



Request for Proposal (RFP)

RFP #COK 26-001

Construction Services Boone Avenue Safety Improvements

Issued by:

City of Kingsland, Georgia

Proposals must be submitted

No later than

2:00PM on Tuesday, November 18, 2025

To:

City of Kingsland

Mailing Address

City of Kingsland

Finance Department

Attn: Hannah Smith, Purchasing Agent

P.O. Box 250

Kingsland, Georgia 31548

Delivery Address

City of Kingsland

Finance Department

Attn: Hannah Smith, Purchasing Agent

105 West William Avenue

Kingsland, Georgia 31548

LATE PROPOSALS WILL BE REJECTED

Issued: 10/8/2025



Introduction

The City of Kingsland, Georgia is soliciting sealed proposals from qualified and experienced contractors to provide construction services for safety improvements along Boone Avenue, as recommended in the Georgia Department of Transportation (GDOT) Road Safety Audit performed by GDOT and Atkins, dated March 11, 2025 ("RSA Report").

The project includes, but is not limited to, intersection improvements, pavement restriping, and installation of signage. The work shall be performed in accordance with the GDOT Standard Specifications, applicable MUTCD guidelines, and the detailed recommendations #41 through #51 contained in the RSA Report (Attachment A).

Invitation

You are hereby invited to submit a sealed proposal by providing all information requested in the attached "Scope of Work" to the Finance Department to either address listed below:

Mailing Address:

City of Kingsland
Finance Department
Attn: Hannah Smith, Purchasing Director
P.O. Box 250
Kingsland, Georgia 31548

Delivery Address:

City of Kingsland
Finance Department
Attn: Hannah Smith, Purchasing Director
105 West William Avenue
Kingsland, Georgia 31548

Proposal Submission Process

All proposals shall be submitted in a sealed envelope. The Request for Proposal (RFP) number, title, opening date and name of bidder shall be clearly displayed on the outside of the sealed envelope. The delivery of said proposal to the prescribed delivery point on or before the specified opening date and time is solely and strictly the responsibility of the Proposer. Any proposal received at the prescribed delivery point after the specified date and time will **NOT** be accepted. Proposals must be submitted in writing and as prescribed by the City. No other forms will be accepted. No Proposal may be modified after opening. All Responders shall submit one (1) original and two (2) copies of their documents in a **SEALED** envelope or package. Responders must submit their proposal no later than **Tuesday, November 18, 2025 at 2:00 PM.** Any proposal received after the time and date specified will NOT be considered. The bid opening will be held in the City Hall Council Chambers located at 107 South Lee St., Kingsland, GA.

All questions regarding this RFP must be submitted in writing to **Hannah Smith at hsmith@kingslandgeorgia.com** no later than **November 12, 2025** Responses will be provided via addendum.



Pre-Proposal Meeting

There will not be a pre-proposal meeting.

Project Overview

Location: Boone Avenue, City of Kingsland, Camden County, GA.

Scope Summary:

- **Intersection Improvements:** Geometric modifications, pedestrian safety measures, and other enhancements at identified intersections.
- **Restriping:** Removal of existing pavement markings and application of new thermoplastic striping per GDOT and MUTCD standards.
- **Signage Installation:** Removal, relocation, and installation of regulatory, warning, and guide signs in compliance with MUTCD.

Reference Documents:

- GDOT Road Safety Audit – Boone Avenue, March 11, 2025 (Attachment A)
- GDOT Standard Specifications for Construction of Transportation Systems, Current Edition
- MUTCD, Current Edition

SCOPE OF WORK

The selected contractor shall furnish all labor, materials, equipment, tools, transportation, permits, and incidentals necessary to complete the project. The general scope includes:

1. Pre-Construction Services

- Conduct a pre-construction meeting with City staff.
- Review and verify field conditions prior to mobilization.
- Submit a detailed work schedule, traffic control plan, and safety plan.

2. Construction Services

- Construct intersection modifications including curb work, ADA-compliant ramps, and improved pedestrian facilities where required.
- Remove existing striping and install new pavement markings using thermoplastic materials.
- Install new signage, relocate existing signs as indicated, and remove obsolete signage.



- Implement and maintain approved traffic control measures during all work activities.
- Ensure work meets all applicable GDOT, MUTCD, and ADA standards.

3. Post-Construction

- Perform final inspection with City representatives.
- Submit as-built documentation and maintenance recommendations.
- Correct any punch list items within the specified timeframe.

Proposals will be evaluated based on:

- Relevant experience and demonstrated ability to perform similar work (30%)
- Project approach, schedule, and understanding of RSA recommendations (30%)
- Cost proposal (30%)
- References and past performance (10%)

Attachments:

- Attachment A – GDOT Road Safety Audit – Boone Avenue, March 11, 2025
- Attachment B – Required City Forms

Minimum Qualifications

The Contractor must agree to maintain Workers' Compensation and liability insurance for a minimum of one million dollars (\$1,000,000) to protect the City from liability claims for damages because of bodily injury, including death, and from liability for damages to property. The contractor will furnish a certificate of said insurance to the City of Kingsland before beginning the work or with submission of proposal if listed as part of the required documents.

No Corrections

Once a competitive proposal is submitted, the City shall NOT accept any request by any proposer to correct errors or omissions in any calculations or competitive price submitted. The only exception to allow a correction is the mistake must be clerical or mathematical in nature; it cannot be an error in judgment such as failure to properly price performance costs; the nature of the mistake must be readily apparent on the face of the bid itself; and the intended bid price must be apparent as well. The bidder cannot resort to bid-preparation worksheets to prove its intended bid price. Based on the above circumstances, the allowance of the correction will be at the discretion of the City of Kingsland.



Award

The contract will be awarded to the most responsible, responsive bidder whose submission, conforming to the solicitation, will be most advantageous to the City of Kingsland price and other factors conferred, such as quality of equipment, conformity of the specifications and warranty. Any proposer who is in default to the City of Kingsland at the time of submittal of the proposal shall have that proposal rejected.

The City of Kingsland reserves the right to clarify any terms with the concurrence of the Vendor; however, any substantial non conformity in the offer, as determined by the City of Kingsland, shall be deemed non-responsive and the offer rejected. The City of Kingsland reserves the right to reject Proposals, or any part of any proposal, containing any additional terms or conditions not specifically requested in the original conditions and specifications.

The City of Kingsland reserves the right to reject any or all proposals, or any part of any proposal, to award in part or in whole, to waive any informality in any submission, and to award a contract deemed to be in the best interest of the City of Kingsland. City of Kingsland reserves the right to accept or reject any and all responses, to waive irregularities, and to re-advertise as may be determined to be in the best interest of the City.

The City of Kingsland reserves the right, at any time, to modify, waive, or otherwise vary the terms and conditions of this RFP including, but not limited to, the deadlines for submissions and submission requirements. The City further reserves the right to cancel or withdraw this RFP at any time. The City also reserves the right to negotiate mutually acceptable contract terms with the successful proposer. (*City Purchasing Ordinance, Article IV, Division 2, Section 2-99*).

Days of Completion

Work shall be completed no later than **180 Days** following the commencement date of the contract and following written "Notice to Proceed" by Owner. The Contract time may be extended as approved by the City of Kingsland in an amount equal to time lost due to delays beyond the control of Contractor. Such delays shall include, but not be limited to, acts or neglect by Owner or others performing additional work, fires, floods, abnormal weather conditions or acts of God.

Local Vendor Preference

For purchases, bids, proposals or contracts less than \$100,000 the local vendor may be given an opportunity to match the lowest price proposal, if the quotation or bid of the local vendor is within 10% of the lowest price proposal by a non-local vendor. In the event a local vendor matches the lowest price proposal, including all other terms, quality, service and conditions, then the local vendor shall be awarded the contract. (*See City of Kingsland Purchasing Ordinance for complete guidance.*)



Liquidation of Damages

VENDOR and OWNER recognize that time is of the essence of this Agreement and that OWNER may suffer financial loss or liability if the Work is not completed within the times specified; plus, any extensions thereof allowed by an official written request and approval of an extension of time. The parties also recognize the delays, expense, and difficulties involved in proving, in a legal or arbitration proceeding, of the actual loss suffered by OWNER if the Work is not completed on time. Accordingly, instead of requiring any such proof, OWNER and VENDOR agree that as liquidated damages for delay (but not as a penalty), VENDOR shall pay OWNER **\$300.00 for each calendar day** that expires after the time specified for completion until the work or product is finalized and accepted by the City.

Hold Harmless

The Vendor will indemnify, defend, and hold harmless the City of Kingsland from loss for all suits, actions, or claims of any kind brought as a consequence of any negligent act or omission by the Vendor. The Vendor agrees that this clause shall include claims involving infringement of patent or copyright. For purposes of this document, "City" and "Vendor" includes their employees, officials, agents and representatives.

Payment

Unless otherwise stated, payment will be made within **thirty (30) days** of the completion of the Scope of Work and acceptance by the City of Kingsland. Bidder shall compute pricing less sales tax, of which the City of Kingsland is exempt, and documentation will be provided upon request.

Term of Agreement

The agreement shall become effective upon execution of a contract, the receipt of all required documents and approval of the contract by the Kingsland City Council.

General Instructions

Proposal must contain a manual signature of an authorized representative. Proposals must be typed or printed in ink. Use of erasable ink is not permitted. All corrections by Proposer to any Proposal entry must be initialed.

Any questions shall be directed as follows:

Scope of Work Technical Questions

Ron Knox, Assistant Public Works Director
PH: (912) 729-8236
Email: rknox@kingslandgeorgia.com

Request for Proposal Questions or Submittals

Hannah Smith, Purchasing Director
PH: (912) 729-8113
hsmith@kingslandgeorgia.com



PROPOSAL SUBMISSION REQUIREMENTS

Proposals must include:

1. **Cover Letter** – Identify the firm, point of contact, and summarize understanding of the project.
2. **Experience and Qualifications** – Relevant GDOT-certified projects, especially roadway safety improvements, lane reconfigurations, and intersection upgrades.
3. **Project Approach and Schedule** – Detailed work plan, sequencing, traffic control approach, and milestone schedule.
4. **Staffing Plan** – Key personnel, roles, and qualifications.
5. **References** – Minimum of three (3) recent, relevant projects with client contact information.
6. **Cost Proposal** – Lump sum price with itemized breakdown by task.
7. **Required Forms** – Non-collusion affidavit, E-Verify affidavit, and any other City-mandated forms.

Required Documents to Be Submitted

One (1) original and one (1) copies of documents which must include the following information:

1. Copy of firm's current Certificate of Insurance
2. Copy of signed W-9
3. E-Verify Contractor and/or Sub-Contractor
4. City of Kingsland Business License (if awarded)
5. Bid Proposal Form (page 8)
6. Bid Proposal Signature Page (page 9)
7. Acknowledgement of Addenda (page 10, if applicable)
8. Provide a statement proposal is valid for a period of not less than 90 calendar days from date of receipt.



Bid Proposal Form

Total Cost of Project \$ _____

Estimated Time of Completion (in Days) _____

The following statement must be signed and submitted with bid. Failure to sign this statement will render bid invalid.

"I certify that this bid is made without prior understanding, agreement or connection with any corporation, firm or person submitting a bid for the same materials, supplies, or equipment, and is in all respect fair and without collusion or fraud. I understand that collusive bidding is a violation of State and Federal law and can result in fines, prison sentences, and civil damage awards. I agree to abide by all conditions of this bid and certify that I am authorized to sign this bid for the bidder.

Company Name:

Person Authorized to Sign:

Name: _____

Name: _____

Address: _____

Title: _____

City: _____

Signature: _____

State: _____ Zip _____

Telephone Number: _____

Fax: _____

E-Mail: _____

This ____ Day of _____, 2025



Bid Proposal Signature Page

"I certify that this bid is made without prior understanding, agreement or connection with any corporation, firm or person submitting a bid for the same materials, supplies, or equipment, and is in all respect fair and without collusion or fraud. I understand that collusive bidding is a violation of State and Federal law and can result in fines, prison sentences, and civil damage awards. I agree to abide by all conditions of this bid and certify that I am authorized to sign this bid for the bidder.

Name: _____ Name: _____
Company Name Print Authorized

Address: _____ Title: _____

City: _____ Signature: _____
Authorized Signature

State: _____ Zip _____ Phone: _____

Fax: _____ E-Mail: _____

This ____ Day of _____, 2025

OTHER EXCEPTIONS/VARIATIONS:



Acknowledgement of Addenda

Proposer hereby acknowledges receipt of all Addenda.

Addendum No. _____, dated _____

Addendum No. _____, dated _____

Addendum No. _____, dated _____

Addendum No. _____, dated _____

Addendum No. _____, dated _____

Company: _____

Authorized Signature: _____

Print Name: _____