

**CITY OF MOUNTAIN PARK  
REQUEST FOR PROPOSAL  
TSPLOST ENGINEERING SERVICES  
#2020-01**

**Purpose of Proposal**

The City of Mountain Park is accepting proposals from qualified professional engineers to replace an manage and inspect it's TSPLOST stormwater repairs. Attached is a copy of the most recent assessment.

A five Member City Council and Mayor govern the City of Mountain Park. The City is administered by a City Administrator/Clerk who reports directly to the Mayor. The City Administrator/Clerk directs and oversees all activities of the City. The City of Mountain Park has a population of 557 residing in approximately 270 homes spread over a one mile radius and served by slightly less than eight miles of roadway.

Interest parties must submit sealed proposals (2 hard copies, 1 original and one copy) to the City of Mountain Park City Hall by the due date for their proposals to be considered.

**Schedule**

This Request for Proposals is scheduled as follows:

April 29, 2020	Release of RFP
May 29, 2020 2:00 p.m.	Proposals Due Date
June 22, 2020	Contract Award

**Questions & Answers**

All questions concerning this RFP must be directed to Karen Segars, Clerk/Administrator by phone at (770)993-4231 or email at [city.clerk@mountainparkgov.com](mailto:city.clerk@mountainparkgov.com).

**Contract Term**

The contract term is for the duration of the project which is expected to take place over the next three years.

**Scope of Work**

The City of Mountain Park is soliciting proposals from qualified professional engineers for the management and inspection of the city's TSPLOST stormwater

repair project. Recommended projects and methods of repair to be used are attached in the most recent review of the stormwater assessment. The selected qualified professional engineer will prepare and publish the RFP's, as well as handle the RFP process and make recommendation to Council as to contractor. Additionally, the selected qualified professional engineer will inspect and approve the work of the contractor.

**PLEASE SEE ADDITIONAL PAGES FOR REQUIRED INSTALLATION.**

### **Proposal Format**

1. Bidder Response Form must be completed and submitted as the first page of the bid fee proposal.
2. Firm Information – Firm name, address, telephone and fax numbers, and the names, addresses and telephone/fax numbers of any sub contractors.
3. Summary of your understanding of the services and your approach to it.
4. Summary of the qualifications of all key personnel assigned to this service.
5. Annotated list of references (with addresses and telephone numbers).
6. Itemized Fee Proposal in a **separate sealed envelope** within the RFP.
7. License Requirements: Firms shall furnish with the proposal documents a copy of the appropriate certification.
8. A copy of the firm's Public Liability Insurance, Workers' Compensation and Commercial General Liability Insurance.
9. List of government clients for which the firm performs similar work.
10. Completed and Signed Immigration Compliance and SAVE Affidavits (as applicable).

A clear, concise proposal in the specified proposal format is requested with all the necessary information included.

Address proposals to:

City of Mountain Park  
Attn: Karen Segars  
118 Lakeshore Drive  
Mountain Park, GA 30075

**The RFP Name & Number must be indicated on the outside of the envelope.**

### **Rejection of Proposals**

The City reserves the right to reject any or all proposals, to waive any irregularity or informality in the proposal, and to accept or reject any item or combination of items, when to do so would be to the advantage of the City. The City will not be liable for any cost/losses incurred by the Bidder throughout this process.

### **Cost for Preparing Proposals**

The cost for developing the proposal is the sole responsibility of the Bidder. The City will not provide reimbursement for such costs.

**BIDDER RESPONSE FORM**

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

Contact Person: \_\_\_\_\_

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

\_\_\_\_\_

Phone: \_\_\_\_\_

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

Email: \_\_\_\_\_

Proposed Fee: \_\_\_\_\_

\_\_\_\_\_  
Signature – Firm Representative

\_\_\_\_\_  
Date