

**CITY OF BRUNSWICK, GEORGIA**

**August 2022**

**ORANGE SQUARE IMPROVEMENTS**

**RESTROOM AND EQUIPMENT**

**BUILDING**

**REQUEST FOR PROPOSALS**



## ORANGE SQUARE RESTROOM AND EQUIPMENT BUILDING

### 1. Invitation to Service Providers:

The City of Brunswick, Georgia (the City) will receive proposals for a Restroom Building to be installed as part of the Orange Square Improvement project until Tuesday, August 30, 2022 at 10:00 a.m. EST. The City invites vendors to submit proposals responsive to the specific requirements set forth in this request for proposals (RFP).

The envelopes containing the proposal **must be sealed**, and addressed to:

Garrow Alberson  
City of Brunswick  
Director of Engineering and Public Works  
525 Lakewood Ave  
Brunswick, Georgia 31520  
[galberson@cityofbrunswick-ga.gov](mailto:galberson@cityofbrunswick-ga.gov)

All proposals must be marked **“Orange Square Restroom RFP.”** The envelope must bear on the outside the name and address of the vendor. No proposal may be withdrawn or modified in any way after the deadline for proposal openings, and no faxed proposals will be accepted.

Questions regarding this request for proposals should be submitted in writing to Garrow Alberson at [galberson@cityofbrunswick-ga.gov](mailto:galberson@cityofbrunswick-ga.gov) prior to 12:00 noon on Friday, August 19, 2022.

Proposals may also be submitted via e-mail. The subject of the email shall be noted as **“Orange Square Restroom RFP submittal.”** The e-mail submittals will remain unopened until 10:00 a.m. on August 30, 2022.

Proposals will be reviewed and evaluated by an evaluation committee from the City of Brunswick. The committee will select a preferred vendor from the submitted proposals within 14 days of the proposal due date. Proposals must be valid for ninety (90) days following the opening date.

### 2. Background:

The City of Brunswick, Georgia is located in the southeastern portion of Georgia in Glynn County, along the Georgia coast. Brunswick is a waterfront city, and there are several locations where outdoor activities are popular among the citizens and visitors. The City has many parks and squares for people to enjoy outdoor activities. One of these parks is Orange Square, which is located on L Street between Union and Reynolds Streets. Currently, Orange Square contains a basketball court and a playground. The City has recently been awarded a Land and Water Conservation Fund grant through the Georgia Department of Natural Resources. The scope of the grant improvements includes installation of a splash pad, restroom facility, picnic pavilions, a new playground and improved parking area.

### **3. Project Description:**

The City is interested in installing a restroom facility at Orange Square as part of the park improvements project funded through the Land & Water Conservation Fund grant. The building structure will include ADA-accessible men's and women's restroom facilities as well as a space sufficient for housing the operating equipment for the splash pad feature. The building will be served by municipal water and sewer utilities and local electric power service. The water, sewer, and power utilities and connection points will be provided by the City. The selected vendor will provide restroom structures with men's and women's facilities including multiple stalls and lavatories for each. Pre-fabricated structures or site-built structures will both be acceptable and considered for this project. The restroom structures shall include, at a minimum, the items listed in *Section 4: Scope of Work*.

Because the facilities will be located at waterfront parks, the facilities must be able to withstand potential flooding and high winds during tropical storm events. The facilities must be easily maintained on a daily basis, in addition to requiring little maintenance over their lifespan.

The City will prepare the site according to the vendor's specifications, and will provide water, sanitary sewer and electric utilities as necessary to service the facilities.

### **4. Scope of Work:**

Furnish and install one (1) ADA compliant, multi-flush restroom building including the following minimum requirements:

- Reinforced concrete walls, floor, and roof
- Standing seam metal roof
- Stucco, split-face block, or lap siding exterior wall texture
- Men's restroom facilities including, at minimum, one (1) urinal, one (1) toilet stall, and one (1) hand wash sink
- Women's restroom facilities including, at minimum, two (2) toilet stalls and one (1) hand wash sink
- All accessory fixtures such as paper dispensers, soap dispensers, mirrors, hand dryers
- Stainless steel plumbing fixtures
- Electric lighting with motion sensor control and ventilation fan
- Maintenance/Equipment Room, minimum 120 sq. ft., with access separate from restroom entrances
- Capacity for ventilation and cooling of splash pad components in Equipment room
- Floor Drains
- Keyed Deadbolt Exterior Door locks
- Galvanized Doors and Frames
- Compliant with all local (Brunswick, GA) building codes

## **5. City's responsibilities:**

- Provide water, sanitary sewer, and electric utility service
- Building foundation and site preparation per manufacturer's recommendations
- Obtain any permits required

## **6. Addenda:**

If the City determines that an amendment is required to this RFP, the City Representative will post a written addendum on the City Website at <http://www.brunswickga.org> (the "City Website") and upon posting will be deemed to form part of this RFP. No amendment of any kind to the RFP is effective unless it is posted in a formal written addendum on the City Website. Upon submitting a Proposal, Proponents will be deemed to have received notice of all addenda that are posted on the City Website.

## **7. Proposal Requirements**

All proposals shall include a floor plan diagram and elevation views of the proposed structures. Drawings shall clearly indicate the number of urinals, stalls, lavatories, and floor drains associated with each facility, as well as ADA compliance of each. The drawings shall also clearly indicate all floor, roof, and wall dimensions, exterior wall finishes, roof slopes and construction materials.

All proposals shall include at least three (3) references where similar facilities have been provided.

Proposals shall include the cost of the proposed facilities. (It is understood that some options may change during the actual design and selection process, and that the proposed price may not be the final contract price.). Proposals shall also include a tentative schedule of production and delivery of proposed facilities.

Proposals will be evaluated on:

- Conformance to requirements listed in this RFP;
- Building floor plan and overall appearance;
- References from previous projects;
- Cost of proposed facilities;
- Proposed schedule of delivery.

## **8. Conflict of Interest:**

Proponents shall disclose any potential conflicts of interest and existing business relationships they may have with the City. If requested by the City, Proponents should provide all pertinent information regarding ownership of their company within forty-eight (48) hours of the City's request.

**9. Negotiations and Contract award:**

The City is under no obligation to accept any Proposal submitted. The City reserves the right in its sole discretion to waive informalities in, or reject any or all Proposals, or to accept any Proposal deemed most favorable in the interest of the City, or cancel the competition at any time without award. Thereafter, the City may issue a new Invitation / Request, sole source or do nothing.

-End of This Section

**DRUG FREE WORK PLACE CERTIFICATION**

In order to have a drug- free workplace, a business shall:

Publish a statement notifying employees that the unlawful, manufacture, distribution, dispensing, possession, or use of controlled substances is prohibited in the workplace and specifying the actions that shall be taken against employees for violation of such prohibition.

Inform employees about the dangers of drug abuse in the workplace, the business’s policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.

As a condition of working on the commodities or contractual services then under Proposal, the employee shall notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any State, for a violation occurring in the workplace no later than five (5) days after such conviction.

Impose a sanction on, or require satisfactory participation in a drug abuse assistance or rehabilitation program if such in available in the employee’s community, by any employee who is so convicted.

Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign this statement, I certify that this firm complies fully with the above requirements.

\_\_\_\_\_  
**Name**

**Company**

\_\_\_\_\_  
**Authorized Signature**

\_\_\_\_\_  
**Title**

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

**VENDOR AFFIDAVIT AND AGREEMENT**

***(Failure to submit will render Proposal non-responsive you must use this form, you must be enrolled in this program, and you must include your user ID #)***

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 City of Brunswick has registered with and is participating in a federal work authorization program [Employment Eligibility Verification (EEV) / Basic Pilot Program, operated by the U.S. Citizens and Immigration Services Bureau of the U. S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA)] in accordance with O.C.G.A. § 13-10-91. Further, the undersigned contractor states affirmatively that the individual, firm, or corporation contracting with The City of Brunswick will continue to utilize and participate in the EEV federal work authorization program throughout the term of this contract.

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with The City of Brunswick, contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. § 13-10-91 on the Subcontractor Affidavit provided in Rule 300-10-01-.08 or a substantially similar form provided by The City of Brunswick. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to The City of Brunswick at the time the subcontractor(s) is retained to perform such service.

\_\_\_\_\_  
EEV Number

\_\_\_\_\_  
Authorized Officer or Agent (Contractor Name)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title of Authorized Officer or Agent

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

SUBSCRIBED AND SWORN BEFORE ME  
ON THIS THE DAY OF \_\_\_\_\_, 20\_\_.

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

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

**Note:** As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the “EEV/Basic Pilot Program” operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security in conjunction with the Social Security Administration (SS)

**REPRESENTATION AFFIDAVIT**

**(TO BE SUBMITTED)**

This proposal is submitted to The City of Brunswick, Georgia Board of Commissioners (City) by the undersigned who is an authorized officer of the company and said company is licensed to do business in Georgia and The City of Brunswick. Further, the undersigned is authorized to make these representations and certifies these representations are valid. The Proposer recognizes that all representations herein are binding on the Company and failure to adhere to any of these commitments, at the City's option, may result in a revocation of the granted contract.

Consent is hereby given to the City to contact any person or organization in order to make inquiries into legal, character, technical, financial, and other qualifications of the Proposer.

The Proposer understands that, at such time as the City decides to review this proposal, additional information may be requested. Failure to supply any requested for information within a reasonable time may result in the rejection of the Proposer's proposal with no re-submittal rights.

The successful Proposer understands that the City, after considering the legal, financial, technical, and character qualifications of the Proposer, as well as what in the City's judgment may best serve the public interest of its citizens and employees, may grant a contract.

The successful Proposer understands that this proposal is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a proposal for the same, and is in all respects fair and without collusion or fraud. I understand that collusive Proposals is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards.

Company Name: \_\_\_\_\_

Authorized Person: \_\_\_\_\_ Signature \_\_\_\_\_

*(Print/Type)*

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

Address: \_\_\_\_\_

Telephone : \_\_\_\_\_ Fax: \_\_\_\_\_

**Name and telephone number of person to whom inquiries should be directed:**

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

Address: \_\_\_\_\_

Title: \_\_\_\_\_ Telephone \_\_\_\_\_ Fax: \_\_\_\_\_

\_\_\_\_\_ E-mail: \_\_\_\_\_



**LEGAL AND CHARACTER QUALIFICATIONS**

**Convictions:** Has the Proposer (including parent corporation, if applicable) or any principal ever been convicted in a criminal proceeding (felonies or misdemeanors) in which any of the following offenses were charged?

|   |  | <b>Y</b> | <b>N</b> |
|---|--|----------|----------|
| a | Fraud  |          |          |
| b | Embezzlement   |          |          |
| c | Tax Evasion  |          |          |
| d | Bribery  |          |          |
| e | Extortion  |          |          |
| f | Jury Tampering   |          |          |
| g | Anti-Trust Violations  |          |          |
| h | Obstruction of justice (or any other misconduct affecting public or judicial officers' performance of their official duties) |          |          |
| i | False/misleading advertising   |          |          |
| j | Perjury  |          |          |
| k | Conspiracy to commit any of the foregoing offenses   |          |          |

**Civil Proceedings:** Has the Proposer or any principal ever been a party, or is now a party, to civil proceeding in which it was held liable for any of the following?

|   |   | <b>Y</b> | <b>N</b> |
|---|---|----------|----------|
| a | Unfair/anti-competitive business practices        |          |          |
| b | Consumer fraud/misrepresentation                  |          |          |
| c | Violations of securities laws (state and federal) |          |          |
| d | False/misleading advertising                      |          |          |
| e | Violation of local government ordinance           |          |          |

**License Revocation:**

|  | <b>Y</b> | <b>N</b> |
|--|----------|----------|
| Has the Proposer or any principal ever had a business license revoked, suspended, or the renewal thereof denied, or is a party to such a proceeding that may result in same? |          |          |

**Responses:** If "yes" is the response to any of the foregoing, provide Information such as date, court, sentence, fine, location, and all other specifics for each "yes" response.

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**Principals:** The full names and addresses of persons or parties interested in the foregoing Proposal, as principals, are as follows:

| NAME  | ADDRESS |
|-------|---------|
| _____ | _____   |
| _____ | _____   |
| _____ | _____   |
| _____ | _____   |

**References:** The Proposer lists below work he has done of similar nature as this solicitation, as references that will afford the City opportunity to judge as to experience, skill, business standing, and financial ability.

| CONTACT | PHONE |              |
|---------|-------|--------------|
| PERSON  | TITLE | NUMBER/EMAIL |
| _____   | _____ | _____        |
| _____   | _____ | _____        |
| _____   | _____ | _____        |
| _____   | _____ | _____        |

**STATEMENT OF INSURANCE COVERAGE**

This is to certify that

\_\_\_\_\_  
**(Insurance Company)**

of

\_\_\_\_\_  
**(City/State)**

\_\_\_\_\_  
**(Insurance Co. Address)**

has issued policies of insurance, as identified by a policy number to the insured name below, and that such policies are in full force and effect at this time. Furthermore, this is to certify that these policies meet the requirements described in the General Conditions of this project; and it is agreed that the insurer will endeavor, if allowed by the policy, to provide the Owner thirty (30) calendar days' notice of nonrenewal, cancellation, or termination of the coverage. Such notice shall be delivered to:

*The City of Brunswick Georgia Board of Commissioners, Purchasing Agent, 601 Gloucester Street, City Hall, Brunswick, Georgia 31520.*

It is further agreed that The City of Brunswick Board of Commissioners shall be named as an additional insured on the Contractors policy

- 1. Insured:
- 2. Project Name: **Orange Square Park Improvements**
- 3. Project Number:
- 4. Policy Numbers(s):

\_\_\_\_\_

DATE:

\_\_\_\_\_  
**(INSURANCE COMPANY)**

ISSUED AT:

\_\_\_\_\_  
**(AUTHORIZED REPRESENTATIVE)**

ADDRESS:

\_\_\_\_\_  
\_\_\_\_\_

**NOTE: Please attach Certificate of Insurance form to this page**

**(Attach any endorsements)**