

THE AUSTELL NATURAL GAS SYSTEM

REQUEST FOR COMPETITIVE SEALED PROPOSALS

FOR CONSTRUCTION OF:

AUSTELL GAS SYSTEM HQ OFFICE RENOVATION

CROFT & Associates Project Number: 2025-3001

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A. INVITATION TO PROPOSE

The **Austell Natural Gas System (the “System”)** is requesting proposals from interested and qualified Construction Firms for the construction of “HQ Office Renovation.” Construction documents will be available from CROFT & Associates; please contact Grant Rainwater at grainwater@croftae.com to gain access to the documents.

The **System** plans to select the most qualified Construction Firm based on the Evaluation Criteria described in Section F to enter into a contract for the construction for the referenced project.

The contractor agrees to perform all work in compliance with O.C.G.A.13-10-91, Georgia Security and Immigration Compliance Act. The contractor shall state affirmatively that the individual, contractor, or corporation which is contracting with the System has registered with and is participating in a federal work authorization program using any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603], in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91. See **Attachment 4** that must be completed with proposal.

The contractor 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 System, 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. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the System at the time the subcontractor(s) is retained to perform such service.

There will be a **mandatory pre-proposal** meeting held on **November 18, 2025, at 10:00 am** at the System HQ Building located at 2838 Joe Jerkins Blvd., Austell, Georgia, 30106. The proposed renovation space within this same building will be available for a site visit following the meeting. It is the responsibility of the respondent to attend and conduct the site visit necessary to familiarize themselves with existing conditions.

Proposals must be received by the System at the HQ Building, 2838 Joe Jerkins Blvd., Austell, GA 30106 on or before **10:00 a.m.** Eastern Standard Time on **December 09, 2025**, after which time and date they will no longer be accepted. To be accepted, all proposals must be submitted in a sealed package marked **“HQ Office Renovation.” Six (6) copies of each proposal and one sealed bid must be delivered.**

Hand delivered copies may be delivered to the noted address only between the hours of 8:30 AM and 4:45 PM ET, Monday through Friday, excluding holidays observed by the System. Oral, electronic, or telegraphic (including FAX) proposals are not acceptable.

Project selection timeline:

Public Advertisement:

November 06, 2025

Mandatory Pre-Proposal Meeting:

November 18, 2025, 10:00am (site walk immediately following)

Deadline for Written Questions:

November 24, 2025, 5:00pm

Responses to Question Posted:

December 03, 2025, 5:00pm

Proposals Due:

December 09, 2025, 10:00am

Award, if acceptable, will be within 30 days.

Please direct all questions regarding this RFP and the program it represents to:

Grant Rainwater, RA

CROFT & Associates

3380 Blue Springs Road

Kennesaw, GA 30144

Email: grainwater@croftae.com

The System reserves the right to amend this RFP prior to the proposal due date. All amendments and additional information will be e-mailed to proposers of record as an addendum and posted to the System website, <https://austellgas.com/hq-lobby-renovations/>. Proposers should check this web page frequently for new information.

Submission of a proposal authorizes the System to make inquiries concerning the proposer and its officers, agents, and representatives to any person or firm deemed appropriate by the System.

Proposals are subject to the Georgia Open Records Act. The System cannot protect proprietary data submitted in proposals.

Submission of proposals indicates Respondent's acceptance of the evaluation technique and Respondent's recognition that some subjective judgments must be made by the System during the determination of ranking order and award.

The System reserves the right to waive any formalities and to select or reject any and all proposals as a result of this Request for Proposal. The System is not liable for any costs incurred by any person or firm responding to this Request for Proposal.

The System also reserves the right to negotiate with proposers prior to the award for the purpose of obtaining best and final offers. All proposers will be given an opportunity to participate in negotiations and submission of a best and final offer. The System shall not disclose the contents of proposals to competing proposers during the negotiations. Reference O.C.G.A. 36-91-21 for regulations for best and final offers.

B. GENERAL INFORMATION

1. Proposal Format:

Proposals must be submitted in the format outlined in this document. Prior to actual evaluation, each Proposal will be reviewed to determine whether it is complete. Proposals that do not contain the information requested will not be considered.

Respondents shall use the prescribed format to clearly indicate their experience and qualifications.

2. Responsibility:

The selected firm will be required to assume total responsibility for all services offered in his/her proposal. The selected firm will be considered the prime contractor and the sole point of contact about all contractual matters.

3. Required Bonds and Insurance:

Bid Security: A Bid Bond (AIA Document A310) shall be included in the construction bid envelope. The bid bond must be written by an acceptable Surety Company licensed to do business in the State of Georgia and listed in the Department of Treasury, Circular 570, latest edition. The Bid Bond shall be payable to the Austell Natural Gas System in the amount of Five Percent (5%) of the Bid Amount. Contractor shall honor its proposal for 60 days following the opening of the proposals.

Performance and Labor & Material Payment Bonds: The accepted bidder (contractor) shall furnish a proper Performance Bond and Labor & Material Payment Bond covering the full amount of the Contract Price as security for the faithful performance of all work under the Contract and payment of all charges in connection therewith. The cost of these bonds shall be included in the contractor's bid.

To adequately protect the interests of the System, the successful respondent shall procure, and maintain in effect during the life of the agreement, the following insurance coverage:

1. Workers Compensation:
 - a. Coverage A: State Statutory
 - b. Coverage B: Employers Liability:
 - \$500,000.00 Each Accident
 - \$500,000.00 Disease Policy Limit
 - \$500,000.00 Disease Each Employee
2. Comprehensive General Liability (including Premises-Operations; Independent Contractors Protective; Products and Completed Operations; Broad Form Property Damage; X-C/U Explosion, Collapse and Underground Coverage):

- a. General Aggregate: \$2,000,000.00
 - b. Products/Completed & Operations Aggregate: \$2,000,000.00
 - c. Each Occurrence: \$1,000,000.00
 - d. Personal & Advertising Injury: \$1,000,000.00
 - e. Fire Damage - Any One Fire: \$100,000.00
3. Comprehensive Automobile Liability:
- a. Combined Single Limits: \$1,000,000.00
4. Umbrella Excess Liability:
- a. General Aggregate: \$1,000,000.00
 - b. Products/Completed & Operations Aggregate: \$1,000,000.00
 - c. Each Occurrence: \$1,000,000.00
 - d. Personal & Advertising Injury: \$1,000,000.00
 - e. Completed Value/Builders Risk including interests of the Owner, Contractor, Subcontractors and Sub-subcontractors and covering the entire project including materials stored off site and materials in transit.

All the above policies must be occurrence based. The Austell Natural Gas System shall be named as an additional insured on all policies. The policies shall contain provisions that the coverage provided by said policies shall be primary to any insurance maintained by the System.

4. Taxes, Fees, Code Compliance and Licensing:

The firm shall be responsible for the payment of any required taxes or fees associated with the contract. The firm shall also be responsible for compliance with all applicable codes and statutes. All installation and construction work shall be done by sub-contractors licensed in the State of Georgia.

5. Payment:

Contractor shall submit monthly payment applications using AIA G702 and AIA G703 Continuation Sheets.

6. References and Proprietary Information:

Submission of a proposal authorizes the System to make inquiries concerning the respondent and its officers to any persons or forms deemed appropriate by the System.

7. Inquiries:

Questions that arise prior to the proposal submittal date shall be submitted in writing to the Architect at the email address noted above. Submissions must be made by the General Contractor

Proposer; questions from the Proposer's vendors or subcontractors will receive no response. Questions and clarification requests must be received by **5:00 PM ET, November 24, 2025**. Answers and clarifications issued will be in the form of an addendum to the RFP and will be issued via email to all known potential offerors and also placed on the System's website not later than **5:00 PM ET, December 03, 2025**. It is the proposer's responsibility to ensure that they have all applicable addenda prior to submittal. This may be accomplished by visiting the System's website prior to submittal.

Bidders must acknowledge any issued addenda by responding by email with "Received" within the message body. Bids which fail to acknowledge the bidder's receipt of any addendum will result in the rejection of the proposal if the addendum contains information which substantively changes the System's requirements.

8. Terms and Conditions:

No person or business entity shall on the grounds of race, color, national origin, sex, age, or handicap/disability, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity conducted by the System.

Compliance with Laws: In connection with the furnishings of supplies or performance of work under the contract, the bidder agrees to comply with the Fair Labor Standards Act, Equal Opportunity Employment Act, Georgia Security and Immigration Compliance Act, and all other applicable Federal and State laws, regulations, and executive orders to the extent that the same may be applicable and further agrees to insert the foregoing provision in all subcontractors awarded hereunder.

If a proposer has any existing client relationship that involves the System leadership or staff, the proposer must disclose each relationship.

9. Hold Harmless:

The Contractor shall hold harmless the System from any and all claims, suits, actions, damages, liability and expenses in connection with loss of life, bodily or personal injury or property damage, including loss of use thereof, directly or indirectly caused by, resulting from, arising out of or occurring in connection with the performance of this contract. The Contractor's obligation shall not be limited by, or in any way to, any insurance coverage or by any provision in or exclusion of omission from any policy of insurance.

C. SELECTION PROCESS

1. Proposal Evaluation:

Interested firms responding to this Request for Proposal must provide the information required to meet the criteria contained in “Proposal Format and Contents”. The evaluation committee will evaluate submittals and choose the most highly qualified firm. The following criteria will be considered in choosing the most highly qualified contractor:

1. Firm History & Information
2. Relevant Experience
3. Project Team
4. Financial Information
5. Project Approach & Schedule
6. Claims History
7. Bid

2. Optional Interviews:

The firm or firms chosen as a result of the evaluation process may, at the sole discretion of the evaluation committee, be asked to participate in oral interviews. Following these optional interviews, the evaluation committee will select a firm for approval.

3. Negotiation and Signing of Contract:

Upon completion of evaluations by the committee, and the determination that the project is feasible and acceptable to the System, a modified AIA contract will be executed between the selected firm and the System. The specific AIA contract type is to be discussed and agreed upon by system and the selected firm.

D. PROPOSAL FORMAT AND CONTENTS

1. General Information:

Proposals must be submitted in the format outlined in this section. Each proposal will be reviewed to determine if it is complete prior to actual evaluation. Failure to provide accurate, up-to-date proposals to any and all portions of the RFP may result in disqualification without prejudice. The System reserves the right to eliminate from further consideration any proposals that are deemed to be substantially or materially unresponsive to the requests for information contained in this section. The intent of the System is that all proposals follow the same format in order to evaluate each proposal fairly. The System may, during the course of the evaluation process, request additional information to supplement and/or clarify the information provided.

Proposals will be evaluated considering the material and substantiating evidence presented in the proposal, and not on the basis of what is inferred.

Any exceptions taken to the terms and conditions of this RFP must be clearly identified. If no exceptions are listed, it will be concluded that the proposer will meet, in every detail, the conditions stipulated in this RFP and the Contract Documents.

Proposals may be modified or withdrawn by written notice received prior to deadline for receipt of proposals. A proposal also may be withdrawn in person by a proposer or his authorized representative, provided his identity is made known and he signs a receipt for the proposal, but only if the withdrawal is made prior to the deadline set for receipt of proposals.

The proposal form shall be signed by such an officer, member, or person as is duly authorized to bind the contractor to a contract.

Each respondent shall provide the System with six (6) copies of his/her proposal. Begin each section and subsection as described herein on a separate page. Number the pages in each section consecutively. Each page shall have the name of the respondent indicated clearly across the bottom of the page.

E. EVALUATION GUIDELINE FOR COMPETITIVE SEALED PROPOSALS

1. Purpose:

To evaluate, score and recommend the most qualified proposer who is capable of providing the best value to the owner. The committee approach for evaluating proposals provides opportunities for discussion of the listed criteria and expedites the selection process.

2. Review Process:

Evaluation criteria are defined in the RFP. Each committee member should assign a numerical value to each criteria section for each proposer.

The review committee, as a whole, will review all proposals. This review process is repeated until qualifications from all proposers have been reviewed. The committee will then begin the process of individually scoring qualification criteria 1 through 7 as outlined in the RFP. Each committee member will mark their scores on an individual score sheet (see example, attachment 2)

After the committee completes scoring each Proposer's qualifications, the sealed bids will be opened by the architect, read aloud and recorded on a bid tabulation sheet. The Owner reserves the right to accept any Bid, to reject any or all Bids, or to negotiate Contract Terms with the various Proposers, when such is deemed by the Owner to be in his or her best interest.

Bid scores will then be calculated for each proposer. Each proposer's calculated bid score will then be added to each committee members' qualification scores and totaled. Final Proposer scores from each committee member will be tabulated, added together and averaged to arrive at the final ranking. The proposal receiving the highest total score will be the successful proposer.

F. EVALUATION CRITERIA

1. Firm History & Information (10 points)

Briefly describe your firm's organizational structure and history. Include a cover letter at the beginning of the proposal that includes a project title, company information (name, location address, website address, telephone number), and the names, email addresses and telephone numbers of designated contact persons. Following the cover letter, express within (2) letter-size pages your organization's position to the following:

- Why you believe your firm is aptly suited to perform construction services for the Austell Natural Gas System.
- What specific qualities/attributes you and your firm possess that would enable you to meet the high expectations of service in a superior manner.
- Identify specific instances where other municipalities have benefited as a result of your association with their construction program.
- Comment on your firm's qualifications, including general information and brief history of the firm, including a chronology of the firm's origin through its current status and any changes in ownership or locale since its inception.
- Furnish an organizational chart for your firm specifically indicating those who will be involved in this program, the length of time that the current management team has been with the firm and the amount of involvement that senior management will devote to this project.

2. Relevant Experience (20 points)

Provide a list of relative and similar projects completed in the past five (5) years within 100 miles of Austell, GA and specifically identify the four (4) most recently completed construction projects on the list. Include the following information:

- Project name and location
- General description (new construction, addition, renovation)
- Project's original budget and final cost
- Percentage of change orders
- Project's total square footage
- Project's cost per square foot for building
- Project start and completion dates
- Scheduled duration vs. actual completion time
- Owner's contact information
- Project architect's contact information

3. Project Team (10 points)

Each respondent shall attach a project staffing plan including the following:

- A project organization chart showing a graphic representation of the participants listed as members of the project team and their responsibilities in the program.
- Initial staffing showing the percentage of time each staff member is to be assigned to the project team.
- A one-page resume including education, experience and any other pertinent information shall be included for each team member assigned to the projects.
- A list of relevant projects that each team member has participated in during the past five (5) years. Indicate the team member's title and reference contact for each project.
- Describe your method of prequalifying and generating interest from qualified subcontractors.

4. Financial Information (10 points)

This category should be a measure of the proposer's financial strength and ability to fund the Owner's needs to manage the project.

Provide a financial statement for the firm, or firms and the annual volume of projects completed.

Provide a compliance letter from your bonding company showing consent to provide 100% Performance and Payment Bonds for your services as a Contractor.

Has the firm maintained sufficient reserves to complete the project? A higher Current Ratio (Current Assets/Current Liabilities) shows a company's relative strength for short-term liquidity. Ratios in the Commercial Construction industry typically range from 1.3 to 1.5.

Does the firm have excessive debt-equity positions? This is also a good indicator. Debt-to-equity ratios tend to be from 1.5 to 2.2. A higher ratio means a company has used more debt to generate revenues and maintain their business.

Each respondent shall provide a certificate of insurance detailing their firm's present coverage and limits. Insurance agent shall certify that they are licensed to perform business in the State of Georgia. The certificate of insurance should be addressed to the Austell Natural Gas System and be dated within 30 days of the bid date.

5. Project Approach and Schedule (20 points)

Information provided within this category will allow a comparison of each firm's estimate of time to complete this project and produce insight to their approach to challenges that may arise.

Provide a brief outline and description of your firm's approach to the following items:

1. Schedule Control: include a proposed schedule for this project, including pre and post construction activities, and your plan for schedule recovery should outside forces create a negative impact on the schedule.
2. Budget Management
3. Change Order Management
4. Safety Program
5. Quality Control
6. Post Completion Activities

Briefly describe your greatest concern regarding delivery of this project.

6. Claims History (5 points)

List all litigations, arbitrations, and mediations in which the firm has been involved in the past five (5) years and indicate the disposition of each such claim, the name of the Owner, and the nature of the claim.

7. Bid Form (25 points)

First, the goal of the “Competitive Sealed Proposals” selection process is to pick a General Contractor based primarily on qualification criteria (75 points) rather than solely on the bid (25 points), in an effort to have a qualified and compatible team member.

Secondly, significant consideration is given to the fact that the owner has limited resources and is concerned with the total cost of the project to the System.

The low bidder will receive the most points in this category (25 points). To determine each higher bidder's score, divide the low bid by each ascending bid. That number is then multiplied by the total possible points to get each bidder's score for this category.

Attachment 1

THE AUSTELL GAS SYSTEM SAMPLE RATING CHART

Project: HQ Interior Lobby Renovations

Item	Description	Points	Company X Rank/Score	Company Y Rank/Score	Company Z Rank/Score
1.	Firm History & Information	10			
2.	Relevant Experience	20			
3.	Project Team	10			
4.	Financial Information	10			
5.	Project Approach & Schedule	20			
6.	Claims History	5			
7.	Bid	25			
TOTAL		100			

**PROPOSAL SCORING CHART
FOR
COMPETTIVE SEALED PROPOSALS**

Project: HQ Interior Lobby Renovations

Owner: The Austell Gas System

Item	Description	Company(s)								
		(Pts)	A Score	B Score	C Score	D Score	E Score	F Score	G Score	H Score
1.	Firm History & Information	10								
2.	Relevant Experience	20								
3.	Project Team	10								
4.	Financial Information	10								
5.	Project Approach & Schedule	20								
6.	Claims History	5								
7.	Bid	25								
Total Points		100								

*The low bid will receive the most points, 25 points. To determine each higher bidder's score, divide the low bid by each ascending bid. That number is then multiplied by the total possible points to get each bidder's score for this category.

Award contract based on the best total score.

CERTIFICATION OF INFORMATION PROVIDED

The information provided herein is accurate to the best of my knowledge and can be accepted by the recipient as a true representation of:

Firm Name: _____

Signed: _____

Position: _____

Date: _____

Attachment 4

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 the System 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 ID 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 _____, _____, 202__ 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 _____, 202__.

NOTARY PUBLIC

My Commission Expires:
