



# Request for Proposal



## DESIGN-BUILD SHAMROCK PARK TIMBER-FRAME PAVILLION & PATH

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**RFP Number: PW-2024-30**

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# Advertisement for Bids

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**Owner:** Town of Tyrone

**Project Name:** Shamrock Park Timber-Frame Pavillion & Path

**RFP Number:** PW-2024-30

**Project Location:** Town of Tyrone

**Description of Project/Services:** Design-build (DB) services to design, engineer, and construct a 1,500 - 1,800 square-foot timber-frame pavilion and adjoining 500' multi-use path at Shamrock Park for the purposes of hosting event performances and every-day park activities.

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**PROJECT DOCUMENTS MAY BE OBTAINED FROM:** <https://www.tyronega.gov/bid-items>

- All public notices, addenda, and other documents shall be posted at: <https://www.tyronega.gov/bid-items>
- Licensure: To be considered for selection, persons or firms must be properly licensed in accordance with the requirements of the Official Code of Georgia Annotated, as amended, at the time of proposal submission.
- All communication shall be in writing to the Town's Purchasing Agent listed below. Preferred method of communication is email.

**Town Purchasing Agent:** Phillip Trocquet

**Title:** Assistant Town Manager

**Address:** 950 Senoia Road, Tyrone GA 30290 | **E:** [phillip.trocquet@tyronega.gov](mailto:phillip.trocquet@tyronega.gov) | **Ph:** (770) 487-4038

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**Pre-submittal Conference:** NO

**Submittal Due Date:** 08/28/2024 **Time:** 12:00PM

**Location:** Tyrone Town Hall

**Project Number:** PW-2024-30

**Submittal Delivery Address (Mail & Delivery):**

Town of Tyrone  
Attn: Phillip Trocquet  
950 Senoia Road  
STE. A  
Tyrone, GA 30290

**Approved By:** \_\_\_\_\_

(Town Manager)

**Date:** \_\_\_\_\_

# Introduction

**A. PURPOSE OF PROPOSAL:** The Town of Tyrone invites proposals from qualified Design Build (DB) firms for the construction of a timber-frame pavilion at Shamrock Park, and associated trail. This pavilion is envisioned as a central feature of the park, designed to host bands, and provide a sheltered area for visitors. Additionally, the trail will link the new pavilion to the existing circular path around the park's lake.

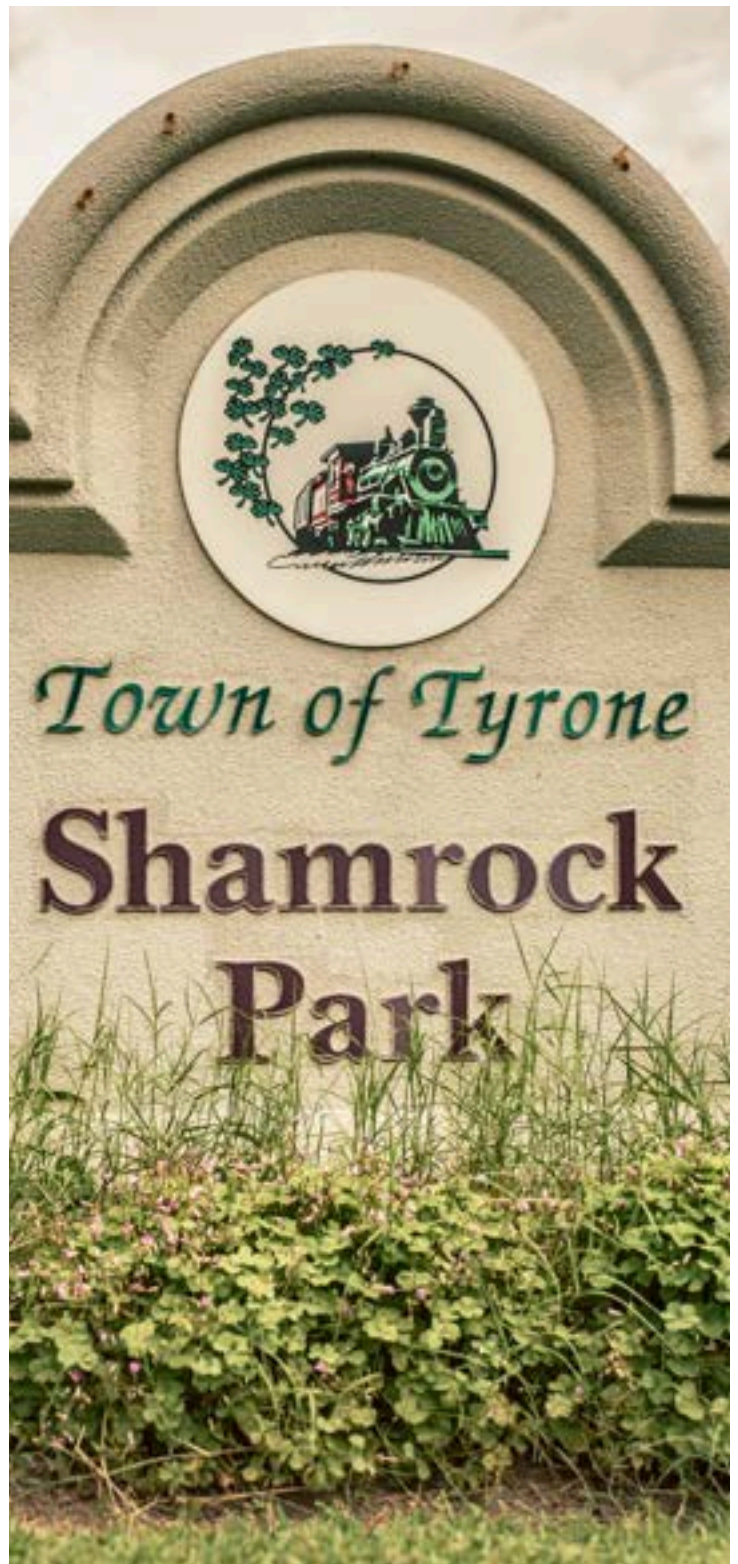
This project marks the first phase of the Shamrock Park redesign, a master plan finalized in 2024 to enhance the park's infrastructure in response to increased activities and visitorship in the downtown area.

## B. SCHEDULE:

<b>RFP Advertised</b>	<b>07/31/2024</b>
<b>Question Submittal Deadline</b>	<b>08/06/2024</b>
<b>Addenda Deadline</b>	<b>08/22/2024</b>
<b>RFP Submission Deadline</b>	<b>08/28/2024</b>
<b>Notification of Short-list</b>	<b>09/03/2024</b>
<b>Bidder Interviews</b>	<b>09/09/2024</b>
<b>Notification of Intent to Select</b>	<b>09/10/2024</b>
<b>Town Council Approval Meeting</b>	<b>09/19/2024</b>
<b>Execute Contract &amp; Begin Project</b>	<b>TBD</b>

**C. STAFF COMMUNICATION:** From the issue date of this solicitation until a DB Team/contractor is selected and the selection is made public, all communication with Town staff or elected officials is prohibited except through the designated purchasing agent named in this document. Violations of this provision may result in the rejection of the offender's bid or proposal.

**D. QUESTIONS & ANSWERS:** All questions must be submitted via email or in writing to:  
*Phillip Trocquet, Asst. Town Manager/ Purchasing Agent*  
950 Senoia Road  
Tyrone, GA 30290  
Direct: (770) 881-8322  
Email: [phillip.trocquet@tyronega.gov](mailto:phillip.trocquet@tyronega.gov)



Questions must be received by the date established in the RFP schedule. Answers will be issued by the Town in the form of an addendum and sent to all responding contractors as well as posted to the Town's website: <http://tyrone.org/links/bid-items/> no later than the date established in the RFP schedule. **Bidders must ensure they have all applicable addenda prior to submittal.**



# Scope of Work

**A. TYPE OF GOODS/SERVICES & OBJECTIVES:** The Town of Tyrone is seeking qualified firms to design and build a timber-frame pavilion between 1,500-1,800 square feet in size and associated 500' multi-use access trail that meets the goals, objectives, and rough designs associated with the 2024 Shamrock Park Master Plan. This pavilion is to be situated just north of Shamrock Park Pond at 955 Senoia Road, Tyrone, GA 30290. Precise placement is to be determined by the Project Team consistent with Town goals and planning efforts.

**B. SPECIFICATIONS:** The Town of Tyrone envisions the following minimum specifications for the project:

- Timber Frame Construction (1,500 -1,800 s.f.)
- Stack stone or brick column bases
- 2'-3' above-grade finished floor (for performances)
- 500' x 12' ADA asphalt multi-use trail (vehicular rated)
- Concrete ADA ramp to access trail from pavillion
- Stormwater, drainage, erosion & sediment control plans
- Exterior & Interior Lighting
- Landscaping & hardscaping
- Electrical (with capacity for audio & lighting equipment)
- 20' - 30' Retractable screen (for movies in park)
- Built-in outdoor audio speaker installation
- Outdoor WiFi installation
- 1000 square foot concrete plaza (in front of pavilion)
- Architectural Shingle, Shake Shingle, or metal roofing

## C. DESIGN CONSIDERATIONS:

Visibility through the structure from field to pond is a feature that should be preserved either through a gabled roof or other measures.

Incorporation of electrical/utility control space should be minimalistic and incorporated into design in a creative way.

The required services will include all architectural design services, engineering services, and consultant services necessary to obtain any and all permits for the work as well as the preparation and construction documents and site preparation, clean up, construction, and commissioning of the facility.

It is imperative that the project be managed, designed, and constructed with the utmost regard to cost, schedule and quality control by all participants. There is a clear expectation by the Town Council and citizens of Tyrone that construction costs will come in at or below the budgeted amount. The Town of Tyrone will be the Owner of the project. The design-builder will contract with the Owner with both constituting the Project Team.

**C. EXAMPLES & CONCEPT:** Examples of the structure requested as well as the master-plan concepts can be found in **attachment E**.

**D. SITE OPERATIONS:** It is expected that the park remain open and in-use during the construction period with intermittent closures scheduled and approved on an as-needed basis by the Owner in writing. The active construction area for the project should be confined to the smallest feasible area and secured such that park-goers can still utilize the existing trail and partial access of the field during construction. Staging areas shall be returned to pre-construction conditions once construction is complete. Standards and methods for site operations shall be developed in consultation with the Owner.



# Schedule & Meetings

**A. SCHEDULE:** The work in this RFP shall be completed in accordance with the following schedule:

## DB Design Development Documents:

- DB Design development documents shall be submitted no later than **30** calendar days after execution of contract.

## 60% Draft DB Construction Documents:

- Work on 60% draft DB construction documents shall continue during the DB design development documents review and once DB design development review comments are received, they shall be addressed and incorporated in the 60% draft DB construction documents.
- 60% draft DB construction documents shall be submitted no later than **90** calendar days after the submission of DB design development documents.

## 100% Complete DB Construction Documents:

- 100% complete, stamped, and signed DB construction documents shall be submitted no later than **30** calendar days after the submission of the 60% draft DB construction documents.

## Construction:

- Construction shall be completed no later than **09/01/2025**

**B. Meetings:** the following project meetings shall occur between the Project Team constituting representatives of the Owner and appropriate representatives of the DB Team:

## Design Meeting:

After the award of the contract and acceptance of performance and payment bonds, the Town will arrange a design meeting with the DB team. The meeting will review the following:

- Review of Town needs and design objectives
- Environmental and stormwater requirements
- Design schedule
- Modifications during design
- Submittals during design
- Areas available for use by the DB team
- Access requirements
- Construction area
- Payments to DB team
- Needed permits

## Preconstruction Meeting

The following deliverables shall be submitted a minimum of one week prior to the preconstruction meeting:

- Project schedule with construction portion fully developed
- List of subcontractors for the project
- Written statements from subcontractors certifying compliance with applicable labor requirements.
- Proof of liability insurance coverage and workmen's compensation for the contractor and all subcontractors.
- Listing of any needed IBC inspections

After 100% complete DB construction documents are approved, and prior to the start of construction, the Town will arrange an on-site preconstruction meeting with the DB team. The meeting will include the following as a minimum:

- Correspondence procedures
- Jobsite safety
- Roles and responsibilities
- Lines of authority
- Progress payments
- Submittal process
- Resolution to comments
- Construction schedule
- Modifications
- Off-business hours work
- Access and laydown/staging areas
- Contractor Parking
- Weekly progress meetings
- Security (contractor will be responsible)
- Any and all special conditions as a result of inspections.

# Proposal Format

**A. PACKAGING OF PROPOSAL:** Clearly label the outside of the shipping package/envelope as follows:

- Legal Name of Firm/Company submitting the proposal
- Name of primary point of contact for the DB Team
- RFP Number: PW-2024-30
- Due: Date and time established in the RFP schedule or as amended by addendum

**B. SUBMISSION REQUIREMENTS:** The offeror shall deliver one original (marked), five (5) additional copies, and one flash drive containing an electronic PDF copy to the Purchasing Agent no later than the date set in the RFP schedule:

Town of Tyrone  
Attn: Phillip Trocquet, Purchasing Agent  
950 Senoia Road, Suite A  
Tyrone, GA 30290  
phillip.trocquet@tyronega.gov

*In order to limit the cost incurred by responding to this solicitation, proposers are encouraged to be brief. Thick submittals with background and general marketing material are not desired. Instead, emphasis should be placed on responding to the evaluation criteria and understanding the project requirements and the project goals.*

- Proposals should be prepared in a clear and concise manner. They shall be submitted on no more than 25, one-sided, 1" margin 8½" x 11" pages in no smaller than 11-point Times New Roman font, clearly organized.
- The Title page should identify the project; the name of the DB Team; name of the DB Team's primary contact; and address, telephone number, and email address.
- The Table of Contents shall contain the sections and page numbers for the items listed below.
- Sections should be organized in tabbed sections as outlined by the evaluation criteria & clearly identified in a table of contents; said tabs may be consolidated.
- Forms other than the fee proposal shall be in their own appendix section.
- Fee proposals shall be submitted in a separate sealed envelope clearly labeled with the company/DB Team name and RFP number.
- The appendix section shall be no more than 8 pages.
- Tabs, table of contents, cover, appendix, and required forms will not be counted towards the 25-page limit.

**C. RESPONSIBILITY:** The Town is not responsible for the proper or timely delivery of submittals. Failure to meet the deadline for receipt of submittals will result in rejection of the submittal. Submittals received after the deadline will not be considered whether delayed in transit or for any other cause whatsoever. Each DB Team is solely responsible for the accuracy and completeness of its submittal.

**D. COSTS TO PREPARE RESPONSES:** The Town of Tyrone assumes no responsibility or obligation to the respondents and will make no payment for any costs associated with the preparation or submission of proposals.

**E. QUESTIONS ABOUT THE PROJECT:** Questions shall be in writing to the Purchasing Agent, Phillip Trocquet, preferably in email format. Questions must be submitted at least 10 calendar days prior to the submittal date and time. Responses will be via addenda posted on the Town's website at <http://tyrone.org/links/bid-items/>. It is the DB Team's responsibility to visit the website frequently to ensure they have the most up-to-date information.

# Evaluation & Response to Criteria

**EVALUATION SUMMARY & SELECTION CRITERIA:** The selection team will review all proposals submitted. After reviewing the proposals, the team may, at its discretion, invite to interview and demonstrate performance at Tyrone Town Hall (at proposer's expense) short-listed proposers whose proposals appear to best meet the requirements set forth in the RFP. Selection will be based on the qualifications of the consultant team and the quality of the proposal. The Town reserves the right to call references provided in the submittal and to require phone or personal interviews with DB Teams requiring additional evaluation. The following criteria will be used for evaluation:

<b>Qualifications &amp; Experience</b>	<b>25%</b>
<b>Methodology &amp; Approach</b>	<b>30%</b>
<b>Company/Firm Standing</b>	<b>20%</b>
<b>Pricing &amp; Cost Approach</b>	<b>25%</b>

**A. QUALIFICATIONS & EXPERIENCE (25%):**

- **General** -Related experience of the DB Team with similar projects comparable in type, size, and complexity.
- **Team Qualifications** - Include a summary of the DB Team's understanding of services and work to be performed and include relevant experience of the DB Team. Identify the project manager and key staff assigned if awarded. Provide resumes summarizing qualifications and relevant experience. Include specific information on the staff's experience with landscape architecture, park construction, and relevant work in small towns.
- **Project Experience & References** - Each proposal shall provide at least three (3) case histories of recent similar projects completed by the DB Team within the last five (5) years. Please include the name, address, telephone number, and an email address for reference checks.

**B. METHODOLOGY & APPROACH (30%)**

- Provide a brief summary of the firm's approach demonstrating the Design Build team's understanding of the project scope and overall vision for completion of the project.
- **Project Schedule** - Each proposer shall provide a detailed project schedule corresponding to the proposed methodology and highlighting key tasks and milestones. DB Teams should provide an anticipated workload. This schedule should correspond to the dates listed at the beginning of the RFP.

**C. COMPANY/FIRM STANDING & LOCATION (20%):**

- General - DB Teams should cover their current workload and whether they will be able to dedicate sufficient time to the project. A demonstration of the DB Team's good financial standing, proper insurance coverage, and scheduling ability should also be included.
- Financial Standing - The DB Team selected must be able to provide proof that they are in good financial standing. Such information should include an assets to liability ratio. All records submitted by the DB Team may be subject to the Georgia Open Records Act, O.C.G.A. § 50-18-70 et seq. As such, the Contractor should be careful to not provide any proprietary information. In addition, the Town may require contact information with the contractor's financial institution(s), along with the necessary consent for the Town to contact the institution to inquire as to the financial status of the contractor.
- Location - DB Team proximity to the Town of Tyrone for A&E as well as the contractor will be considered as part of this evaluation as an indicator of potential responsiveness and familiarity with the Town.

**D. PRICING APPROACH & COST (25%):**

- General -Cost effective proposals are of significant importance in awarding this contract. Cost proposals should include a detailed line item budget including all labor and direct costs broken down by task and hours per the fee proposal form. If the proposal includes recommended services beyond the scope listed, those should be called out separately.



# Terms & Conditions

**A. ACCEPTANCE OF PROPOSALS:** The Town of Tyrone reserves the following rights and options:

- To reject any and/or all submittals or portions of submittals.
- To short-list up to 5 firms
- To reject a subconsultant
- To re-advertise if deemed necessary
- To interview candidates prior to making a selection
- To issue subsequent requests for qualifications or requests for proposals
- To negotiate a contract for the services
- To approve, disapprove, modify or cancel any of the scope of work to be undertaken.

**B. CONTRACT NEGOTIATIONS & COSTS:** The contract for the work proposed in the RFP may be contracted through the Town of Tyrone. The Town will negotiate the terms of the contract with the DB Team(s) submitting the top-ranked response or another ranked choice should negotiations with the top-ranked DB Team fail. The Town of Tyrone will not reimburse the DB Team any costs incurred prior to a formal notice to proceed. Contracts shall be generally consistent with AIA or EJCDC design-build contracts.

**C. EQUAL OPPORTUNITY:** This will be an equal opportunity project; no person or business entity shall on the grounds of race, color, national origin, sex, age, or handicap/disability, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity conducted by the Town of Tyrone.

**D. OWNERSHIP:** The ownership of all data, materials, and documentation prepared for the Town in response to this RFP, including original file types such as AutoCAD .dwg files shall belong exclusively to the Town of Tyrone and will be considered a record prepared and maintained or received in the course of operations of a public office or agency and subject to public inspection in accordance with the Georgia Open Records Act, Official Code of Georgia Annotated, Section 50-18-70, et. seq., unless otherwise provided by law. By providing a submittal, each DB Team agrees that the Town will have the right to use any or all ideas or concepts presented without restriction or compensation.

**E. COMPLIANCE WITH LAWS:** In connections with the furnishings of supplies or performance of work under the contract, the offeror agrees to comply with the Fair Labor Standards Act, Equal Opportunity Employment Act Georgia Security and Immigration Compliance Act, and all other applicable Federal and State laws to the extent that the same may be applicable and further agrees to insert the foregoing provision in all subcontractors awarded hereunder. The DB Team agrees that any employee with a criminal history that the contractor reasonably believes poses a threat to property or persons will not be brought or sent to the Town's property. The DB Team agrees to impose this same criminal background check requirement on all subcontractors, vendors, suppliers, or consultants, used to fulfill its responsibilities under this agreement at their cost. The Town reserves the right to verify compliance by DB Team upon request.

**F. WITHDRAWALS:** A submitted proposal may be withdrawn prior to the submittal due date by a written request to the purchasing agent. No proposals may be withdrawn after the scheduled date and time to receive the proposal listed in the RFP schedule or as amended by addendum.

**G. INDEMNIFICATION:** The DB Team shall save and hold harmless, pay on behalf of, protect, defend, indemnify the Town, assure entire responsibility and liability for losses, expenses, demands and claims in connection with or arising out of any injury, or alleged injury (including death) to any person, or damage, or alleged damage, to property of the Town or others sustained or alleged to have been sustained in connection with or to have arisen out of or resulting from the performance or the intended performance of any work/service, outlined or resulting from this agreement, by the DB Team of their employees, including losses, expenses or damages sustained by the Town or Town Officials, including the Mayor and Council members and employees of the Town from any and all such losses, expenses, damages, demands and claims. The DB Team further agrees to defend any suit or action brought against the Town or Town Officials based on any such alleged injury or damage and to pay all damages, cost and expenses in connection therewith or resulting there from. As an integral part of this agreement, the DB Team agrees to purchase and maintain, during the life of this contract, contractual liability insurance in the amounts required in the general liability section Insurance Requirements. The obligations of the DB Team pursuant to this paragraph shall not be limited in any way by any limitation in the amount or type of proceeds, damages, compensation, or benefits payable under any policy of insurance or self-insurance maintained by or for the use and benefit of the DB Team

# Terms & Conditions Cont.

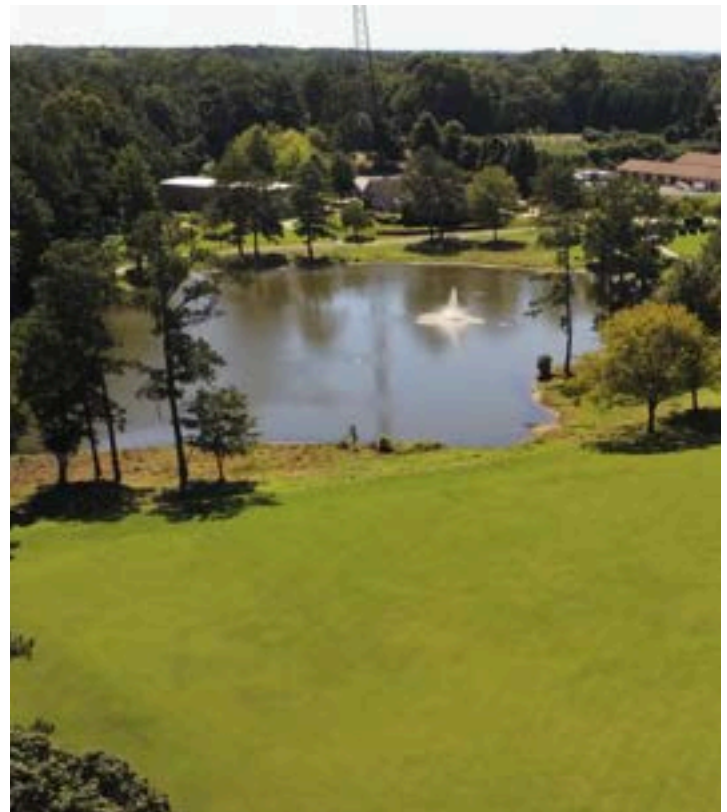
**H. DB TEAM QUALIFICATIONS:** A proposal will be considered only from those DB Teams who are regularly established in services described in the scope of work and who are financially responsible and have the necessary equipment and facilities required by this proposal to provide said services and to meet the standards as stipulated in these documents. The Town may request information substantiating the above requirements. Failure to provide such information may result in the proposal being considered non-responsive. It is understood that the right is reserved by the Town to thoroughly inspect and investigate the establishment, facilities, equipment, business reputation, and other general qualifications of any DB Team; and to reject any bid irrespective of bid prices, if it shall be administratively determined that any or all of the qualifications cannot be met.

**I. LIQUIDATED DAMAGES:** The DB Team agrees that for compensation to be paid, the owner shall retain as Liquidated Damages, the sum of \$250 per day for each calendar day the actual construction time required to achieve the substantial completion exceeds the specified or adjusted time for substantial completion as provided in the contract documents. This sum is intended by the parties as the predetermined measure of compensation for actual damages, not as a penalty for nonperformance.

**J. TERMINATION OF AWARD FOR CAUSE:** If, through any cause, the successful Proposer should fail to fulfill in a timely and proper manner its obligations or if the successful Proposer knowingly violates any of the covenants, agreements or stipulations of the award, the Town shall thereupon have the right to terminate the award by giving written notice to the successful Proposer of such termination and specifying the effective date of termination. In that event, all finished or unfinished services, reports or other materials prepared by the successful Proposer shall, at the option of the Town, become its property, and the successful Proposer shall be entitled to receive just, equitable compensation for any satisfactory work completed, prepared documents or materials as furnished.

Notwithstanding the above, the successful Proposer shall not be relieved of liability to the Town for damage sustained by the Town by virtue of breach of the award by the successful Proposer and the Town may withhold any payments to the successful vendor for the purpose of set off until such time as the exact amount of damages due the Town from the successful Proposer is determined.

**K. TERMINATION OF AWARD FOR CONVENIENCE:** The Town may terminate the award at any time by giving written notice to the successful vendor of such termination and specifying the effective date thereof, at least thirty (30) working days before the effective date of such termination. In that event, all finished or unfinished services, reports, material(s) prepared or furnished by the successful Proposer under the award shall, at the option of the Town, become its property. If the award is terminated by the Town as provided herein, the successful vendor will be paid an amount which bears the same ratio to the total compensation as the services actually performed or material furnished bear to the total services/materials the successful Proposer covered by the award, less payments of compensation previously made. If the award is terminated due to the fault of the successful Proposer, termination of award for cause, relative to termination shall apply.



# Other Information

## A. RFP INFORMATION WEBPAGES:

**Town of Tyrone's main website:** [www.tyronega.gov](http://www.tyronega.gov)

### Supplemental Studies:

<https://www.tyronega.gov/community-development/planning-zoning>

**RFP Postings: Home > Quick Links > Items for Bid or directly at:** <https://www.tyronega.gov/bid-items>

**B. MULTIPLE VENDORS:** While the Town expects to make only one award, multiple vendors may form a team to submit a joint proposal. All firms and individuals involved in each team must be identified in the proposal. A single individual and firm must be designated as having overall responsibility for services. The lead individual and firm will serve as the Town's primary contact and will be responsible for ensuring agreed-upon timelines and work requirements are met.

**C. INSURANCE REQUIREMENTS:** Prior to the award of a contract, the Contractor shall furnish a Certificate of Coverage or other proof that it has the following insurance with the Town named as additional insured that must remain in force for a period of at least one year after completion of the work:

- Commercial General Liability, Contractual Liability, Products/Complete Operations Liability, Owners and Contractors Protective Liability, Errors and Omissions, and Personal Injury Liability Insurance - \$2,000,000 Combined Single Limit Bodily Injury and Property Damage- each occurrence and per project.
- Comprehensive Automobile Liability Insurance - \$1,000,000 Combined Single Limit Injury and Property Damage Liability - each occurrence and for all automobiles and equipment.
- Umbrella - \$1,000,000
- Workers' Compensation Insurance - \$100,000 Bodily Injury by Accident - each accident; \$500,000 Bodily Injury by Disease - policy limit; and \$100,000 Bodily Injury by Disease - each employee.

## D. REQUIRED FORMS:

- **Certification of RFP Submittal and Acknowledgement of Addenda (Attachment B)**
  - The individual signing the RFP shall have the authority to negotiate the full scope of services on behalf of the organization and shall be authorized to bind the contract to the terms and conditions of this RFP.
- **Georgia Illegal Immigration Reform and Enforcement Act (IIREA) Form (Attachment C)**
  - In compliance with Georgia Security & Immigration Compliance Act of 2006 - O.C.G.A. 13-10-91, no public employer shall enter into a contract pursuant to this chapter for the physical performance of services within this state unless the contractor registers and participates in the federal work authorization program to verify information of all newly hired employees or subcontractors. Before a bid for any such service is considered by a public employer, the bid shall include a signed, notarized affidavit from the contractor attesting to the following:
    - The affiant has registered with and is authorized to use the federal work authorization program;
    - The user identification number and date of authorization for the affiant; and
    - The affiant is using and will continue to use the federal work authorization program
- **Fee Proposal Form (Attachment D)**
  - Interested offerors are to submit this form in a separate sealed envelope within the RFP submittal package.



# Attachment A

## Certification of RFP Submittal

The undersigned declares that she or he is an authorized agent of the company or firm listed as the primary offeror; has carefully examined all the documents contained in this Request for Proposals (RFP) solicitation for the project; and certifies to the best of her/his knowledge that this Proposal fully complies with the requirements of the RFP and all addenda and clarifications issued in regard to the RFP.

The undersigned also hereby certifies that no person acting for or employed by the Town of Tyrone is directly or indirectly interested in this Proposal or any subsequent proposal, or in any contract which may be made under it, or in expected profits to arise therefrom; that the undersigned Offeror has not influenced or attempted to influence any other person or corporation to file a Proposal or any subsequent proposal or any other person or corporation; and that this submission is made in good faith without collusion or connection with any other person or corporation applying for the same work under a different Proposal.

The undersigned states that she or he has the necessary licenses, certifications, and professional credentials necessary to practice their respective professions within the State of Georgia under O.C.G.A

Acknowledgement of Addenda. By Signing below, the interested Offerors acknowledges receipt of the following addenda to this RFP:

Addenda No. and Date (if any)\_\_\_\_\_

### SIGNED UNDER THE PENALTY OF PERJURY:

Signature:\_\_\_\_\_

*(Signature of Authorized Agent)*

Print Name:\_\_\_\_\_

Title:\_\_\_\_\_

Firm Name:\_\_\_\_\_

Date:\_\_\_\_\_

Project Number:\_\_\_\_\_

Project Name:\_\_\_\_\_

Subscribed and Sworn before me  
this\_\_\_\_\_ day of  
\_\_\_\_\_, 2024.

\_\_\_\_\_  
Notary Public

My Commission Expires:\_\_\_\_\_



# Attachment B

## E-Verify Form

### CONTRACTOR AFFIDAVIT UNDER O.C.G.A. 13-10-91(b)(1)

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm, or corporation which is contracting with the Town of Tyrone, Georgia (the "Town") has registered with and is participating in a 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 and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontract 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*

-----  
*Date of Authorization*

-----  
*Name of Contractor*

RFP PW-2024-30 - Shamrock Park Timber-Frame Pavillion & Path  
*Name of Project*

Town of Tyrone, Georgia  
*Name of Public Employer*

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

Executed on \_\_\_\_\_, 2024 in \_\_\_\_\_ (city), \_\_\_\_\_ (State)

-----  
*Signature of Officer or Authorized Agent*

-----  
*Printed Name and Title of Officer or Authorized Agent*

Subscribed and Sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

-----  
Notary Public

-----  
My Commission Expires:

# Attachment C

## Fee Proposal Form

**Instructions: Complete both parts of this bid form. Submit with RFP in a separate sealed envelope labeled with the RFP number and Company Name**

**PART I: BID SUMMARY**

- Lump sum total cost for basic services: \$\_\_\_\_\_
- Lump sum total cost for total cost of additional services: \$\_\_\_\_\_
- Lump sum total cost of reimburseables not to exceed: \$\_\_\_\_\_

Category	Bid Amount
Pavillion	\$
Technical (Audio/Visual, Electrical, etc. . .)	\$
Installation	\$
Grading, Drainage, Erosion Control	\$
General Conditions (Bonds, Insurance, etc. . .)	\$

*Please provide a schedule of values detailing the hourly rate of employees and other services included in the bid proposal*

**PART II: CONTRACTOR INFORMATION**

\_\_\_\_\_  
PROJECT NAME AND RFP NUMBER

\_\_\_\_\_  
PHONE NUMBER

\_\_\_\_\_  
CONTRACTOR/FIRM LEGAL NAME

\_\_\_\_\_  
EMAIL

\_\_\_\_\_  
COMPANY ADDRESS

\_\_\_\_\_  
OFFICER/AUTHORIZED AGENT NAME

\_\_\_\_\_  
FEDERAL ID

\_\_\_\_\_  
SIGNATURE OF OFFICER/AUTHORIZED AGENT

\_\_\_\_\_  
DATE SUBMITTED

\_\_\_\_\_  
COMPANY SEAL

# Attachment D

## Examples & Town Plans

### **SHAMROCK PARK MASTER PLAN:**

[https://www.tyronega.gov/sites/default/files/uploads/down\\_towndown-development/2024.02.28-shamrock-park-final-site-planr.pdf](https://www.tyronega.gov/sites/default/files/uploads/down_towndown-development/2024.02.28-shamrock-park-final-site-planr.pdf)

### **ENVISION TYRONE DOWNTOWN PLAN:**

[https://www.tyronega.gov/sites/default/files/uploads/tyron\\_etc\\_p\\_finaldraft\\_2021-12-14-compressed.pdf](https://www.tyronega.gov/sites/default/files/uploads/tyron_etc_p_finaldraft_2021-12-14-compressed.pdf)

### **SUPPLEMENTAL TIMBER FRAME BUILDING EXAMPLES:**

