

# Union County, Georgia

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## **ADDENDUM # 1 September 7, 2021 Union County Gun Range Project Project# UC-2021-01**

**This addendum is issued to change or clarify the proposal documents associated with the Union County Gun Range project.  
Issued August 18, 2021**

### **List of Items Included in Addendum #1**

1. Attendance sheet from pre-proposal meeting on August 31, 2021
2. Meeting minutes from pre-proposal meeting on August 31, 2021
3. Corrected Page 7 of RFP document – addition to item “e” under section 4.0
4. Corrected Page 9 of RFP document – change in scoring evaluation
5. Pricing sheet for unit pricing to be included with sealed pricing proposal
6. Timber values as related to U.S.F.S. shall be paid directly by Union County. Contractor should not include timber values in their proposal

**Note: A signed acknowledgement of this addendum must be received by the Purchasing Agent attached to your response.**

Vendor Name: \_\_\_\_\_

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

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

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name (Printed): \_\_\_\_\_ Title: \_\_\_\_\_



Pre-Proposal Meeting Minutes  
Union County Gun Range Project  
August 31, 2021 @ 10:00 a.m.

- Meeting was conducted by Kevin Hamby. Attendance sign-in sheet was passed around, and it will be on the Union County website as part of Addendum #1.
- This pre-proposal meeting was not mandatory, but we appreciate all who attended.
- All RFP documents are on the County's website for the Union County Gun Range Project. Any addenda, minutes from pre-proposal meeting, and any supplemental information will be on the county's website. Deadline for proposals to be in the Union County Commissioner's Office to Pam Hawkins is September 14, 2021 by 4:00 p.m. Questions are due by Monday, September 6, 2021 at noon to Pam Hawkins in the Commissioner's Office via email at [purchasing@uniongov.com](mailto:purchasing@uniongov.com). Answers to any questions will be on the website no later than September 9, 2021 at 5:00 p.m. at [www.unioncountyga.gov](http://www.unioncountyga.gov).
- In addendum #1, look for a pricing sheet on unit prices to include in your pricing proposal regarding any unforeseen conditions found on the project site.
- Page 6 of RFP document explains this pricing proposal and qualifications proposal. The price proposal will be evaluated based on the cost as well as how thorough and comprehensive the proposal is submitted. Qualifications and relevant experience is important in the qualifications proposal. Please note all the mandatory proposal documents required on page 6. Pricing proposal must be in a separate sealed envelope from the qualifications proposal. Union County will open and score all qualifications proposals received based on the scoring criteria on page 9 of the RFP. Pricing proposals will be opened last.
- Basically this project is a local project using some federal funds. Davis-Bacon wage requirements will apply to this project. Please familiarize yourself with the specific accounting responsibilities and record keeping associated with Davis-Bacon wage requirements. The project site is off Hwy 180 in U.S. Forest Service property. There will be grading and clearing and construction of the gun range facility. Please base your pricing proposal on the plans, then put anything extra in writing with details.
- We hope to award this project in the October 21, 2021 county meeting and issue a notice to proceed in November, 2021.
- All contract documents are on the County's website. Please take note of key dates.
- 5% bid bond is due with proposals. Performance and payment bonds will be required to contractor who is awarded the project.

#### 4.0 QUALIFICATIONS INFORMATION

Qualifications information together shall not exceed 20 pages. Provide the following qualifications information:

- a. Business location and officers of the firm (company background)
- b. Provide financial information that would allow proposal evaluators to ascertain the financial stability of the Proposer.
  - i. If a public company, include a recap of the most recent audited financial report.
  - ii. If a private company, provide a recap of the most recent internal financial statement; and a letter, on the financial institution's letterhead, stating financial stability.
- c. Business Litigation
  - i. Disclose any involvement by the organization or any officer or principal in any material business litigation within the last five (5) years. The disclosure will include an explanation, as well as the current status and/or disposition.
- d. Resumes of key personnel proposed to participate in the project including education background and employment history.
- e. A complete list of all relevant work performed for public entities, **specifically projects that utilized federal funding**, within the last five (5) years, including contact names and telephone numbers.
- f. Copies of manufacturer installer certificates (if applicable to RFP). Contractors must be certified resellers of the products they provide and install.
- g. Logistics Plan. Proposers shall submit a brief description of proposed site management logistics including the following items:
  - i. Contractor's on site staffing, number of personnel and their primary duties.
  - ii. Space requirements for on-site materials storage.
  - iii. List of proposed subcontractors.
- h. As the above items are to be considered in selection of the Contractor, submission of this information shall be binding on the Contractor and shall not be changed without agreement in writing from the Owner.

#### 5.0 PROPOSAL SUBMISSION AND EVALUATION

##### 5.1 Process for Submitting Proposals

##### 5.1.1 Preparation of Proposal

Each proposal should be prepared simply and economically, avoiding the use of elaborate promotional materials beyond those sufficient to provide a complete presentation. If supplemental materials are a necessary part of the technical proposal, the Contractor should reference these materials in the technical proposal, identifying the document(s) and citing the appropriate section and page(s) to be reviewed.

## **5.2 Evaluation Process**

The evaluation of proposals received on or before the due date and time will be conducted as follows:

### **5.2.1 Administrative Review**

The proposals will be reviewed by the County for the following administrative requirements:

1. Submitted by deadline
2. Separately sealed Qualifications Proposal and Financial Proposal
3. All required documents have been submitted
4. Qualifications Proposal does not include any financial information
5. All documents requiring an original signature have been signed and are included

### **5.2.2 Mandatory Requirements Review**

Proposals which pass the administrative review will be reviewed to ensure all Mandatory Requirements identified in Section 3.0 are addressed satisfactorily.

### **5.2.3 Qualifications Proposal Evaluation**

Proposals which pass the Mandatory Requirements Review will then be evaluated based on the qualification factors. Qualifications information will be scored as follows and may receive a maximum of one hundred (100) points.

Company Background	10
Financials	10
Litigation	5
Personnel Qualifications	15
Relevant Work	30
Pricing Proposal	<u>30</u>
Total Points	100

Addendum #1 – item 5

**PRICING SHEET**

**UNIT PRICING TO BE INCLUDED WITH SEALED PRICING PROPOSAL  
ON ANY UNFORESEEN CONDITIONS FOUND ON SITE**

**Date of Proposal:** \_\_\_\_\_

- |  |                        |
|--|------------------------|
| A. Unsuitable soil haul off                          | \$_____ per cubic yard |
| B. Unsuitable soil removal (place within 1,000 feet) | \$_____ per cubic yard |
| C. Suitable soil haul in                             | \$_____ per cubic yard |
| D. Mass rock removal                                 | \$_____ per cubic yard |
| E. Trench rock removal                               | \$_____ per cubic yard |
| F. #57 or #34 stone                                  | \$_____ per ton        |
| G. Surge stone                                       | \$_____ per ton        |

**Name and title of person authorized to sign:**

\_\_\_\_\_  
**Name**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Title**

*Proposals or bids not signed shall be declared as “non-responsive” and may not be considered for award.*