

# CITY OF PERRY

REQUEST FOR PROPOSAL  
#2015-05

**City Parks Design Proposal**  
**Due July 17, 2015**  
**5:00 PM**

**May 20, 2015**

**City of Perry**  
**Request for Proposals**  
**No. 2015-05**  
**City Parks Design Proposal**

The City of Perry requests interested persons, partnerships, companies, etc. submit a proposal for the provision of landscape design and project management services for two (2) of its parks.

**Project Description**

The City is seeking a landscaping concept design, preparation of bid specifications and construction management for two (2) of its parks. The sites are newly acquired. The sites will be for passive use only. Criteria for both sites include:

- Selection of plants, grassing, etc. should be based on species that can flourish in the climate of the City.
- Emphasis is on plant arrangements that provide color throughout the year.
- Minimum maintenance is desired.
- Sites will be irrigated.
- Water features are encouraged.
- Shade trees are encouraged.
- Plantings at maturity cannot block lines of sight for drivers at driveways, street intersections, etc.
- An annual maintenance plan is to be provided.
- No playground equipment.
- Originality is encouraged.
- Parking space is not to be considered.
- Walkability is encouraged
- See attachments for site particular items.
- Inclusion of other features such as statues, timber features, rock, etc.

**Proposal Requirements**

Proposals submitted by interested parties shall include:

- Three (3) concept plans for each site.
- Consultant may provide a number of concepts.
- Description of individual/organization's education, design philosophy and explanation of how concept(s) was developed.
- Estimated timeframe for concept completion.
- List of other projects similar to this proposal.
- Consultant information including office location, contact person, mailing /e-mail addresses, and phone number
- Fee for provision of services.
- Price range for project
- Provide current, valid workers compensation insurance coverage certificate of insurance
- Provide copy of current, valid business license from Georgia local government.

- Provide current, valid general liability and vehicle insurance coverage certificate of insurance.
- Must be in compliance with current Georgia immigration laws/regulations.
- Competitive Bid affidavit
- Contractor's affidavit

**Proposal Due Date**

All proposals must be submitted by close of business Friday, July 17, 2015. Proposal must be submitted in written package form. No electronic or fax submissions will be accepted. Proposer may submit any additional material he/she/it determines relevant to project. Proposals received after the required time or in any other location other than the Department of Administration - Purchasing will not be accepted. Package must state on outside:

City Parks Design Proposal  
 RFP No. 2015-05  
 City of Perry Department of Administration - Purchasing  
 1211 Washington Street  
 P O Box 2030  
 Perry, GA 31069

The City reserves the right to reject any and all proposals regardless of cost and waive any irregularities.

**Review Criteria**

The Perry City Council will review the proposals based on:

- Adherence to proposal criteria
- Originality of design.
- Proposal maintenance requirements
- Timeframe of project construction.
- Estimated cost
- Highlighting of existing features

**Site Inspection**

Proposers are expected to have visited the sites, understand traffic patterns, sight lines, neighboring properties, etc.

**Questions**

All questions regarding this proposal should be addressed to:

Mr. Lee Gilmour, City Manager  
 City of Perry  
 Ph. 478-988-2703  
[lee.gilmour@perry-ga.gov](mailto:lee.gilmour@perry-ga.gov)  
 Fax 475-988-2705

## Site A

### Site Specific Criteria

1. Prepare concept plan for each scenario listed:
  - a. Main Street closed between General Courtney Hodges Boulevard and the entrance to Evergreen Cemetery.
  - b. Main Street remains open
2. Historic former gas station remains.
3. No parking spaces on site.
4. Pine trees removed.
5. Topography remains the same.
6. Concept flows into old waterworks/cemetery.

## Site B

### Site Specific Criteria

1. Cedar tree remains.
2. Electrical utility pole will be removed.
3. No landscaping on north side of sidewalk.
4. No parking on site.
5. Area between driveway to convenience store and driveway to Perry Chiropractic Health Center requires low height plantings.

COMPETITIVE BID AFFIDAVIT

STATE OF GEORGIA

\_\_\_\_\_, being first duly sworn, deposes and says that:

1. He/She is the \_\_\_\_\_ of  
(Owner, Partner, Officer, Representative or Agent)  
\_\_\_\_\_ the Bidder that has submitted  
the attached Bid;
2. He/She is fully informed respecting the preparation and contents of the attached Bid and  
of all pertinent circumstances respecting such bid;
3. Neither the said Bidder nor any of its officers, partners, owners, agents, representatives,  
employees or parties in interest, including this affiant, have in any way, directly or  
indirectly, prevented or attempted to prevent competition in such bidding or proposals by  
any means whatever; nor prevented or endeavored to prevent anyone from making a bid  
or proposal therefor by any means whatever; nor cause or induce another to withdraw a  
bid or proposal for the work.

By: \_\_\_\_\_

Its: \_\_\_\_\_  
(Title)

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

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

My Commission expires: \_\_\_\_\_

**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 engaged in the physical performance of services on behalf of City of Perry 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 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

\_\_\_\_\_  
Date of Authorization

\_\_\_\_\_  
Name of Contractor

\_\_\_\_\_  
Name of Project

\_\_\_\_\_  
Name of Public Employer

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

Executed on \_\_\_\_\_, \_\_\_\_\_, 20\_\_\_\_ in \_\_\_\_\_ (city), \_\_\_\_\_ (state)

\_\_\_\_\_  
Signature of Authorized Officer or Agent

\_\_\_\_\_  
Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME

ON THIS THE \_\_\_\_\_ DAY \_\_\_\_\_ OF, 20\_\_\_\_\_

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

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