

## REQUEST FOR PROPOSALS

The City of Cumming (Owner) is requesting Proposals from qualified contractors for the construction of the following Project:

**City of Cumming – #732-2 – PWPF – PHASE 2 CLEARWELL IMPROVEMENTS**

### **Project Description:**

**PWPF – Clearwell Improvements:** The Project will involve furnishing all materials, labor, and equipment to install a new six (6) million-gallon clearwell, a new electrical building sized and arranged for future electrical upgrades, new yard piping connecting various parts of the proposed and existing facilities, and a new access road to this area. The electrical upgrades shall include coordinating contractor's scope of work with Ga Power's scope to provide power prior to commissioning.

### **Proposal Documents:**

All **Proposal Documents** may be obtained from Prime Engineering, Inc. upon payment of \$25.00 (non-refundable) by contacting David Valenzuela @ [David.Valenzuela@stratusteam.com](mailto:David.Valenzuela@stratusteam.com), Ted Turner @ [tturner@prime-eng.com](mailto:tturner@prime-eng.com) AND Kalyn Keeney @ [kkeeney@prime-eng.com](mailto:kkeeney@prime-eng.com). **Ensure all parties copied on your email correspondence.** The Proposer shall be placed on the Plan Holders list, receive electronic copies of Proposal Documents, and be eligible to submit a proposal on the project. Checks should be made payable to City of Cumming and mailed to Ted Turner c/o Prime Engineering, Inc. at 3715 Northside Parkway, NW, Building 300 – Suite 200, Atlanta, GA 30327. Please reference the project and include the name, phone number, and email address of your company contact. **Hard copies of the Contract Documents will not be available.**

### **Pre-Proposal Conference:**

A **Mandatory** Pre-Proposal Conference for the Project will be held on **Tuesday, May 12, 2026, 1:00 pm** at **Cumming City Hall** located at **100 Main Street, Suite 401, 4<sup>th</sup> Floor Conference Room Cumming, GA 30040**. **Attendance for the Pre-Proposal Conference is mandatory to be eligible to submit a proposal.**

### **Examination of Contract Documents and Site:**

It is the responsibility of each Bidder, before submitting a Bid, to (a) examine the Contract Documents thoroughly, (b) visit the site to become familiar with the local conditions that may in any manner affect cost, progress, performance or furnishing of the work, (c) consider federal, state and local laws, ordinances, rules and regulations that may in any manner affect cost, progress, performance or furnishing of the work; (d) study and carefully correlate Bidder's observations with the Contract Documents, and (e) notify Owner/Engineer of all conflicts, errors of discrepancies in the Contract Documents.

Bidders shall schedule any on-site visits, prior to proposal submittal, with Sam Rawlings @ (470) 421-1264 or [SRawlings@cummingutilities.com](mailto:SRawlings@cummingutilities.com)

**Proposal Due Date:**

**Proposals** for the construction of the project will be accepted at **Cumming City Hall, 4<sup>th</sup> Floor Utility Department – Front Desk** located at **100 Main Street, 4<sup>th</sup> Floor, Suite 401, Cumming, GA 30040**, no later than **June 26, 2026, at 11:00 am EST**. Any proposals received after this appointed time will be considered late and will be returned unopened to the Proposer. The Proposal due date can be changed only by addendum.

**Proposer Questions:**

The last day for submission of questions shall be No Later Than 4:00pm, Monday June 8, 2026. All Proposer’s questions shall be made in writing and addressed to Ted Turner at [tturner@prime-eng.com](mailto:tturner@prime-eng.com).

**Procurement Schedule:**

RFP Issued: **Monday, April 27, 2026**  
Pre-Proposal Conference: **Tuesday, May 12, 2026, 1:00 pm**  
Deadline for Proposer’s Questions: **Monday, June 8, 2026, 4:00 pm**  
Answers to Proposer’s Questions: **Friday, June 12, 2026, 4:00 pm**  
Proposal Due Date: **Friday, June 26, 2026, 11:00 am**

**Instructions to Proposers:**

Proposers interested in the Work are instructed to submit three (3) original hard copies and one (1) electronic copy (non-returnable USB flash drive) of its complete proposal in accordance with this RFP, No Later Than Friday, June 26, 2026, at 11:00 am EDT, unless otherwise changed through an addendum to this RFP, to Cumming City Hall, Utility Department located at 100 Main Street, Cumming, GA 30040. Any proposals received after this appointed date and time will not be considered and will be returned unopened to the Proposer.

All Proposals and all attachments must be submitted and delivered in a **SEALED**, non-transparent envelope to City of Cumming Utility Department at the address shown below no later than the date and time set for receipt of Proposals. Deliver OR mail the Proposal in a sealed envelope/package to:

**CITY OF CUMMING UTILITY DEPARTMENT  
ATTN: JON HEARD  
100 MAIN STREET  
CUMMING, GA 30040**

The front, lower right corner of each **SEALED** envelope/package must contain the following information for proper identification:

**PWPF – Phase 2 Clearwell Improvements**  
**RFP #732-2**  
**DUE: Friday, June 26, 2026 AT 11:00 EDT**

1. Include Proposer name, address, phone number, and contact person on each sealed envelope/package.
2. If Proposal is contained in multiple envelopes/packages, number each sealed envelope/package sequentially, (i.e. “1 of 3”, “2 of 3”, “3 of 3”, etc.).

All Proposals received no later than the appointed date and time will be date stamped at the City of Cumming Utility Department located at 100 Main Street, Cumming, GA 30040.

Submission of Proposals by fax, email, website or other electronic means will not be accepted. Any Proposals received after the stated date and time will not be considered. Late proposals will not be opened at the public opening. Arrangements may be made for the unopened proposals to be returned at the Proposer’s request and expense.

Proposals may be withdrawn or modified only by written notification from the Proposer *prior to* the appointed date and time for the opening of Proposals. Negligence on the part of the Proposer in preparing the Proposal confers no right for withdrawal of the Proposer after it has been opened.

The City of Cumming Utility Department reserves the right to seek additional/supplemental representation on specific issues as needed.

Proposals should be typed. **No changes in or corrections to Proposals will be allowed after the Proposals are opened.**

The signer of the Proposal must declare that the Proposal is fair and in good faith, without collusion or fraud, and that the signer of the Proposal has the authority to bind the principal Proposer.

The City will not be liable for any costs incurred by Proposer prior to entering into a contract. Therefore, all Proposers are encouraged to provide a simple, straightforward, and concise description of their abilities to meet the RFP requirements.

**Required Forms, Documents and Certifications:**

A satisfactory **Proposal Bond** (in the amount of 5% of the Proposal Amount), executed by the Proposer and an acceptable surety company listed in the latest issue of U.S. Treasury Circular 570, shall accompany the Proposal. The Owner reserves the right to: reject any or all Proposals, waive any informality, evaluate Proposals, and accept any Proposal, which in their opinion, may be in their best interest.

The following forms must be fully filled out and signed by a person with authority to bind the Proposer, notarized where applicable, and shall accompany the Proposal:

**Section 00 41 13 Proposal Form**

**Section 00 43 13 Proposal Bond Form and required attachment(s)**

**Section 00 45 16 Statement of Proposer Qualifications and required Schedules**

The successful Proposer for this Contract will be required to furnish a satisfactory **Performance Bond** and a Labor and Material **Payment Bond**, with a corporate surety **licensed to do business in the State of Georgia, with a rating of not less than A-** and approved by the OWNER and listed in the latest issue of U.S. Treasury Circular 570, with each Bond in the amount of 100% of any awarded Contract amount. Performance and Payment Bonds are **NOT required to propose**, however, shall be required after award.

**Proposal Evaluation:**

Each proposal will be reviewed to determine whether it has been submitted in accordance with the proposal requirements. Proposals deemed non-responsive will be rejected from further review and the Proposer will be notified in writing.

Proposals deemed responsive will be evaluated on the evaluation criteria set forth in this RFP. Selection will include an analysis of proposals by an Evaluation Committee composed of City personnel who will review the proposal submittals in accordance with the submittal requirements and the evaluation criteria set forth in this RFP. Other factors, as detailed in the RFP, will be considered in determining which proposal will be deemed best to meet the needs of City of Cumming Utility Department. Award will not necessarily be based on cost alone. The City of Cumming Utility Department reserves the right to reject any and all Proposals

**Evaluation Criteria:**

<b>Criteria</b>	<b>Description</b>	<b>Max Points</b>	<b>Score</b>	<b>Notes</b>
Pricing (80%)	The Bidder submitting the lowest base price will receive the maximum allowable points. The other bidders will receive a percentage of the allowable points accordingly.	80		
Bidder Qualifications (20%)	The Bidder with the highest qualifications will receive the maximum allowable points. Has the bidder worked for the Cumming Utilities on similar size projects? If yes, please provide information.	20		