

REQUEST FOR BID PROPOSALS

**Stormwater Drainage Improvements  
for the  
City of Helen, Georgia**

Sealed bid proposals will be received by the City of Helen, Georgia, for furnishing all materials, labor, tools, equipment, and any other miscellaneous items necessary for the completion of the Stormwater Drainage Improvement Project in Helen, Georgia. The award of this bid proposal, if awarded, will be based on several criteria, including prices bid, experience in the work proposed, and references.

For the purposes of this advertisement, bid proposal process, contract documents, and technical specifications, the terms bid(der), bid proposal, and proposal shall be synonymous.

Bids will be received at the City of Helen, 25 Alpenrosen Strasse, Helen, Georgia 30545 until 2:00 p.m. on August 20, 2013. Any bid received after said time and date of bid opening will not be considered by OWNER. Bids will be publicly opened and read aloud at 2:00 p.m. on this date and at this location. All bids will be evaluated by OWNER and the project will be awarded, if it is awarded, within sixty (60) days of the bid opening. If a bidder is not selected within sixty (60) days of the bid opening, any bidder that is determined by the OWNER to be unlikely of being selected for contract award shall be released from their bid.

The Project consists of, but is not limited to the following major elements:

**1,338 L.F. 18-inch culvert pipe and 349 L.F. 24-inch culvert pipe with associated structures, 5,827 S.Y. of roadway and parking lot paving, 4,937 L.F. of concrete curb and gutter, 1,047 L.F. of concrete sidewalk and related appurtenances.**

Time of completion for all work associated with this project shall be as follows: one hundred twenty (120) consecutive calendar days for all work. Work shall begin from the date of a written "Notice to Proceed" from OWNER.

Copies of Contract Documents, Specifications, and Construction Drawings may be obtained at the office of Engineering Management, Inc., 303 Swanson Drive, Lawrenceville, Georgia, 30043, upon payment of a non-refundable cost of **\$250.00**. Checks shall be made payable to Engineering Management, Inc.

For general information regarding this project, you may call Juanita Clark at (770) 962-1387. For technical questions, you may call Zack Bryan at (770) 962-1387, extension 111.

The Information for Bidders, Bid Proposal Form, Form of Agreement, Drawings, Specifications, and forms of Bid Bond, Performance Bond, Payment Bond, Bidders Qualification Forms, and other Contract Documents may be examined at the following locations:

OWNER:  
City of Helen  
25 Alpenrosen Strasse  
Helen, GA 30545  
(706) 878 2733

ENGINEER:  
Engineering Management Inc.  
303 Swanson Drive  
Lawrenceville, GA 30043  
(770) 962 1387

*A list of persons who purchased Contract Documents from Engineering Management, Inc. will be available from the Engineer ONLY through facsimile transmission, U.S. Mail or from their web site at [www.eminc.biz](http://www.eminc.biz).*

OWNER requires a bid bond\* or a certified cashier's check in the amount of five percent (5%) of the total bid to be enclosed with the bid at the time of bid opening. Cashier's check will be made payable to the City of Helen.

The successful bidder will be required to furnish OWNER with Insurance, Workman's Compensation Insurance, and Performance and Payment Bonds\* in the amount of one-hundred percent (100%) of the total bid.

**Each bid must be submitted in a SEALED ENVELOPE**, and should be addressed to the OWNER. It is recommended that each sealed envelope containing a Bid be plainly marked on the outside as, "Bid for Stormwater Drainage Improvements for the City of Helen, Georgia" with the Contractor's name, address, and utility contractor license number. If bid is forwarded by mail, the sealed envelope containing the Bid must be enclosed in a separate mailing envelope to the attention of the OWNER at the address previously given.

All Bids must be made out on the bid form of the type bound in the Contract Documents, in accordance with the instructions in the Information for Bidders. No interlineations, additions, or deletions shall be made in the proposal form by the BIDDER.

Any and all Bids received without the aforementioned qualification criteria enclosed, will be returned to the BIDDER.

CONTRACTORS and SUBCONTRACTORS bidding on this Project will be required to comply with all Federal, State, and local laws.

The OWNER has obtained all required permits and approvals required for construction of this project except the LDA permit. OWNER will have all obtained this permit not later than the issuance of the Notice to Proceed.

The OWNER has obtained all rights-of-way and easements required for construction of this project.

OWNER reserves the right to waive any informalities or to reject any or all Bids, to evaluate Bids, and to accept any Bid which in its opinion may be in the best interest of the OWNER. No Bid will be rejected without just cause.

No BIDDER may withdraw his bid within the time limit specified in the Instruction to Bidders (Section 00100).

**\* Surety and insurance companies must have an AM Best rating of A-6 or greater, be listed in the Federal Registry of Companies holding Certificates of Authority and Acceptable Sureties on Federal Bonds, be licensed by the Georgia Insurance Department and the Georgia Secretary of State to do business in the State of Georgia. In lieu of a Payment Bond, a Cashier's Check, Certified Check, or Cash may be submitted in an amount not less than the total amount payable by the terms of the CONTRACT.**

Mr. Jerry Elkins, City Manager  
City of Helen, Georgia

END OF SECTION