submitted Proposal package.

Proposer Company _____

REFERENCE #1

Contact Name: _____

Contact Number/Email_____

Project Description (eg. type, sqft, stories, bays, material type):

_____

_____

Project Proposed Timeline: _____

Project Actual Timeline:_____

Project Proposed Budget:_____

Project Actual Budget:_____

Change Orders (include reason):_____

_____

REFERENCE #2

Contact Name: _____

Contact Number/Email_____

Project Description (eg. type, sqft, stories, bays, material type):

_____

_____

Project Proposed Timeline: _____

Project Actual Timeline:_____

Project Proposed Budget:_____

Project Actual Budget:_____

Change Orders (include reason):_____

_____

REFERENCE #3

Contact Name: _____

Contact Number/Email_____

Project Description (eg. type, sqft, stories, bays, material type):

_____

_____

Project Proposed Timeline: _____

Project Actual Timeline:_____

Project Proposed Budget:_____

Project Actual Budget:_____

Change Orders (include reason):_____

_____

Please complete and submit in Proposal package



OATH OF NON-COLLUSION

COMES NOW, _____ ("Contractor"),
[*name of Contractor*]

appearing by and through _____,
[*name of individual with authority to bind Contractor*]

its _____ ("Individual And Representative Affiant"), and
[*title*]

_____

_____

_____

_____
[*insert the names of all those required to give the oath*]

(collectively, "Individual Affiants"), and each of the Individual And Representative Affiant and Individual Affiants, after first being duly sworn, deposes and says that:

1. Affiant is the _____ of the Contractor and is duly authorized to make this affidavit on behalf of the Contractor.

2. Contractor has not directly or indirectly violated subsection (d) of the Official Code of Georgia Annotated § 36-91-21, which provides in part that:

   > Whenever a public works construction contract for any governmental entity subject to the requirements of this chapter is to be let out by competitive sealed proposal or competitive sealed Proposal, no person, by himself or herself or otherwise, shall prevent or attempt to prevent competition in such proposing or Proposals by any means whatever. No person who desires to procure such work for himself or herself or for another shall prevent or endeavor to prevent anyone from making a proposal or Proposal therefor by any means whatever, nor shall such person so desiring the work cause or induce another to withdraw a proposal or Proposal for the work.

3. Contractor has not colluded, conspired, agreed, or arranged with any other Proposer, proposer, firm, or person to submit a collusive or sham Proposal, to refrain from submitting a Proposal, or to submit a Proposal at a predetermined price or condition.

4. Contractor has not communicated with any other Proposer regarding pricing, scope, intent to

submit a Proposal, or any other matter that would restrict or prevent fair and open competition.

5. Contractor has not offered, given, solicited, or accepted any inducement, gratuity, or thing of value in connection with this Request for proposals.

6. This affidavit is made in connection with the submission of a Proposal for:

   RFP No.:2027-3500-01
   Project Name: New Fire Station #22 Project
   Owner: City of Madison, Georgia

   Further affiants sayeth not.

This ____ day of _____, 20___.

By: _____, individually and on behalf of Contractor
[*signature of Individual and Representative Affiant*]

Name: _____ Title: _____

Individual Affiants' signatures and names:

_____ _____
Name: Name:

_____ _____
Name: Name:

_____ _____
Name: Name:

Subscribed and Sworn before me on this
_____ day of _____, 20_____.

_____
NOTARY PUBLIC
My Commission Expires:

_____

Contact Information Form

Please fill out this form with the appropriate contact information for your company.

Full Legal Name of Company:_____

Date: _____

Contractor Information:

Primary Contact Person:_____

Title:_____Telephone Number:_____

E-mail Address:_____

Secondary Contact Person:_____

Title:_____Telephone Number:_____

E-mail Address:_____

Preferred Contact for Administration: (i.e. Document Processing) (Choose one)

☐ Primary Contact ☐ Secondary Contact

Address:_____

City / State / Zip: _____

Mailing Address (If different than above):_____

City / State / Zip: _____

Federal Employee ID Number (FEIN): _____

ACKNOWLEDGEMENT OF PROPOSER

STATE OF GEORGIA
CITY OF MADISON

BEFORE ME, the undersigned authority a Notary Public in and for the State of _____, on this day personally appeared _____ who, after having first been duly sworn, upon oath did depose and say; that the forgoing proposal submitted by _____ hereafter called "Proposer" is duly authorized agent of said company and that the person signing said proposal has been duly authorized to execute the same. Proposer affirms that it is duly authorized to execute this Proposal, that this company, corporation, firm, partnership, or individual has not prepared its proposal in collusion with any other Proposer, and that the contents of this proposal as to prices, terms, or conditions of said proposal have not been communicated by the undersigned nor by any employee or agent to any other person engaged in this type of business prior to the official opening of this proposal. The undersigned certifies that the proposal prices contained in this proposal have been carefully checked and are submitted as correct and final and if proposal is accepted, agrees to furnish the articles and/or services listed and offered in this document at the prices and terms stated, subject to the conditions and Scope of Services of this RFP.

This ____ day of _____, 20___.

By: _____, individually and on behalf of Contractor
[*signature of Individual and Representative*]

_____ _____
Company Name: Signature of Representative:

Subscribed and Sworn before me on this
_____ day of _____, 20_____.

_____
NOTARY PUBLIC
My Commission Expires:

_____