



Request for Proposals (RFP)

RFP 26-40-001

Bartow County Parks and Recreation
Archery Range and 3D Archery Trail

RFP Issue Date: June 2, 2026

Pre-bid Site Visit: June 11, 2026

Proposals Due: July 9, 2026

Submit proposals to:

MAIL	COURIER/BY HAND
Attn: Kathy Gill Certified County Clerk RE: Archery Range Bartow County, Georgia 135 W. Cherokee Avenue, Suite 251 Cartersville, GA 30120	Attn: Kathy Gill Certified County Clerk RE: Archery Range Bartow County, Georgia 135 W. Cherokee Avenue, Suite 251 Cartersville, GA 30120

Due date and time:

Response must be received by or before 4 PM Eastern Time on
July 9, 2026.

Contact person:

Claire Mulkey

Phone: 770-607-1102

mulkeyc@bartowcountyga.gov

A. Introduction

Bartow County Parks and Recreation has been awarded a Georgia Department of Natural Resources grant to construct a 10-lane static archery range, archery pavilion, and a quarter-mile 3D archery trail featuring 22 unique targets on County-owned greenspace off of Cass-Pine Log Road NE. The total property tract is ~98.65 acres and the proposed total disturbed area is 3.11 acres. The scope of work also includes a gravel parking lot, vault toilet and accessible sidewalks to 6 of the 10 static archery range lanes and restroom building. The purpose of this RFP is to solicit proposals for the construction of the new facilities described above.

B. Project Location

Cass Pine Log Road Greenspace (34.29530, -84.78364)
Parcel # 0081-0246-008

Driving Directions (from south)

1. Take I-75 North
2. Take Exit 296
3. At the traffic circle, take the 1st exit onto Cassville White Rd
4. Turn left onto Spring Place Rd NE (0.4 miles)
5. Turn right onto Cass Pine Log Rd NE (0.7 miles)
6. Project site will be approximately 1.6 miles down Cass Pine Log Rd NE to the left. You will pass the Qcells facility and Great Valley Parkway intersection on the right immediately before arriving at the greenspace entrance. If you pass Hendricks Rd on the right, you have gone too far.

Driving Directions (from north)

1. Take I-75 South
2. Take Exit 293 toward White
3. Continue straight onto US-411 N
4. Use the right lane to take the ramp onto I-75 N and follow the “from south” directions

Nearby facilities

- Hanwha Qcells Georgia, Inc. (251 Qcells Pkwy, White, GA 30184) – approximately 0.2 miles away from project site
- Sosebee Cycling Park (465 Simpson Rd NE, White, GA 30184) – approximately 1 mile away from project site

C. Background

Bartow County was notified of grant award and cleared to start project activities in Summer of 2025. A concept report was developed by Croy Engineering, LLC for the grant application and updated following grant award to include construction drawings and specifications. These drawings and specifications are included in the RFP solicitation package. Bartow County is requesting proposals from qualified individuals or firms to provide construction services for the completed archery facility and supportive amenities design.

D. Project Oversight

The RFP process will be administered by the Bartow County Grant Writing Department in collaboration with the Bartow County Parks and Recreation Department. Once selected, the chosen contractor will begin working directly with Bartow County staff to complete the Scope of Work. Grant Writing Staff will ensure that project activities satisfy all grant award requirements and Parks and Recreation Staff will be available as needed to answer on-site questions. The Contractor will establish communication lines with both County departments and provide regular progress reports as well as communicate any challenges as soon as they arise.

E. Scope of Work

Bartow County is requesting proposals from qualified individuals or firms to provide construction services for the archery facilities, restroom, and parking area as shown in the construction drawings and specifications. The entire construction scope includes site work and erosion control, a 10-lane static archery range, archery pavilion, a quarter-mile 3D archery trail featuring 22 unique targets, gravel parking lot, vault toilet, and accessible sidewalks to 6 of the 10 static archery range lanes and restroom building.

Summary of Contractor Services:

- Site Work
 - Clear, grub, and grade per drawings; implement E&S controls and NPDES compliance; construct storm drainage and site utilities; restore turf per specs.
 - Disturbed area = 3.11 acres total for project. Coordinate earthwork and ES&PC sequencing with civil plans.
- Static Archery Range
 - Build shooting line, target line(s), backstops/berms, accessible routes, safety signage, and fencing per drawings and range addendum; coordinate target installation and line striping where applicable.

- 3D Archery Trail
 - Construct ~1334 LF (0.25 mi) of mulch trail tread, drainage features, signage, and 22 target paths and 3D target pads/anchors per drawings; protect trees and sensitive areas and minimize clearing to preserve canopy and hydrologic “natural” conditions; install wayfinding signage.
- Pavilion
 - Foundations/slab, heavy timber framing, metal roof, finishes, electrical power/lighting, and receptacles.
- Vault Toilet
 - Furnish and install CXT Tioga Special with Chase (or approved equal) including excavation, bedding, vault setting, venting, finishes, hardware, and ADA compliance
- Gravel Parking Area
 - Subgrade prep, aggregate placement/compaction, drainage and edge stabilization; striping/signage per civil specs/drawings

Targets and signage for static range, 3D trail and facility entrance will be purchased directly by the County, but installation is included in the contractor’s scope of work.

F. Project Timeline

RFP Issue date	Tuesday, June 2, 2026
Pre-bid site visit	Thursday, June 11, 2026 at 10 AM EST
Deadline for request for clarifications/questions	Tuesday, June 30, 2026 by 5 PM EST
Last response to request for clarifications/questions published	Wednesday, July 1, 2026
Proposals due	Tuesday, July 9, 2026 by 4 PM EST
Anticipated award announcement	July 2026*
Construction completed	December 2026*

*Tentative dates subject to change

G. Pre-bid Site Visit

A site visit will be held on Thursday, June 11, 2026 at 10 AM EST at the project site for interested prospective bidders. Attendance is not mandatory in order to respond to this RFP. Please plan to park and meet at the existing gravel driveway shown on the civil plans. The purpose of this site visit is to review existing site conditions, observe the proposed locations of the static range, 3D archery trail, pavilion, vault toilet, and bioretention basins, and allow bidders to ask clarifying questions regarding construction, logistics, sequencing and access constraints. No verbal statements or interpretations by County personnel shall be binding and all questions will be recorded and answered in subsequent addenda

H. Proposal Content

All proposals must include the following information:

- Cover letter that includes primary point of contact and confirmation that the respondent has examined the full RFP, drawings, specifications, stormwater report and any applicable addenda
- Completed bid form (included in the RFP attachments)
- Company qualifications including but not limited to firm profile, relevant experience, project team and licensing and certifications (including proof of insurance)
- Preliminary construction schedule (can be formatted as a bar chart or Gantt-style chart, or respondents' alternative preferred format)
- Bid Bond or Certified Funds in the amount of 5% of the proposal cost
- Completed E-Verify Affidavit

I. Budget

Contractors shall fully complete the itemized bid form included in the RFP's attachments that requests lump sum amounts for Site/Civil and Erosion & Sedimentation Control, Stormwater BMPs, Static Archery Range, 3D Archery Trail, Pavilion, Vault Toilet, and Electrical. Information/pricing included in response to this RFP must remain valid for a minimum of 60 days after the July 9, 2026 response deadline.

J. Eligibility and Selection Criteria

Individuals or firms responding to this RFP:

- May not appear on any list of service providers who are debarred from participating in federally funded contracts
- Must be in good standing with the State of Georgia
- Must have Errors and Omissions Insurance
- Must have knowledge of state licensure requirements and any other regulatory criteria which apply to the project as is described within this RFP, including the Build America, Buy America Act (*BABA requires that all iron, steel, manufactured products, and construction materials used in federally-funded projects for infrastructure must be produced in the United States. In order to demonstrate adherence to BABA, BABA certification letters must be provided by all contractors/vendors providing materials for the project. These BABA certification letters must include the name and contact details of the contractor/vendor, a description of the item/product/material being certified, a list of any aspect(s) of the item/product/material that is not BABA certified, and a signed certification that the item/product/material is in full compliance with the BABA provisions and that if any condition occurs that changes the item/product/material's compliance status, the*

contractor/vendor will immediately notify the prime contractor and owner. A sample certification letter is included in the RFP attachments).

Contractors will be selected using the following scoring system:

- Qualifications and experience of the primary contractor and their staff in relation to the type of work being requested (25 pts.)
- Overall price (10 pts.)
- Assurances articulated through narrative about contractor's ability to complete project within desired timeframe (10 pts.)
- Experience working on federally funded projects and demonstrated history of compliance with all rules and regulations (5 pts.)

K. Method of Selection

The individual or firm will be selected by relevant Bartow County project staff and approved by the Bartow County Commissioner. After analysis of all information, the project staff will recommend the most qualified, responsive and suitable firm in order to start contract negotiations. If successful negotiations cannot be reached, Bartow County reserves the rights as indicated in the reservations below.

L. Type of Contract

The individual or firm who is awarded the contract as a result of this RFP agrees to sign a fixed price contract based on the Scope of Work, timeline, and their proposed budget.

M. Insurance and Mandatory Bonding Requirements

All proposals must be accompanied by a Bid Bond or Certified Funds in the amount of 5% of the proposal cost. Both a Performance and a Payment Bond will be required in an amount equal to 100% of the Contract Price. Proof of General Liability Insurance and Workman's Compensation Insurance valued at \$1 million will be required with Bartow County listed as an additional insured.

The Contractor must comply with the provisions of O.C.G.A. Sec. 13-10-91 and must register and participate in the federal work authorization program (also known as E-Verify (www.e-verify.gov)). Bidders must submit the required affidavit BEFORE ANY PROPOSAL IS CONSIDERED. A form affidavit shall be provided as part of the Request for Proposals package.

N. Reservations

Elected officials serving Bartow County and its associated municipalities reserve the right

to reject any and all proposals, to negotiate changes in the scope of the work or services to be provided, to negotiate with any firm, and to otherwise waive any and all technicalities.

Bartow County and its associated municipalities are equal opportunity employers and do not discriminate against any party on the basis of race, creed, color, national origin, gender or handicapping condition.

O. Contact

Qualified individuals or firms may email questions to Claire Mulkey (mulkeyc@bartowcountyga.gov). **Proposals are due to the Bartow County Courthouse (address listed above) by or before 4 PM EST on July 9, 2026.** Late proposals will not be considered.

P. Attachments

To be submitted with RFP response:

1. Bid form
2. E-Verify Affidavit form
3. Sample Bid Bond form (this format is not required, just offered as an example)

To review/reference in RFP response:

4. Civil plan set*
5. Pavilion and Vault Toilet plan set*
6. Architectural/Structural/Electrical Specification Manual*
7. Civil Specifications Manual*
8. Stormwater Management Report*
9. Sample BABA Certification letter

***These are very large files, please email mulkeyc@bartowcountyga.gov directly to request a link to these plans**

Bartow County Parks and Recreation
Archery Range and 3D Archery Trail

Request for Proposals Attachments

1. Bid Form

BID FORM

**BARTOW COUNTY GEORGIA
CASS PINE LOG ARCHERY RANGE & TRAIL**

Project Location: Bartow County, GA

The undersigned CONTRACTOR, having examined these documents, and having full knowledge of the condition under which the work described herein must be performed, hereby proposes that she/he will fulfill the obligations contained herein in accordance with all instructions, terms, conditions, and specifications set forth; and that she/he will furnish all required products/services and pay all incidental costs in strict conformity with these documents for the stated prices as payment in full.

Bartow County Cass Pine Log Archery Range & Trail Bid Worksheet			
Item	Unit Measure	Price	Total
Site/Civil & ESC			
Mobilization	Lump sum		
ES&PC per plans and specs	Lump sum		
Clearing/grubbing and earthwork	Lump sum		
Water Utilities	Lump sum		
Storm Drainage Structures	Lump sum		
ADA concrete spaces	Lump sum		
Gravel driveway/parking construction	Lump sum		
Demolition complete (remove the existing driveway)	Lump sum		
Asphalt pavement in R/W	Lump sum		
Pavement signage and striping for driveway entrance and ADA parking	Lump sum		
Installation of railroad-tie perimeter and wheel stops (materials already on-site)	Lump sum		
Turfing/vegetative stabilization per civil ES&PC notes	Lump sum		

Wood rail fencing	Lump sum		
Signage installation (monument sign, static range signage, 3D trail wayfinding/safety signage)	Lump sum		
Stormwater BMPs			
Bioretention Filter Area 1	Lump sum		
Bioretention Filter Area 2	Lump sum		
Static Archery Range			
Shooting line construction	Lump sum		
Target pads & anchors	Lump sum		
Concrete lanes and sidewalk	Lump sum		
Berms/backstops	Lump sum		
3D Archery Trail			
Mulch trail construction	Lump sum		
3D target station pads/anchors	Lump sum		
Pavilion			
Foundations/slab/piers	Lump sum		
Heavy timber framing	Lump sum		
Metal roof system	Lump sum		
Benches/guardrails and wood stain/finish	Lump sum		
Exterior-rated ceiling fans and supports	Lump sum		
Vault Toilet			
Furnish and install precast vault toilet	Lump sum		

Electrical			
Service, panelboards, grounding/bonding, conduits, wire, devices (pavilion & gate), lines	Lump sum		
Powered entrance gate	Lump sum		
Subtotal			
Contingency (10%)			
Total Cost			

Included and attached is a Bid Bond in the amount of not less than 5% of the total cost. Also included in the amount above is the sum of \$_____ for providing a Performance and Payment Bond for 100% of the total cost. Same shall be provided by a surety corporation licensed in the State of Georgia and a certified Power of attorney shall be attached.

Alternates (if any). Amounts are to be indicated as an increase (+) or decrease (-) in the cost column.

- Alternate 1: \$ _____
- Alternate 2: \$ _____
- Alternate 3: \$ _____
- Alternate 4: \$ _____
- Alternate 5: \$ _____

Submitting Firm: _____

Address: _____

Name and Title of Authorized Representative (print/type): _____

Authorized Signature: _____

(Signature-When signed, this bid is legal and binding to Bartow County and acknowledges that ALL Specifications, Terms and Conditions and/or instructions to responding firms have been read and understood).

Date: _____

Email: _____

FIRM PRICING – Prices submitted on this bid form are firm through (minimum 60 days).

Initial below for Acknowledgement of Addenda (if any)

- _____ Addendum #1 _____ Addendum #2 _____ Addendum #3 _____ Addendum #4
- _____ Addendum #5 _____ Addendum #6 _____ Addendum #7 _____ Addendum #8

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2.E-Verify Affidavit

Illegal Immigration Reform and Enforcement Act of 2011 Affidavit

Project/RFQ No. and Name: _____

STATE OF GEORGIA
COUNTY OF _____

AFFIDAVIT

By executing this affidavit, the undersigned Contractor verifies:

- 1) Contractor is in compliance with the Illegal Immigration Reform and Enforcement Act of 2011 and specifically the provisions codified at O.C.G.A. §13-10-91;
- 2) Contractor is engaged in the physical performances of services on behalf of the Georgia Building Authority, and Contractor has registered with, is authorized to use, and uses the federal work authorization program commonly known as "E-Verify", or any subsequent replacement program in accordance with the provisions of O.C.G.A. § 13-10-91;
- 3) Contractor will continue to use the federal work authorization program throughout the contract period;
- 4) Contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the Contractor with the same information required by O.C.G.A. § 13-10-91(b); and
- 5) If Contractor is not registered and participating in the E-Verify Program, or any subsequent replacement program, Contractor affirms that he has no employees, does not intend to hire employees for purposes of satisfying the terms of the contract, and has provided a copy of a state issued driver's license or state issued identification card issued by a state within the United States that verifies lawful immigration status prior to issuing a driver's license or identification card.

Federal Work Authorization/ E-Verify™ Number:

Authorization Date:

Signature of Authorized Officer or Agent

Date

Title of Authorized Officer or Agent of Contractor

Driver's License #
(Applicable only if Contractor is not
Participating in E-Verify pursuant to
paragraph 5 above)

Printed Name of Authorized Officer or Agent

Name of Contractor/Contracting Entity

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE

____ DAY OF _____, 20__

[NOTARY SEAL]

Notary Public

My Commission Expires: _____

*any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603

(End of Form)

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3. Sample Bid Bond form

BARTOW COUNTY

PROJECT NO. _____

(Project Name)

BID BOND

LET IT BE KNOWN: that

(Name of Contractor)

(Address of Contractor)

a _____
(Corporation, Partnership or Individual)

hereinafter called Principal, and

(Name of Surety)

(Address of Surety)

a Corporation of the State of _____, and a surety authorized by law to do business in the State of Georgia, hereinafter called Surety, are held and firmly bound unto

The Commissioner of Bartow County

(Name of Oblige)

Suite 251, Frank Moore Administration and Judicial Center

135 W. Cherokee Avenue, Cartersville, Georgia 30120

(Address of Oblige)

hereinafter referred to as Oblige: in the penal sum of _____ Dollars (\$ _____) in lawful money of the United States, for the payment of which sum well and truly to be made, we bind ourselves, our heirs, executors, administrators and successors, jointly and severally, firmly by these present.

WHEREAS, the Principal is about to submit, or has submitted, to Bartow County, Georgia, a proposal for furnishing materials, labor, and equipment for: _____

WHEREAS, the Principal desires to file this Bond in accordance with law in lieu of a certified Bidder's check otherwise required to accompany this Proposal.

NOW, THEREFORE, the conditions of this obligation are such that if the proposal be accepted, the Principal shall within ten days after receipt of notification of the acceptance, execute a Contract in accordance with the Proposal and upon the terms, conditions, and prices set forth in the form and manner required by Bartow County, Georgia, and execute a sufficient and satisfactory Performance Bond and Payment Bond payable to Bartow County, Georgia, each in the amount of 100% of the total Contract Price, in form and with security satisfactory to said Bartow County, Georgia, and otherwise, to be and remain in full force and virtue in law, and the Surety shall, upon failure of the Principal to comply with any or all of the foregoing requirements within the time specified above, immediately pay to Bartow County, Georgia upon demand, the amount hereof in good and lawful money of the United States of America, not as a penalty, but as liquidated damages.

PROVIDED, FURTHER, that Principal and Surety agree and represent that this bond is executed pursuant to and in accordance with the applicable provisions of the Official Code of Georgia Annotated, as Amended, including, but not limited to, O.C.G.A. § 13-10-1, et. seq. and § 36-91-21, et. seq., and is intended to be and shall be construed as a bond in compliance with the requirements thereof.

Signed, sealed, and dated this ____ day of _____, 2009.

ATTEST:

(Principal)

(Principal Secretary)

(SEAL)

By: _____

(Address)

(Witness as to Principal)

(Address)

(Surety)

ATTEST:

By: _____
(Attorney-in-Fact) and
Resident Agent

(Attorney-in-Fact)

(SEAL)

(Address)

(Witness as to Surety)

(Address)

NOTE: Date of Bond must not be prior to date of Contract. If Contractor is a Partnership, all partners shall execute Bond.

IMPORTANT: Surety Companies executing Bonds must appear on the Treasury Department's most current list (Circular 570 as amended) and be authorized to transact business in the State where the Project is located.

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4. Sample BABA Certification Letter

**BUILD AMERICA, BUY AMERICA ACT (BABA) MANUFACTURER
CERTIFICATION LETTER**

April 9, 2024

Smith Steelworks
270 W 500 S
Spanish Fork, UT 84660

Subject: Build America, Buy America Certification for Project (Pavilion in Carlin, NV)

I, Russel Smith, certify that the following products and/or materials shipped/provided to the subject project are in full compliance with the Buy America, Build America (BABA) provisions.

Item, Products and/or Materials:

Steel Pavilion Structure, Anchor Bolts, Templates, Fasteners, Wood and Roofing Material.

Items not BABA Certified are the following:

NONE

If any of the above compliance statements change while providing material to this project we will immediately notify the prime contractor and the engineer.

Russel Smith



Owner

Smith Steelworks, LLC