



Request for Qualified Proposal (RFQP)
RFQP #COK 26-035
Renovation of Municipal Services Building

Issued by:

City of Kingsland, Georgia

Proposal Deadline:

Tuesday, August 4, 2026 at 2:00 PM

Submission Addresses:

Mailing Address:

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

Delivery Address:

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

LATE PROPOSALS WILL BE REJECTED

Issued: June 30, 2026

Objective

The City of Kingsland is soliciting proposals for the renovation of the Municipal Service Building. The facility will be located at **531 North Lee Street, Kingsland, Georgia**.

Hold Harmless

The Contractor 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 Contractor. This clause includes claims involving infringement of patent or copyright. For the purposes of this document, "City" and "Contractor" include their employees, officials, agents, and representatives.

Insurance Requirements

The Contractor shall procure and maintain, for the duration of the contract, insurance against claims for injuries or damages that may arise from or in connection with the performance of the contract. The Contractor shall bear the full cost of such insurance.

Minimum coverage amounts are as follows:

- **Commercial General Liability:** \$2,000,000 aggregate; \$1,000,000 per occurrence (includes operations, contractual, personal injury, products/completed operations, broad-form property damage).
- **Business Automobile Liability:** \$1,000,000 combined single limit per occurrence for owned, non-owned, and hired vehicles.
- **Workers' Compensation and Employer's Liability:** Per Georgia Labor Code requirements; \$1,000,000 per accident.
- **Liability:** \$1,000,000 aggregate; \$500,000 per occurrence.

The City of Kingsland reserves the right to request complete, certified copies of all required insurance policies at any time.

Project Documents

Plans, architectural drawings, and the Project Manual may be requested from: **Steve Hart, Project Manager**

Ellis, Ricket and Associates

PH: (229) 242-3556

Email: steve@eraarchitects.com

Scope of Services

PART 1: GENERAL

1.01 PROJECT

- **Project Name:** Municipal Service Building
- **Location:** 531 North Lee Street, Kingsland, GA 31548
- **Owner:** City of Kingsland
 - **Project Manager:** Filiz Morrow, 108 West William Avenue, Kingsland, GA 31548
 - Phone: (912) 729-5613 | Email: fmorrow@kingslandgeorgia.com
- **Architect:** Ellis, Rickett and Associates
- **Project Consultants:** As indicated on project drawings

1.02 PROJECT DESCRIPTION

Work generally consists of demolition, architectural renovations, HVAC modifications, electrical work, plumbing, ADA improvements, interior finishes, exterior improvements, and all related work as shown on the plans and specifications.

1.03 CONTRACT DESCRIPTION

Single prime contract based on a stipulated price.

1.04 OWNER OCCUPANCY

- Owner intends to occupy upon Substantial Completion
- Contractor must coordinate to minimize disruptions to Owner's operations

1.05 SITE USAGE

- Provide and maintain access as required by law and Owner
- Maintain all required emergency exits during construction
- Do not obstruct roadways or sidewalks without proper permits

Pre-Bid Meeting:

- **Mandatory Pre-bid meeting will be held on July 14, 2026 at 2:00PM at 107 South Lee Street Kingsland, GA.**
- **All questions must be submitted by July 24, 2026 at 5:00PM**

Proposal Submission Instructions

- Proposals must be submitted **by 2:00 PM on Tuesday, August 4, 2026**
- Must be in a sealed envelope clearly marked: **"Renovation of Municipal Services Building – RFQP #COK 26-035"**
- Submit one (1) original and three (3) copies
- Include the **Price Proposal in a separate SEALED envelope**
- No electronic, fax, or telephone submissions will be accepted
- Late proposals will be rejected and returned unopened

Required Documents:

1. Contractors shall possess a current Georgia General Contractor License as required by O.C.G.A. §43-41 and shall provide license information with their proposal.
2. Certificate of Insurance
3. Signed W-9
4. E-Verify Affidavit (Original, Notarized)
5. Acknowledgment of Addenda (page 6, if applicable)

Performance and Bid Bond Requirements:

In order to be considered, Bids must be accompanied by a Bid Bond payable to the Owner in an amount not less than 5% of the Base Bid. Bid Bond shall become payable to the Owner, only if the bidder to whom award is made should fail to execute contract with the Owner and furnish bonds in accordance with the terms of contractor's proposal within ten (10) days after notification of Award.

No bid may be withdrawn for a period of sixty (60) days after date of bid opening. A Performance and Payment Bond will be required by awarded contractor in an amount equal to 100% of the contract price before Notice to Proceed is issued.

Contact Information

Technical Questions:

Steve Hart, Project Manager
Ellis, Ricket Associates
105 South Patterson Street, Valdosta, GA 31601

PH: (229) 242-3556
Email: steve@eraarchitects.com

Submission/Procurement Questions:

Hannah Smith, Purchasing Director
City of Kingsland
P.O. Box 250, Kingsland, GA 31548
PH: (912) 729-8113
Email: hsmith@kingslandgeorgia.com

Compliance with OSHA Regulations

All work shall comply with current OSHA regulations and standards, including future amendments, until the project is completed and accepted by the City of Kingsland.

Rejection of Proposals

The City of Kingsland reserves the right to:

- Clarify any terms with vendor concurrence
- Reject any proposal deemed non-responsive
- Modify, waive, or vary terms and conditions of the RFP
- Cancel or withdraw the RFP at any time
- Negotiate contract terms with the successful proposer

The City also reserves the right to:

- Reject any or all proposals
- Award in part or in whole
- Waive any informality in submissions
- Re-advertise as needed (City Purchasing Ordinance, Article IV, Division 2, Section 2-99)

Acknowledgement of Addenda

Proposer hereby acknowledges receipt of the following addenda:

Addendum No. _____, dated _____

Addendum No. _____, dated _____

Addendum No. _____, dated _____

Addendum No. _____, dated _____

Addendum No. _____, dated _____

Company Name: _____

Authorized Signature: _____

Print Name: _____