

Spalding County Board of Commissioners  
**2027-001 Request for Proposal for Construction of  
Yamacraw Restroom Facility**

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Spalding County Government, a vibrant and progressive public entity, is seeking proposals from a contractor for the installation of a restroom facility in Spalding County.

Our vision is to maintain the rural character of our community while promoting balanced growth. We aim to achieve this through the continued development of industrial, manufacturing, commercial, and residential spaces that harmonize with our natural, eco-green friendly landscape. We believe that the right engineering partners can help us realize this vision by bringing innovative solutions, technical proficiency, and a deep understanding of our community's unique needs and environmental considerations.

- A. Responses to this solicitation are due no later than 3:00 p.m. ET on Tuesday July 7, 2026. Sealed responses are due to Mitzy Campbell, Procurement Director, PO Box 1087, Griffin, Georgia 30224 by mail or courier or in person at 119 E Solomon Street, Griffin, GA 30223. Spalding County is not responsible for bids not being delivered due to delivery and/ or postal services. Upon receipt of proposals, a review team will evaluate the proposals and recommend to the Board of Commissioners the top-ranked firm or firms for an interview. Attendance at the pre-bid site visit on June 15, 2026 starting at 10:00 AM and lasting until 11:00 AM will be mandatory to bid.

The complete RFP document is available for review at the Spalding County website (<https://www.spaldingcounty.com>) or the Georgia Procurement Registry website at (<https://ssl.doas.state.ga.us/gpr/>).

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Legal ad to run a total of four (4) weeks.  
Please run the attached legal ad for the following dates:

**Saturday, June 06, 2026**  
**Saturday June 13, 2026**  
**Saturday, June 20, 2026**  
**Saturday, June 27, 2026**

## II. Purpose

Spalding County Board of Commissioners (“County”) is soliciting proposals from qualified bidders to provide construction of a restroom facility at Yamacraw Road Park for Spalding County, Georgia. Spalding County reserves the right to offer multiple bidders for designated projects and/or tasks within the same bid request.

## III. Instructions to Respondents

- A. All responses to this Request for **Proposal/Qualifications** shall be sent to:

**Spalding County Board of Commissioners**  
**Attn: Procurement Director**  
**119 E. Solomon Street**  
**Griffin, Georgia 30223**

- B. Please place one (1) original and three (3) copies of your response in a sealed envelope and clearly labeled in the lower left corner “**Solicitation No. SP2027-001 Request for Proposal for Construction of Yamacraw Restroom Facility, Tuesday, July 7, 2026.**” No faxed, emailed, or telephone statements will be accepted.
- C. All responses must be received by July 7 at 3:00 p.m. ET, at which time they will be opened. It is the responsibility of the respondent to ensure that the RFP/Q is received by Spalding County by the date and time specified above. Late responses will be returned to the respondent unopened. To ensure a fair review and selection process, firms submitting proposals are specifically requested not to make other contacts with Spalding County staff regarding this request.
- D. Any questions regarding this Request for Proposal shall be in writing by email to [mcampbell@spaldingcounty.com](mailto:mcampbell@spaldingcounty.com). No questions shall be received after 5:00 p.m. ET, Saturday, June 20, 2026. Responses will be provided in an addendum by 5:00 p.m. ET, Friday, June 26, 2026. No other County Staff or officials associated with this project should be contacted regarding this RFP. DOING SO, MAY RESULT IN DISQUALIFICATION.
- E. All addenda, notices, additional information, etc. will be posted to Spalding County’s website at [www.spaldingcounty.com](http://www.spaldingcounty.com) under the Purchasing Departments bid opportunities.
- F.
- G. Bid should refer directly to project plans for Yamacraw Restroom Facility project number R25.18054.00 and SME 001
- H. Attendance at the pre-bid site visit on June 15, 2026 starting at 10:00 AM and lasting until 11:00 AM will be mandatory to bid.

## IV. Time Schedule

The following schedule is supplied as a guideline rather than a set of absolute deadlines. The County reserves the right to modify or alter the schedule as needed.

Event	Date & Time
Issue RFQ – First Advertisement	Saturday, June 06, 2026
Second Advertisement	Saturday, June 13, 2026
Mandatory Site Visit	Tuesday, June 15, 2026, at 10:00 AM
Third Advertisement	Saturday, June 20, 2026
Questions Due	Friday, June 26, 2026
Fourth Advertisement	Saturday, June 27, 2026
Addendum/Responses to Questions	Friday, July 3, 2026
Deadline for submittal of RFP	Tuesday, July 7, 2026
Selection of respondent(s) to interview	Week of July 13, 2026
Interviews (if needed)	Week of July 20, 2026 & July 27, 2026
BoC Award	Monday, August 3, 2026

## V. Terms and Conditions

- A. The County reserves the right to reject any and/or all proposals, call for new proposals, to waive any informalities in a proposal, and to select the qualified parties. The County reserves the right to accept, reject, and/or negotiate all proposals or parts of proposals deemed by the Board to be in the best interest of the citizens of Spalding County.
- B. The County reserves the right to request clarification of information submitted and to request additional information from any respondent.
- C. The County reserves the right to award any contract to the next most qualified respondent if the successful respondent does not execute a contract within thirty (30) days after the selection of the respondent.
- D. Any proposal may be withdrawn up until the date and time set above for opening of the RFP responses. No proposal may be modified or withdrawn for a period of one hundred-twenty (120) calendar days thereafter.
- E. The professional services contract resulting from acceptance of a proposal by the County shall be in a form supplied or approved by the County and shall reflect the specifications in this RFP. The County reserves the right to reject any proposed agreement or contract that does not conform to the specifications contained in this RFP, and which is not approved by Spalding County Board of Commissioners.
- F. Ownership of all data, materials, and documentation prepared for and submitted in response to this RFP shall belong exclusively to Spalding County and will be considered a public record and subject to public inspection in accordance with Georgia public records laws. Exceptions may be requested by the applicant, citing applicable statutory authority for holding specific information in confidence. The approval of exceptions will be in the sole discretion of the County.
- G. By submitting their **proposal(s)**, all proposing parties certify that their proposals are made without collusion or fraud and that they have not offered or received any inducements from any other person or party in connection with their proposals, and that they have not conferred on any Spalding County employee or official having official responsibility for this procurement transaction of any payment, loan, subscription, advance, deposit of money, services, or anything of value of more than nominal value, present or promise, unless consideration of substantially equal or greater value was exchanged.

- H. By submitting their **proposal(s)**, all proposing firms certify that they are not currently debarred from submitting bids or proposals on contracts by any agency of the State of Georgia and the federal government, nor are they an agent of any person or entity that is currently debarred from submitting bids on contracts by any agency of the State of Georgia or the federal government.
- I. Those submitting responses do so entirely at their expense. There is no expressed or implied obligation by the County to reimburse any individual for any costs incurred in preparing or submitting bids or providing additional information when requested by the County.

## VI. Scope of Services

The scope of work includes the construction of a restroom facility at Yamacraw Road Park located at 350 Parham Rd., Griffin, GA 30223. As shown in the plans accompanying this RFP, this is a new construction of a 690 square foot, fully conditioned concession and restroom building, along with a 95 square foot covered outdoor area, resulting in a total building area of 785 square feet. The work also includes site preparation and all associated improvements required for construction of the new building within the Yamacraw Park area.

Work shall include, but is not limited to:

- Site preparation and grading.
- Parking lot as designed with driveway extending 100 ft from parking lot.
- Electrical, plumbing, and all referenced trades work.
- ADA-compliant access and signage.
- All paint and roof colors shall be coordinated with Spalding County Parks department.
- Coordination with Spalding County Community Development and adherence to local codes and regulations. All permits pulled will not be at the expense of the bidder.
- Environmental conditions shall be considered and coordination with S&ME will be required.
- Mandatory site visit on June 15, 2026 at 10:00 AM. All bidders must be present to qualify to bid.

### Additional Technical Requirements:

Restroom Facility shall meet the standards of local utility providers

- Coordinate with SCWA.
- Coordinate with local power utility to establish location of underground transformer. Spalding County Park's department will need to be consulted on location of ground mount transformer.
- Any utility fees related to the project should be added to the bid.
- Location of cameras, technology, and alarm systems to include conduit shall be coordinated with Spalding County Parks department.

### Bid Requirements

All bids must include the following:

- Completed Bid Form
- Company profile
- Contractor qualifications and experience must include the total number of completed projects and provide three references for completed similar splash pad or recreational water feature projects
- Project timeline and milestones
- Itemized cost estimate which correlate with the accompanying plans
- Proof of compliance with E-Verify standards
- Proof of insurance coverage including:
  - General liability insurance: minimum of \$1,000,000
  - Workers' compensation insurance: minimum of \$1,000,000
  - Vehicle liability insurance: minimum of \$1,000,000

## VII. Submission Requirements

- A. Summarize the bidder's unique qualifications in providing services related to this request including brief history of the company/firm, size, structure, and areas of practice.
- If request is for professional services, please provide resumes, certifications, and licenses to include professional backgrounds of those working with Spalding County and/or directly responsible for the project.
  - If request is for contracting services please provide copies of all applicable licenses and/or special credentials that will aid in completing the requested project(s).
  - Please list all contracts that will be working directly with Spalding County
- B. Experience
- Provide experience working with and/or advising local and county governments.
  - Provide at least three (3) professional references including the names, addresses, telephone numbers, email addresses, preferably references similar to Spalding County for the specific work requested in the bid.
  - Provide documentation of workload capacity commensurate with the level of service required by the County.
- C. Understanding the required services and quality assurance.
- Provide a list of all local agencies or clients the respondent now supports which may cause a potential conflict of interest with Spalding County Board of Commissioners.
  - Describe how the respondent protects client confidentiality. This applies to all information and communications, including electronic communications, unless available to the public through a public records request and otherwise not subject to specific exemption.
  - Describe the respondent's intended approach to communicate with the County regarding progress reports, status reports, recommendations, status of opinions, etc.

## VIII. Selection Criteria

The relevant experience of each assigned party will be evaluated as it relates to the scope of services. A committee will review the responses to the Request for Proposal and will make a recommendation to the Spalding County Board of Commissioners. The committee may elect to conduct interviews with any shortlisted person(s) or firm(s).

Proposals will be evaluated based on the criteria and scoring system shown below:

EVALUATION CRITERIA	WEIGHT GIVEN
Experience of bidder (company) related to Restroom or government facility construction	30
Ability to complete by 180 days after PO Issuance	10
Responsiveness of bid documents	10
Responsiveness of references	10
Experience of contractor or subcontractor performing the work	40

## **IX. Contract**

- A. **Contract Negotiations:** Upon selection of the most qualified respondent based on demonstrated competence and qualifications for the type of professional services required, the County will negotiate payment terms which it determines is fair and reasonable and negotiate any other portion of the contract deemed necessary. In the event the County is not able to negotiate successfully with the top ranked respondent, the County shall cease negotiations with that respondent and either begin negotiations with the next ranked respondent or may choose to cancel the solicitation in its entirety. Award shall be made to the respondent whose submittal and subsequent negotiation is most advantageous to the County. The County reserves the right to renegotiate terms as needed to obtain the most cost-effective services.
  
- B. **Termination of Contract:** This contract may be terminated, in whole or in part, at any time by mutual written consent, or by the County, with or without cause, upon giving sixty (60) days written notice to the successful respondent. If this contract is terminated, the County shall be liable only for payment under the payment provisions of the contract for services rendered and accepted material received by the County before the effective date of termination.

# SPALDING COUNTY BID SHEET

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## Yamacraw Restroom Facility Project Solicitation No.: SP2027-001

### 1. Company Information

Company Name: \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_

Primary Contact Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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

### 2. Bid Submission Checklist

- One (1) Original Copy Submitted
- Three (3) Copies Submitted (Total 4)
- Company Profile Included
- Contractor Qualifications & Experience Included
- Three (3) References Provided
- Project Timeline & Milestones Included
- Itemized Cost Estimate Included
- Proof of E-Verify Compliance Attached
- Proof of Insurance Attached
- Licenses and Certifications Included (if applicable)
- List of Subcontractors Included

### 3. Insurance Verification

- General Liability Insurance (\$1,000,000 minimum)
- Workers' Compensation Insurance (\$1,000,000 minimum)
- Vehicle Liability Insurance (\$1,000,000 minimum)

## 4. Project Compliance

Ability to Meet Timeline (180 Days After PO Issuance):

YES  NO

If NO, explain: \_\_\_\_\_

Mandatory Pre-Bid Site Visit Attendance:

YES  NO

## 5. Certifications & Compliance

Firm is not debarred from State or Federal contracting

Bid submitted without collusion or fraud

Compliance with all regulations

Ability to coordinate with utilities and county departments

## 6. Price Proposal

Total Lump Sum Bid Price: \$ \_\_\_\_\_

## 7. Payment Terms

\_\_\_\_\_

## 8. Authorized Signatures

Authorized Representative Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_