



Request for Proposal (RFP)
RFP #COK 26-029
CONSTRUCTION SERVICES
LIONS PARK REDEVELOPMENT

Issued by:
City of Kingsland, Georgia

Proposals must be submitted
No later than
2:00 PM on Tuesday, July 21, 2026

To:
City of Kingsland

Mailing Address
City of Kingsland
Finance Department
Attn: Hannah Smith, Purchasing Director
P.O. Box 250
Kingsland, Georgia 31548

Delivery Address
City of Kingsland
Finance Department
Attn: Hannah Smith, Purchasing Director
108 West William Avenue
Kingsland, Georgia 31548

LATE PROPOSALS WILL BE REJECTED

Issued: 06/16/2026



Purpose

The City of Kingsland, Georgia ("City") hereby solicits sealed proposals from qualified firms ("Proposers") to provide services for the construction of Lions Park.

This procurement is issued in accordance with applicable provisions of the Official Code of Georgia Annotated (O.C.G.A.), local ordinances, and City procurement policies.

Invitation

You are hereby invited to submit a sealed proposal by providing all information requested in the attached "Scope of Work" to the Finance Department to either address listed below:

Mailing Address:

City of Kingsland
Finance Department
Attn: Hannah Smith, Purchasing Director
P.O. Box 250
Kingsland, Georgia 31548

Delivery Address:

City of Kingsland
Finance Department
Attn: Hannah Smith, Purchasing Director
108 West William Avenue
Kingsland, Georgia 31548

Proposal Submission Process

All proposals shall be submitted in a sealed envelope. The Request for Proposal (RFP) number, title, opening date and name of proposer shall be clearly displayed on the outside of the sealed envelope. The delivery of said proposal to the prescribed delivery point on or before the specified opening date and time is solely and strictly the responsibility of the Proposer. Any proposal received at the prescribed delivery point after the specified date and time will **NOT** be accepted. Proposals must be submitted in writing and as prescribed by the City. No other forms will be accepted. No Proposal may be modified after opening.

All Responders shall submit one (1) original and two (2) copies of their documents in a **SEALED** envelope or package. Responders must submit their proposal no later than **Tuesday, July 21, 2026 at 2:00 PM.** **Any proposal received after the time and date specified will NOT be considered.** The bid opening will be held in the City Hall Council Chambers located at 107 South Lee St., Kingsland, GA.



Pre-Proposal Meeting

A non-mandatory pre-proposal meeting will be held at 10:00 AM on June 30, 2026, at Kingsland City Hall, 107 South Lee Street, Kingsland, Georgia 31548, followed by an onsite visit of Lions Park.

Attendance is strongly encouraged but is not required for proposal submission.

All questions regarding this solicitation must be submitted in writing to the Purchasing Director no later than July 7, 2026, at 5:00 PM.

Procurement Method

This RFP is issued under a Design-Bid-Build (DBB) delivery method. The selected Proposer will be responsible for construction services under the contract documents.

The City reserves the right to:

- Conduct discussions and negotiations with one or more Proposers.
- Request best and final offers (BAFO).
- Award a contract based on initial proposals without discussion.

Project Description

The City intends to construct new athletic fields and recreation park to replace the existing facilities at Lions Park.

The project includes:

- Full site development and infrastructure.
- Construction of a new concession building, Pickleball restroom building, basketball restroom building, workshop building, and irrigation system enclosure.
- Installation of advanced mechanical, electrical, safety, and technology systems.
- Construction of four (4) new baseball fields including: dugouts, bullpens, backstops, bleachers, scoreboards, scorer's tables, safety netting, and fence.
- Basketball court and fence.



- Playground equipment. Including base course, pour-in-place surface, shade system, and concrete header curb.
- Batting cages
- Irrigation system including: irrigation well, pump, controller, pipes, and sprinkler heads.
- Tennis court and fence.
- Six (6) pickleball courts and fence.
- Walking path
- Perimeter chain link fence
- Stormwater pipe, grate inlets, and trench grates.
- Sanitary sewer and water distribution system utilities.
- PVC conduits.

Note: Site lighting is excluded from the scope of work and will be provided by others.

Scope of Services

The selected Contractor shall provide all labor, materials, equipment, and services necessary to deliver a complete, operational facility, including:

Construction Services

- Demolition of the existing facilities.
- Site work and utilities.
- Building fabrication and erection.
- Construction of athletic facilities.
- Testing, commissioning, and closeout.

Coordination and Site Management



The Contractor shall coordinate all construction activities with the City and shall maintain safe access to public facilities and adjacent properties throughout construction. The Contractor shall be responsible for construction staging, traffic control, utility coordination, erosion and sediment control measures, and protection of existing facilities designated to remain.

Proposal Submittal Requirements

Proposals must include:

Administrative

- Cover letter
- Firm information and legal structure
- Proof of licensing and insurance
- E-Verify Contractor Affidavit

Technical Proposal

- Project understanding and approach
- Key personnel and experience

Cost Proposal

- Cost breakdown by item (see enclosed proposal form)

Experience

The Proposer shall demonstrate successful completion of at least three (3) athletic field or park construction projects of similar scope and complexity within the past ten (10) years. Preference may be given to firms demonstrating experience with:

- Baseball and softball field construction;
- Sports field grading and drainage systems;
- Irrigation system installation;
- Tennis and pickleball court construction;
- Playground installation;
- Recreation facility buildings; and



- Municipal park development projects.

The City reserves the right to verify all project references and independently evaluate the quality of prior work performed.

References

- Minimum of three (3) industry references

Evaluation Process

All proposals will be evaluated by a selection committee using the criteria identified below. Proposals will be scored and ranked in accordance with the evaluation matrix. The City may, at its discretion, interview one or more proposers, request clarifications, and/or request best and final offers prior to making an award recommendation.

EVALUATION SCORING SHEET

- | | |
|---------------------------------------|-----|
| • Cost Proposal | 35% |
| • Project Understanding and Approach | 20% |
| • Experience and Qualifications | 15% |
| • Schedule and Technical Capabilities | 15% |
| • References and Past Performance | 15% |



Detailed Evaluation Matrix

Category	Excellent (Full Points)	Good	Fair	Poor
Experience	Extensive relevant athletic fields and sport courts; proven success	Relevant experience with minor gaps	Limited relevant experience	Minimal or no relevant experience
Approach	Clear, detailed, innovative, and tailored	Adequate and logical	General or lacks detail	Unclear or incomplete
Technical	Strong team, demonstrated expertise	Qualified team	Some gaps in expertise	Unqualified or unclear
Cost	Competitive, well-justified	Reasonable	High or unclear	Unreasonable
Schedule	Realistic and efficient	Acceptable	Aggressive or vague	Unrealistic
References	Excellent feedback	Positive feedback	Mixed feedback	Negative or unavailable

Contract Terms

The selected Proposer will be required to enter into a contract including:

- Performance and Payment Bonds (100%)
- Compliance with Georgia E-Verify requirements
- Compliance with Title VI and non-discrimination laws
- Insurance requirements (general liability, worker's compensation, etc.)
- Indemnification of the City

General Conditions

- The City reserves the right to:
 - Reject any or all proposals
 - Waive informalities
 - Cancel the RFP at any time
- All costs incurred in proposal preparation are the responsibility of the Proposer



- Proposals shall remain valid for 120 days

Project Completion Requirements

Time is of the essence for this Project. The Contractor shall achieve Substantial Completion of the four (4) baseball fields, concession building, associated restrooms, dugouts, fencing, irrigation system, scoreboards, and related site improvements no later than February 13, 2027.

For purposes of this solicitation, "Substantial Completion" means the facilities are sufficiently complete in accordance with the contract documents such that the City may occupy and utilize the facilities for their intended purpose, notwithstanding minor punch-list items that do not materially impair the use of the facilities.

CONTACT INFORMATION

All questions shall be submitted in writing to:

Hannah Smith, Purchasing Director

City of Kingsland

hsmith@kingslandgeorgia.com

ATTACHMENTS (OPTIONAL TO INCLUDE)

- Sample Contract Agreement
- Insurance Requirements
- Site Map / Concept Layout
- Federal or State Grant Provisions (if applicable)

Minimum Qualifications

The Contractor must agree to maintain Workers' Compensation and liability insurance for a minimum of one million dollars (\$1,000,000) to protect the City from liability claims for damages because of bodily injury, including death, and from liability for damages to property. The contractor will furnish a certificate of said insurance to the City of Kingsland before beginning the work or with submission of proposal if



listed as part of the required documents.

No Corrections

Once a competitive proposal is submitted, the City shall NOT accept any request by any proposer to correct errors or omissions in any calculations or competitive price submitted. The only exception to allow a correction is the mistake must be clerical or mathematical in nature; it cannot be an error in judgment such as failure to properly price performance costs; the nature of the mistake must be readily apparent on the face of the proposal itself; and the intended proposal price must be apparent as well. The proposer cannot resort to proposal-preparation worksheets to prove its intended proposal price. Based on the above circumstances, the allowance of the correction will be at the discretion of the City of Kingsland.

Award

Award shall be made to the proposer receiving the highest overall evaluation score, or otherwise determined by the City to provide the best value and be most advantageous to the City, based on the criteria set forth in this RFP. The City reserves the right to reject any or all proposals, waive informalities, request clarifications, and negotiate with one or more proposers as permitted by law.

Any proposer who is in default to the City of Kingsland at the time of submitting the proposal shall have that proposal rejected.

The City of Kingsland reserves the right to clarify any terms with the concurrence of the Vendor; however, any substantial non conformity in the offer, as determined by the City of Kingsland, shall be deemed non-responsive and the offer rejected. The City of Kingsland reserves the right to reject Proposals, or any part of any proposal, containing any additional terms or conditions not specifically requested in the original conditions and specifications.

The City of Kingsland reserves the right to reject any or all proposals, or any part of any proposal, to award in part or in whole, to waive any informality in any submission, and to award a contract deemed to be in the best interest of the City of Kingsland. City of Kingsland reserves the right to accept or reject any and all responses, to waive irregularities, and to re-advertise as may be determined to be in the best interest of the City.

The City of Kingsland reserves the right, at any time, to modify, waive, or otherwise vary the terms and conditions of this RFP including, but not limited to, the deadlines for submissions and submission requirements. The City further reserves the right to cancel or withdraw this RFP at any time. The City also reserves the right to negotiate mutually acceptable contract terms with the successful proposer. (*City Purchasing Ordinance, Article IV, Division 2, Section 2-99*).



Liquidated Damages

The Contractor acknowledges that completion of the Project by the required completion date is essential to the City's recreational programming and public operations. The parties recognize that actual damages resulting from delayed completion would be difficult to ascertain with precision.

Accordingly, and not as a penalty, the Contractor shall pay the City liquidated damages in the amount of \$500.00 per calendar day for each day beyond the Contract Time that the Project remains incomplete, unless an extension of time has been approved in writing by the City.

The parties agree that this amount represents a reasonable estimate of damages likely to be incurred by the City as a result of delayed completion.

Hold Harmless

The Vendor will indemnify, defend, and hold harmless the City of Kingsland from loss for all suits, actions, or claims of any kind brought as a consequence of any negligent act or omission by the Vendor. The Vendor agrees that this clause shall include claims involving infringement of patent or copyright. For purposes of this document, "City" and "Vendor" includes their employees, officials, agents and representatives.

Term of Agreement

The agreement shall become effective upon execution of a contract, the receipt of all required documents and approval of the contract by the Kingsland City Council.

Required Documents to Be Submitted

One (1) original and two (2) copies of documents which must include the following information:

1. Copy of firm's current Certificate of Insurance
2. Copy of signed W-9
3. E-Verify Contractor and/or Sub-Contractor/Sub-Subcontractor Affidavit
(Must be a Notarized Original)
4. City of Kingsland Business License (if awarded)
5. Proposal Form (page 10)
6. Proposal Signature Page (page 11)
7. 10% Proposal Bond (page 12 & 13)
8. Acknowledgement of Addenda (page 14, if applicable)



9. Provide a statement proposal is valid for a period of not less than 120 calendar days from date of receipt.



Proposal Form

Total Cost of Project \$ _____
(Provide separate itemized proposal breakdown)

Estimated Time of Completion (in Calendar Days) from Notice to Proceed _____

The following statement must be signed and submitted with Proposal. Failure to sign this statement will render proposal invalid.

"I certify that this proposal is made without prior understanding, agreement or connection with any corporation, firm or person submitting a proposal for the same materials, supplies, or equipment, and is in all respect fair and without collusion or fraud. I understand that collusive practices is a violation of State and Federal law and can result in fines, prison sentences, and civil damage awards. I agree to abide by all conditions of this proposal and certify that I am authorized to sign this proposal for the proposer.

Company Name:

Person Authorized to Sign:

Name: _____

Name: _____

Address: _____

Title: _____

City: _____

Signature: _____

State: _____ Zip _____

Telephone Number: _____

Fax: _____

E-Mail: _____

This ____ Day of _____, 2026



Proposal Signature Page

"I certify that this proposal is made without prior understanding, agreement or connection with any corporation, firm or person submitting a proposal for the same materials, supplies, or equipment, and is in all respect fair and without collusion or fraud. I understand that collusive practices is a violation of State and Federal law and can result in fines, prison sentences, and civil damage awards. I agree to abide by all conditions of this proposal and certify that I am authorized to sign this proposal for the proposer.

Name: _____
Company Name

Name: _____
Print Authorized

Address: _____

Title: _____

City: _____

Signature: _____
Authorized Signature

State: _____ Zip _____

Phone: _____

Fax: _____

E-Mail: _____

This ____ Day of _____, 2026

OTHER EXCEPTIONS/VARIATIONS:



Proposal Bond

STATE OF GEORGIA

COUNTY OF CAMDEN

KNOW ALL MEN BY THESE PRESENTS, that we, _____, as Principal, and _____, as Surety, are held and firmly bound unto the City of Kingsland for the sum of _____ Dollars (\$_____) lawful money of the United States, for the payment of which sum well and truly to be made, we bind ourselves, our heirs, personal representative's successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the Principal has submitted to the Owner a Proposal for construction of:

CONSTRUCTION SERVICES
Lions Park
RFP #COK 26-029

NOW THEREFORE, the conditions of this obligation are such that if the Proposal be accepted, the Principal shall within ten days after receipt of conformed contract documents execute a contract accordance with the Proposal upon the terms, conditions and prices set forth therein, and in the form and manner required by the Owner and execute a sufficient and satisfactory Performance Bond and Payment Bond payable to the Owner, each in an amount of one hundred percent (100%) of the total contract price, in form and with security satisfactory to the Owner, or in the event of the failure of the Contractor to execute and deliver the Contract Agreement and give said Performance and Payments Bonds, the Contractor shall pay the Owner the difference not to exceed the penalty hereof between the amount specified in said Proposal and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said Proposal, and execute the Special Assurances form, then this obligation shall be void; otherwise, it shall be and remain in full force and virtue in law; and the Surety shall, upon failure of the Principle to comply with any or all of the foregoing requirements within the time specified above, immediately pay to the aforesaid Owner, upon the demand, the amount hereof in good and lawful money



of the United States of America not as a penalty, but as liquidated damages.

This bond is given pursuant to and in accordance with the provisions of O.C.G.A Section 36-10-1 et seq. and all the provisions of the law referring to this character of bond as set forth in said sections or as may be hereinafter enacted and these are hereby made a part hereof to the same extent as if set out herein in full.

IN WITNESS WHEREOF, the said Principal has hereunder affixed its signature and said Surety has hereunto caused to be affixed its corporate signature and seal, by its duly authorized officers, on this _____ day of _____, 2026.

PRINCIPAL: _____

Signed and sealed in the presence of:

By: _____

1. _____ Title: _____

2. _____

SURETY: _____

Signed and sealed in the presence of:

By: _____

1. _____ Title: _____

2. _____



Acknowledgement of Addenda

Proposer hereby acknowledges receipt of all Addenda.

Addendum No. _____, dated _____

Addendum No. _____, dated _____

Addendum No. _____, dated _____

Addendum No. _____, dated _____

Addendum No. _____, dated _____

Company: _____

Authorized Signature: _____

Print Name: _____