

REQUEST FOR PROPOSALS

THE CITY OF ST. MARYS solicits sealed proposals for the design of a storm drainage system in accordance with the City's Storm Water Master Plan for **Project 3 – Bartlett Street Drainage Improvements**. Proposals shall be received in the office of Amy Peeples, City of St. Marys Finance Department, 418 Osborne Street, St. Marys, Georgia 31558 until 1:00 PM, EST on February 26, 2013, and shall be publicly opened at that time in the St. Marys City Hall Council Chambers, 418 Osborne Street, St. Marys, Georgia 31558. No proposal may be withdrawn after the closing time for the receipt of proposals for a period of sixty (60) days.

The project shall include all design parameters necessary, including surveying, construction drawings, contract documents, bidding assistance, and contract administration, to provide for the upgrade of the road culverts along Bartlett Street crossing West Meeting Street, West Ashley Street, West Hall Street, West Church Street, and West Alexander Street. Also included in this scope is the culvert crossing Bartlett Street at West Hall Street, the storm drain pipe along Alexander Street (400 and 402 Alexander), the culvert crossing Mahan Street at Alexander Street, and the driveway culverts at 1006 Bartlett Street, 904 Bartlett Street, 902 Bartlett Street, 207 West Church Street, 205 West Church Street, 203 West Church Street, and 609 Wheeler Street.

Questions should be submitted in writing to Bobby Marr, Public Works Director, City of St. Marys, GA, 418 Osborne Street, St. Marys, GA 31558. Any oral communications will be considered unofficial and non-binding on the City of St. Marys. Vendors should rely only on written statements.

Copies of the proposal package may be obtained from Amy Peeples, City of St. Marys Finance Department located at 418 Osborne Street, St. Marys, Georgia, 31558 or by calling 912-510-4044 or by email at amy.peeples@stmarysga.gov. A street address, contact person, phone, email, and fax number must be provided to ensure prompt delivery and notification of addenda.

Five (5) proposal packages must be submitted in a sealed envelope/package. Each package shall contain the full name and address of each person/company submitting the package. It shall also contain the words **"Request for Proposals – Project 3 – Bartlett Street Drainage Improvements"** on the outside of the sealed submittal envelope. A copy of the Respondents standard Contract/Service Agreement must be included with each proposal submitted. All Respondents should be aware that oral presentations may be required.

Each proposal will be scored independently by a five (5) member review committee based on the criteria identified in the proposal package.

The City has the authority to reject all bids or proposals or any bid or proposal that is nonresponsive or not responsible and to waive technicalities and informalities.

The City of St. Marys will not be liable for any costs incurred by Respondents in the preparation of Proposal packages nor in costs associated with any element of the selection and contract negotiation process. Any Responders that contact elected officials or staff directly or indirectly for the purpose of influencing the selection process prior to a contract award shall be immediately disqualified and removed from consideration.

The City of St. Marys, in accordance with Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 23 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, sex, age, handicap/disabled in consideration for an award.