



TEMPLE RECREATION DEPARTMENT

City of Temple, GA
Temple Recreation Department

Request for Proposal

Temple Recreation Pavilion Upgrade and Branding
RFP # 2024-0613.01

Proposal Due Date:
Friday, July 19, 2024, at 2 p.m.

Request for Proposal

Temple Recreation Pavilion Upgrade and Branding

RFP # 2024-0613.01

General Information

The City of Temple, GA (hereafter referred to as “The City”) is seeking proposals to update and brand the Powell-Luke Pavilion. This work will be at the Temple Recreation facility at 240 Rome Street, Temple, Georgia 30179.

Elements of Proposals:

- Construction team: general contractor, sub-contractors, and suppliers
- Change out screws on the existing roof
- Pressure wash and paint the existing roof (Black)
- Caulk and repair all holes on the front and rear gable
- Pressure wash and paint the front and rear gable (Vegas Gold)
- Caulk and/or fill in all splits on the posts
- Prime and paint all posts (Black)
- Add the Temple Rec logo on the front and rear gable
- Add 36” columns to the four outer posts
- Repair the damaged cement pad on the sidewalk and at one post
- The complete cost of the entire turn-key project
- Timeline of all phases of the project
- Reference and list of similar projects
- The installation will include all labor and materials needed to complete the project
- Qualifications of the firm, project manager, and the project team, including resources, workload, and performance history:
 - Must be bonded for at least \$25,000.00
- All design and work must meet or exceed federal, state, and local laws, ordinances, and requirements
- Any available discounts for prompt payment, government or cooperative purchasing, etc., must be noted and reflected in the bid figures and not entered as separate pricing on the proposal form

Pre-Proposal Meeting:

There will be one pre-proposal meeting. It is scheduled for 2:00 p.m., Wednesday, June 26, 2024, at the Luke Pavilion, 240 Rome Street, Temple, GA. **Attendance is mandatory.**

Please place **TEMPLE RECREATION PAVILION UPGRADE AND BRANDING RFP # 2024-0613.01** in the SUBJECT of all emails and/or written correspondence. All emailed dialog regarding this project is subject to discussion by all prospective companies. Email questions to Ingrid McKinley (imckinley@templega.us). The final date for questions is July 5, 2024, 2:00 pm.

RFP Procedure

Tentative Project Schedule

A tentative timeline is set forth below. This timeline is subject to change by the City, at the City’s sole discretion, as events and conditions warrant.

• Proposal Release Date	June 13, 2024
• Pre-Proposal Meeting	June 26, 2024
• Questions & Site Visit Requests Completed by	July 05, 2024
• Written Proposals Due	July 19, 2024
• Formal Acceptance/Award of Proposal by City (to include signatures of contracts and work to commence on formal approval)	August 05, 2024
• Project Completion Date	September 18, 2024

Method of Submission

Proposers must submit one (1) original Proposal and one (1) copy. Envelopes used in submitting Proposals must be clearly marked, **“PROPOSAL: TEMPLE RECREATION PAVILION UPGRADE AND BRANDING PROJECT” RFP # 2024-0613.01** and be mailed or hand-delivered to:

Kristin Etheredge, City Clerk
City of Temple, Georgia
240 Carrollton Street
P.O. Box 160
Temple, Georgia 30179

The deadline for submission is **Friday, July 19, 2024, by 2 pm Eastern Standard Time.** Proposals received after the time and date listed above will not be considered.

- The City will not be responsible for any expenses in the preparation and/or presentation of the proposals and oral interviews, if any; and for the disclosure of any information or material received in connection with the solicitation, whether by negligence or otherwise
- The City reserves the right to request additional information, if necessary, or to request an interview with business(es), or to reject any and all proposals with or without cause and

waive any irregularities or infirmities in the proposals submitted. The City further reserves the right to make such investigations as it deems necessary as to the qualifications of any and all businesses submitting proposals. In the event that all proposals are rejected, the City reserves the right to re-solicit proposals

- The City reserves the right to reject any and/or all bids and waive all minor technicalities, informalities, and irregularities. The City reserves the right to accept the bid, which at the judgment of The City, is in their best interest
- Responding businesses may withdraw their proposals at any time prior to the final filing date and time, as indicated on the cover page of this RFP, by written notification signed by an authorized agent of the business. The proposal may thereafter be resubmitted, but only up to the final filing date and time
- The responding business assumes sole responsibility for the complete effort required in the RFP. No special consideration shall be given after proposals are opened because of a business's failure to be knowledgeable about all the requirements of this RFP. By submitting a proposal in response to the RFP, the business represents that it has satisfied itself, from its own investigation, of all the requirements of this RFP
- Complete the City of Temple Vendor Information Packet, if not currently an approved vendor. Responsive documents are available online under the Community Tab, in the Forms, Permits, and Applications section (www.templega.us/forms)
- Documents and information submitted in response to the RFP shall become property of the City of Temple and generally shall be available to the general public as required by applicable law, including the Georgia Open Records Act

General Terms and Conditions

Insurance

The City of Temple has certain insurance requirements that must be met. The BUSINESS will be responsible for purchasing and maintaining at its sole expense the required insurance coverage.

- BUSINESS shall furnish the City copies of all insurance policies or certificates of insurance relating to the insurance policies that must be maintained hereunder. In addition, insurance policies applicable hereto shall contain a provision that the City shall be given thirty (30) days written notice by the insurance company before each policy is substantially changed or cancelled

Evaluation Process

- Cost of project
- References and similar projects
- Quality of materials and fixtures
- Timeline-demonstrated ability to complete projects on time

Scope of Work

The selected proposer shall furnish all labor (including subcontractors), transportation, tools, equipment, and materials necessary to execute and complete all the assigned work.

This project includes the following specifications:

- ✓ The contractor shall retain professional personnel who have successfully and competently provided services and installations of multicourt systems similar to this scope.
- ✓ The contractor will provide State standards. *If the contractor proposes different equipment, it shall be equivalent or better. The City of Temple will have the right to discard any proposals with equipment proposed that is different than what is listed below, though these proposals will be evaluated and considered.
- ✓ Change out screws on the existing roof.
- ✓ Pressure wash and paint the existing roof (Black).
- ✓ Caulk and repair all holes on the front and rear gable.
- ✓ Pressure wash and paint the front and rear gable (Vegas Gold).
- ✓ Caulk and/or fill in all splits on the posts.
- ✓ Prime and paint all posts (Black).
- ✓ Add the Temple Rec logo on the front and rear gable.
- ✓ Add 36" columns to the four outer posts.
- ✓ Repair the damaged cement pad on the sidewalk and at one post.
- ✓ Seed and straw disturbed existing landscaped areas.

The project completion deadline is September 18, 2024.