



**DOWNTOWN DEVELOPMENT
AUTHORITY**

February 10, 2025 at 9:00 AM

950 Senoia Road, Tyrone, GA 30290

Billy Campbell, Chairman

Jeni Mount, Vice-Chairwoman

Luci McDuffie, Treasurer

Ernie Johnson

John Kaufman

Nathan Reese

Adam She

Brandon Perkins, Town Manager

Phillip Trocquet, Asst. Town Manager

Ciara Willis, Secretary

E. Allison Ivey Cox, Town Attorney

AGENDA

I. CALL TO ORDER

II. INVOCATION

III. PLEDGE OF ALLEGIANCE

IV. PUBLIC COMMENTS: *The first public comment period is reserved for non-agenda items. Comments are limited to three (3) minutes. Please state your name & address. Comments that require a response may not be answered during this time. The DDA or staff may respond at a later date.*

V. APPROVAL OF AGENDA

VI. APPROVAL OF MINUTES

- [1.](#) Approval of the January 13, 2025 meeting minutes.

VII. PRESENTATIONS

VIII. OLD BUSINESS

2. Consideration to approve the 2025 First Friday Events Schedule. - ***Phillip Trocquet, Assistant Town Manager***

IX. NEW BUSINESS

- [3.](#) Consideration to approve the release of a design-build RFP (DDA-2025-01) for a food truck park at 935 Senoia Road. - ***Phillip Trocquet, Assistant Town Manager***

X. PUBLIC COMMENTS

XI. STAFF COMMENTS

XII. BOARD COMMENTS

XIII. EXECUTIVE SESSION

XIV. ADJOURNMENT

TYRONE DOWNTOWN DEVELOPMENT AUTHORITY

MINUTES

January 13, 2025 at 9:00 AM

Billy Campbell, Chairman
Jeni Mount, Vice-Chairwoman

Luci McDuffie, Treasurer
Ernie Johnson
John Kaufman
Nathan Reese
Adam She

Brandon Perkins, Town Manager
Phillip Trocquet, Asst. Town Manager
Ciara Willis, Secretary
E. Allison Ivey Cox, Town Attorney

Also Present:
Lynda Owens, Recreation Manager
Krista McClenny, Recreation Assistant

I. CALL TO ORDER

II. INVOCATION

III. PLEDGE OF ALLEGIANCE

IV. PUBLIC COMMENTS: *The first public comment period is reserved for non-agenda items. Comments are limited to three (3) minutes. Please state your name & address. Comments that require a response may not be answered during this time. The DDA or staff may respond at a later date.*

V. APPROVAL OF AGENDA

A motion was made to approve the agenda.

Motion made by Treasurer McDuffie, Seconded by Board Member Kaufman.
Voting Yea: Chairman Campbell, Vice-Chairwoman Mount, Treasurer McDuffie, Board Member She, Board Member Johnson, Board Member Kaufman, Board Member Reese.

VI. APPROVAL OF MINUTES

- 1. Approval of the November 11, 2024 meeting minutes.

A motion was made to approve the November 11, 2024 meeting minutes.

Motion made by Vice-Chairwoman Mount, Seconded by Board Member Kaufman.
Voting Yea: Chairman Campbell, Vice-Chairwoman Mount, Treasurer McDuffie, Board Member She, Board Member Johnson, Board Member Kaufman, Board Member Reese.

VII. PRESENTATIONS

VIII. OLD BUSINESS

2. Consideration of conceptual alternative food truck park site layouts for 935 Senoia Road.
- Phillip Trocquet, Assistant Town Manager

Mr. Trocquet shared that the building at 935 Senoia Road will be demolished soon. In preparation for the property's next steps, he prepared conceptual layout designs with varying configuration options for consideration.

Board Member Reese inquired about the size of the lot. Mr. Trocquet stated that the flat portion of the property was 170 feet long by 126 feet wide.

The Board then discussed their preferences for the varied layouts and agreed to have a maximum of six food truck spots.

A motion was made for staff to pursue the cost feasibility of configuration D or E conceptual layouts for the food truck park, with a maximum of six food truck spots.

Motion made by Board Member Johnson, Seconded by Treasurer McDuffie.
Voting Yea: Chairman Campbell, Vice-Chairwoman Mount, Treasurer McDuffie, Board Member She, Board Member Johnson, Board Member Kaufman, Board Member Reese.

IX. NEW BUSINESS

3. Discussion: First Friday Plans for 2025

Mr. Trocquet stated that the DDA introduced "First Fridays" shortly after its inception in 2022 to bring citizens and their families together in our Downtown during the spring and summer months for entertainment, food, and kid-friendly activities. This program had been extremely popular and successful for the last two seasons. He added that staff wished to obtain feedback from the Board so that planning for the 2025 season could begin.

Chairman Campbell expressed that the DDA should not host a First Friday series for the upcoming season because the food truck park would be under construction. Mr. Perkins then commented that the community had come to expect the events, and it would be beneficial to continue the festivities. He added that the forthcoming pavilion at Shamrock Park would be constructed by the end of August and available for the following season.

The board members agreed to continue the First Friday events, and staff would recommend alternate dates for a condensed schedule at a future meeting.

A motion was made to consolidate the 2025 First Friday series into two to three events with dates to be determined.

Motion made by Board Member Reese, Seconded by Board Member Kaufman.
Voting Yea: Chairman Campbell, Vice-Chairwoman Mount, Treasurer McDuffie, Board

Member She, Board Member Johnson, Board Member Kaufman, Board Member Reese.

X. PUBLIC COMMENTS

Mr. Swenson, who lives on Castlewood Road, inquired about the number of times a year the food truck park would be open for events. Chairman Campbell stated that the food truck park would be open year-round.

XI. STAFF COMMENTS

Ms. Owens shared that the Recreation Department aimed to reduce the DDA’s event budget for the upcoming season.

XII. BOARD COMMENTS

Chairman Campbell thanked the attendees in the audience for their presence at the meeting.

XIII. EXECUTIVE SESSION

XIV. ADJOURNMENT

A motion was made to adjourn.

Motion made by Board Member Johnson, Seconded by Treasurer McDuffie.
Voting Yea: Chairman Campbell, Vice-Chairwoman Mount, Treasurer McDuffie, Board Member She, Board Member Johnson, Board Member Kaufman, Board Member Reese.

The meeting adjourned at 10:05 a.m.

By: _____
Billy Campbell, Chairman

Attest: _____
Ciara Willis, Secretary



DDA ITEM AGENDA REQUEST FORM

Meeting Date: 02/10/2025

Staff Contact: Phillip Trocquet

Agenda Section: New
Business

Department:

Staff Report:

Item Description: Consideration to approve the release of a design-build RFP (DDA-2025-01) for a food truck park at 935 Senoia Road

Background/History:

A draft RFP for the establishment of a food truck park at 935 Senoia Road has been created with the demolition of the existing station#3.

Findings/Current Activity:

Staff has developed the scope and evaluation criteria based upon commentary from the DDA thus far. Staff requests further commentary from the board on whether any items within the Scope of Work, Schedule, and Evaluation Criteria specifically should be added or otherwise modified.

The RFP schedule will more precisely be set once staff publishes the document on our bid page, however, a tentative schedule would be as follows:

- RFP Advertised: 02/13
- Question Submittal Deadline: 02/20
- Addenda Deadline: 03/20
- RFP Submission Deadline: 03/24
- Notification of Shortlist: 03/26
- Bidder Interviews: 03/31
- Notification of Intent to Select: 04/01
- DDA Approval Meeting & Execute Contract: 04/14
- Begin Work: 05/01

Actions/Options/Recommendations:

Staff recommends approval of the draft RFP to be published for active bids.



Request for Proposal

Downtown **Tyrone**

**DESIGN-BUILD STATION #3
FOOD TRUCK PARK**

RFP Number: DDA-2025-01

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Advertisement for Bids

Section [PN], Item 3.

Owner: *Town of Tyrone Downtown Development Authority (DDA)*

Project Name: *Design-Build Food Truck Park*

RFP Number: DDA-2025-01

Project Location: *935 Senoia Road*

Description of Project/Services: Design-build (DB) services to design, engineer, and construct an approximately 0.5-acre (~22,000 s.f.) improved lot with a central gathering/eating space and perimeter spaces intended for food truck parking and entertainment.

PROJECT DOCUMENTS MAY BE OBTAINED FROM: <https://www.tyronega.gov/bid-items>

- All public notices, addenda, and other documents shall be posted at: <https://www.tyronega.gov/bid-items>
- Licensure: To be considered for selection, persons or firms must be properly licensed in accordance with the requirements of the Official Code of Georgia Annotated, as amended, at the time of proposal submission.
- All communication shall be in writing to the Town's Purchasing Agent listed below. Preferred method of communication is email.

Town Purchasing Agent: Phillip Trocquet **Title:** Assistant Town Manager
Address: 950 Senoia Road, Tyrone GA 30290 | **E:** phillip.trocquet@tyronega.gov | **Ph:** (770) 487-4038

Pre-submittal Conference: NO

Submittal Due Date: _____ **Time:** 12:00PM **Location:** Tyrone Town Hall

Project Number: DDA-2025-01

Submittal Delivery Address (Mail & Delivery): Town of Tyrone Downtown Development Authority
Attn: Phillip Trocquet
950 Senoia Road
STE. A
Tyrone, GA 30290

Approved By: _____
(Town Manager)

Date: _____

Introduction

A. PURPOSE OF PROPOSAL: The Town of Tyrone Downtown Development Authority (DDA) invites proposals from qualified Design Build (DB) firms for the construction of an improved lot intended for use as a food truck park and entertainment space at 935 Senoia Road. This project is envisioned to activate this property for the purposes of supporting a lively and attractive space for visitors to gather in an informal and entertaining venue. This project marks the first phase of the improvement of this property and immediate Town properties aimed at enhancing the downtown area and increased recreational connectivity to Shamrock Park.

B. SCHEDULE:

RFP Advertised	##/##/2025
Question Submittal Deadline	##/##/2025
Addenda Deadline	##/##/2025
RFP Submission Deadline	##/##/2025
Notification of Short-list	##/##/2025
Bidder Interviews	##/##/2025
Notification of Intent to Select	##/##/2025
Town Council Approval Meeting	##/##/2025
Execute Contract & Begin Project	TBD

C. STAFF COMMUNICATION: From the issue date of this solicitation until a DB Team/contractor is selected and the selection is made public, all communication with Town staff or elected officials is prohibited except through the designated purchasing agent named in this document. Violations of this provision may result in the rejection of the offender's bid or proposal.

D. QUESTIONS & ANSWERS: All questions must be submitted via email or in writing to:
Phillip Trocquet, Asst. Town Manager/ Purchasing Agent
950 Senoia Road
Tyrone, GA 30290
Direct: (770) 881-8322
Email: phillip.trocquet@tyronega.gov



Questions must be received by the date established in the RFP schedule. Answers will be issued by the Town in the form of an addendum and sent to all responding contractors as well as posted to the Town's website: <http://tyrone.org/links/bid-items/> no later than the date established in the RFP schedule. **Bidders must ensure they have all applicable addenda prior to submittal.**

Scope of Work

A. TYPE OF GOODS/SERVICES & OBJECTIVES: The Town of Tyrone Downtown Development Authority is seeking qualified firms to design and build an improved lot to serve as a “food truck park” and gathering/entertainment space for resident’s and businesses. The DDA envisions this property to have a central gathering space surrounded by food truck spaces with room for temporary bathroom facilities, a mobile stage, seating, landscaping, and 4-6 food truck spaces.

B. SPECIFICATIONS: The Town of Tyrone Downtown Development Authority envisions the following minimum specifications for the project:

- 6 Spaces for Food Trucks & lot area improved with compacted aggregate with a geo-grid.
- Above-ground power service and cafe lighting.
- 1 Bathroom Trailer Space
- 1 Dumpster space (fenced enclosure)
- Approximately 8,000-10,000s.f. ADA accessible slate chip/pea gravel central gathering/eating space.
- Approximately 500' of equestrian/split-rail fencing
- One (1) freestanding sign for property.
- Landscaping
- Water Service
- Stormwater, drainage, erosion & sediment control plans
- *Bid Alternates:*
 - *Underground power service for trucks*
 - *~150s.f ground-level deck for entertainment*
 - *Earthen steps leading to back of property*
 - *Artificial turf central gathering space*
 - *Sewer line with stub-out for bathroom trailer*

C. DESIGN CONSIDERATIONS:

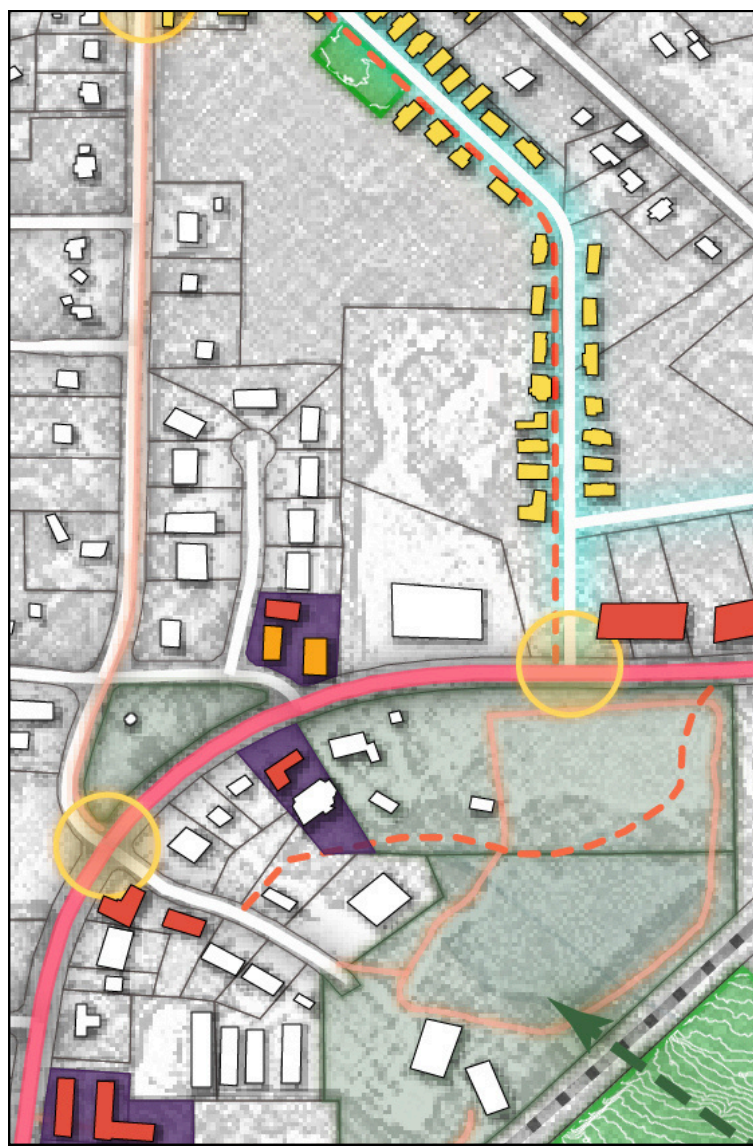
A well-designed central greenspace that addresses the right-of-way providing a clear and safe pedestrian route is preferred. No on-site parking will be provided with public parking adjacent to the property to the east. The “parking area” shall be for food trucks only and should be distinct from the central gathering space in terms of materials used.

A compacted aggregate parking area supported by a geo-grid or other suitable design is needed to accommodate the larger food trucks and garbage trucks servicing the property. The central gathering space is envisioned to be slate chip or pea gravel with artificial turf if pricing allows.

Consideration for seating configuration, and a small ground-level deck pl^{Section [PN], Item 3.} intended for the central space. Power to the truck spaces and bathroom space is preferred in order to ensure a quieter environment for visitors. Underground power is preferred if cost estimates allow.

C. EXAMPLES & CONCEPT: Examples of the design requested as well as concepts can be found in **attachment E**.

D. SITE OPERATIONS: It is expected that the property will be gated and secured to prevent the general public from accessing during construction. Staging areas shall be returned to pre-construction conditions once construction is complete. Standards and methods for site operations shall be developed in consultation with the Owner.



Schedule & Meetings

A. SCHEDULE: The work in this RFP shall be completed in accordance with the following schedule:

DB Schematic Documents:

- DB Design development documents shall be submitted no later than **30** calendar days after execution of contract to be presented and approved at the closest regularly scheduled DDA meeting to said date.

60% Draft Design Development Documents:

- Work on 60% draft DB construction documents shall continue during the DB design development documents review and once DB design development review comments are received, they shall be addressed and incorporated in the 60% draft DB construction documents.
- 60% draft DB construction documents shall be submitted no later than **60** calendar days after the submission of DB design development documents.

90% Complete DB Construction Documents:

- 90% complete, stamped, and signed DB construction documents shall be submitted no later than **30** calendar days after the submission of the 60% draft DB construction documents.

Construction:

- Construction shall be completed no later than **11/30/2025**

B. Meetings: the following project meetings shall occur between the Project Team constituting representatives of the DDA and representatives of the DB Team:

Design Meeting:

After the award of the contract and acceptance of performance and payment bonds, the DDA will arrange a design meeting with the DB team. The meeting will review the following:

- Review of Town needs and design Section [PN], Item 3.
- Environmental and stormwater requirements
- Design schedule
- Modifications during design
- Submittals during design
- Areas available for use by the DB team (staging)
- Access requirements
- Construction area
- Payments to DB team
- Needed permits

Preconstruction Meeting

The following deliverables shall be submitted a minimum of one week prior to the preconstruction meeting:

- Project schedule with construction portion fully developed
- List of subcontractors for the project
- Written statements from subcontractors certifying compliance with applicable labor requirements.
- Proof of liability insurance coverage and workmen's compensation for the contractor and all subcontractors.
- Listing of any needed IBC inspections

After 90% complete DB construction documents are approved, and prior to the start of construction, the DDA will arrange an on-site preconstruction meeting with the DB team. The meeting will include the following as a minimum:

- Correspondence procedures
- Jobsite safety
- Roles and responsibilities
- Lines of authority
- Progress payments
- Submittal process
- Resolution to comments
- Construction schedule
- Modifications
- Off-business hours work
- Access and laydown/staging areas
- Contractor Parking
- Weekly progress meetings
- Security (contractor will be responsible)
- Any and all special conditions as a result of inspections.

Proposal Format

A. PACKAGING OF PROPOSAL: Clearly label the outside of the shipping package/envelope as follows:

- Legal Name of Firm/Company submitting the proposal
- Name of primary point of contact for the DB Team
- RFP Number: DDA-2025-01
- Due: Date and time established in the RFP schedule or as amended by addendum

B. SUBMISSION REQUIREMENTS: The offeror shall deliver one original (marked), five (5) additional copies, and one flash drive containing an electronic PDF copy to the Purchasing Agent no later than the date set in the RFP schedule:

Town of Tyrone Downtown Development Authority
Attn: Phillip Trocquet, Purchasing Agent
950 Senoia Road, Suite A
Tyrone, GA 30290
phillip.trocquet@tyronega.gov

In order to limit the cost incurred by responding to this solicitation, proposers are encouraged to be brief. Thick submittals with background and general marketing material are not desired. Instead, emphasis should be placed on responding to the evaluation criteria and understanding the project requirements and the project goals.

- Proposals should be prepared in a clear and concise manner. They shall be submitted on no more than 25, one-sided, 1" margin 8½" x 11" pages in no smaller than 11-point Times New Roman font, clearly organized.
- The Title page should identify the project; the name of the DB Team; name of the DB Team's primary contact; and address, telephone number, and email address.
- The Table of Contents shall contain the sections and page numbers for the items listed below.
- Sections should be organized in tabbed sections as outlined by the evaluation criteria & clearly identified in a table of contents; said tabs may be consolidated.
- Forms other than the fee proposal shall be in their own appendix section.
- Fee proposals shall be submitted in a separate sealed envelope clearly labeled with the company/DB Team name and RFP number.
- The appendix section shall be no more than 8 pages.
- Tabs, table of contents, cover, appendix, and required forms will not be counted towards the 25-page limit.

C. RESPONSIBILITY: The Town of Tyrone Downtown Development Authority is not responsible for the proper or timely delivery of submittals. Failure to meet the deadline for receipt of submittals will result in rejection of the submittal. Submittals received after the deadline will not be considered whether delayed in transit or for any other cause whatsoever. Each DB Team is solely responsible for the accuracy and completeness of its submittal.

D. COSTS TO PREPARE RESPONSES: The Town of Tyrone Downtown Development Authority assumes no responsibility or obligation to the respondents and will make no payment for any costs associated with the preparation or submission of proposals.

E. QUESTIONS ABOUT THE PROJECT: Questions shall be in writing to the Purchasing Agent, Phillip Trocquet, preferably in email format. Questions must be submitted at least 10 calendar days prior to the submittal date and time. Responses will be via addenda posted on the Town's website at <https://www.tyronega.gov/bid-items>. It is the DB Team's responsibility to visit the website frequently to ensure they have the most up-to-date information.

Evaluation & Response to Criteria

EVALUATION SUMMARY & SELECTION CRITERIA: The selection team will review all proposals submitted. After reviewing the proposals, the team may, at its discretion, invite to interview and demonstrate performance at Tyrone Town Hall (at proposer's expense) short-listed proposers whose proposals appear to best meet the requirements set forth in the RFP. Selection will be based on the qualifications of the consultant team and the quality of the proposal. The Town of Tyrone Downtown Development Authority reserves the right to call references provided in the submittal and to require phone or personal interviews with DB Teams requiring additional evaluation. The following criteria will be used for evaluation:

Qualifications & Experience	25%
Methodology & Approach	25%
Company/Firm Standing	20%
Pricing & Cost Approach	30%

A. QUALIFICATIONS & EXPERIENCE (25%):

- **General** -Related experience of the DB Team with similar projects comparable in type, size, and complexity.
- **Team Qualifications** - Include a summary of the DB Team's understanding of services and work to be performed and include relevant experience of the DB Team. Identify the project manager and key staff assigned if awarded. Provide resumes summarizing qualifications and relevant experience. Include specific information on the staff's experience with landscape architecture, park construction, and relevant work in small towns.
- **Project Experience & References** - Each proposal shall provide at least three (3) case histories of recent similar projects completed by the DB Team within the last five (5) years. Please include the name, address, telephone number, and an email address for reference checks.

B. METHODOLOGY & APPROACH (25%):

Section [PN], Item 3.

- Provide a brief summary of the firm's approach demonstrating the Design Build team's understanding of the project scope and overall vision for completion of the project.
- **Project Schedule** - Each proposer shall provide a detailed project schedule corresponding to the proposed methodology and highlighting key tasks and milestones. DB Teams should provide an anticipated workload. This schedule should correspond to the dates listed at the beginning of the RFP.

C. COMPANY/FIRM STANDING & LOCATION (20%):

- **General** - DB Teams should cover their current workload and whether they will be able to dedicate sufficient time to the project. A demonstration of the DB Team's good financial standing, proper insurance coverage, and scheduling ability should also be included.
- **Financial Standing** - The DB Team selected must be able to provide proof that they are in good financial standing. Such information should include an assets to liability ratio. All records submitted by the DB Team may be subject to the Georgia Open Records Act, O.C.G.A. § 50-18-70 et seq. As such, the Contractor should be careful to not provide any proprietary information. In addition, the DDA may require contact information with the contractor's financial institution(s), along with the necessary consent for the DDA to contact the institution to inquire as to the financial status of the contractor.
- **Location** - DB Team proximity to the Town of Tyrone Downtown Development Authority for all parties will be considered as part of this evaluation as an indicator of potential responsiveness and familiarity with the Town.

D. PRICING APPROACH & COST (30%):

- **General** -Cost effective proposals are of significant importance in awarding this contract. Cost proposals should include a detailed line item budget including all labor and direct costs broken down by task and hours per the fee proposal form. If the proposal includes recommended services beyond the scope listed, those should be called out separately.

Terms & Conditions

A. ACCEPTANCE OF PROPOSALS: The Town of Tyrone Downtown Development Authority reserves the following rights and options:

- To reject any and/or all submittals or portions of submittals.
- To short-list up to 5 firms
- To reject a subconsultant
- To re-advertise if deemed necessary
- To interview candidates prior to making a selection
- To issue subsequent requests for qualifications or requests for proposals
- To negotiate a contract for the services
- To approve, disapprove, modify or cancel any of the scope of work to be undertaken.

B. CONTRACT NEGOTIATIONS & COSTS: The contract for the work proposed in the RFP may be contracted through the Town of Tyrone DDA. The DDA will negotiate the terms of the contract with the DB Team(s) submitting the top-ranked response or another ranked choice should negotiations with the top-ranked DB Team fail. The DDA will not reimburse the DB Team any costs incurred prior to a formal notice to proceed. Contracts shall be generally consistent with AIA or EJCDC design-build contracts.

C. EQUAL OPPORTUNITY: This will be an equal opportunity project; no person or business entity shall on the grounds of race, color, national origin, sex, age, or handicap/disability, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity conducted by the Town of Tyrone DDA.

D. OWNERSHIP: The ownership of all data, materials, and documentation prepared for the Town of Tyrone DDA in response to this RFP, including original file types such as AutoCAD .dwg files shall belong exclusively to the DDA and will be considered a record prepared and maintained or received in the course of operations of a public office or agency and subject to public inspection in accordance with the Georgia Open Records Act, Official Code of Georgia Annotated, Section 50-18-70, et. seq., unless otherwise provided by law. By providing a submittal, each DB Team agrees that the DDA will have the right to use any or all ideas or concepts presented without restriction or compensation.

E. COMPLIANCE WITH LAWS: In connection with the Section [PN], Item 3. furnishing of supplies or performance of work under the contract, the offeror agrees to comply with the Fair Labor Standards Act, Equal Opportunity Employment Act Georgia Security and Immigration Compliance Act, and all other applicable Federal and State laws to the extent that the same may be applicable and further agrees to insert the foregoing provision in all subcontractors awarded hereunder. The DB Team agrees that any employee with a criminal history that the contractor reasonably believes poses a threat to property or persons will not be brought or sent to the DDA's property. The DB Team agrees to impose this same criminal background check requirement on all subcontractors, vendors, suppliers, or consultants, used to fulfill its responsibilities under this agreement at their cost. The DDA reserves the right to verify compliance by DB Team upon request.

F. WITHDRAWALS: A submitted proposal may be withdrawn prior to the submittal due date by a written request to the purchasing agent. No proposals may be withdrawn after the scheduled date and time to receive the proposal listed in the RFP schedule or as amended by addendum.

G. INDEMNIFICATION: The DB Team shall save and hold harmless, pay on behalf of, protect, defend, indemnify the DDA, assure entire responsibility and liability for losses, expenses, demands and claims in connection with or arising out of any injury, or alleged injury (including death) to any person, or damage, or alleged damage, to property of the DDA or others sustained or alleged to have been sustained in connection with or to have arisen out of or resulting from the performance or the intended performance of any work/service, outlined or resulting from this agreement, by the DB Team of their employees, including losses, expenses or damages sustained by the DDA or DDA Officials, including the Chairman, Board Members and employees of the DDA from any and all such losses, expenses, damages, demands and claims. The DB Team further agrees to defend any suit or action brought against the DDA or DDA Officials based on any such alleged injury or damage and to pay all damages, cost and expenses in connection therewith or resulting there from. As an integral part of this agreement, the DB Team agrees to purchase and maintain, during the life of this contract, contractual liability insurance in the amounts required in the general liability section Insurance Requirements. The obligations of the DB Team pursuant to this paragraph shall not be limited in any way by any limitation in the amount or type of proceeds, damages, compensation, or benefits payable under any policy of insurance or self-insurance maintained by or for the use and benefit of the DB Team

Terms & Conditions Cont.

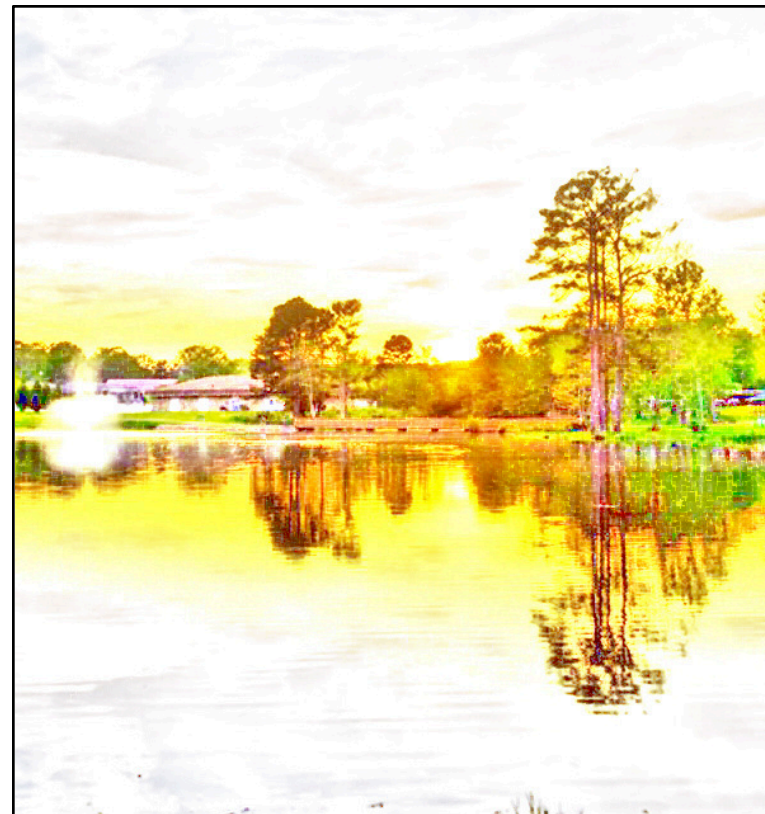
H. DB TEAM QUALIFICATIONS: A proposal will be considered only from those DB Teams who are regularly established in services described in the scope of work and who are financially responsible and have the necessary equipment and facilities required by this proposal to provide said services and to meet the standards as stipulated in these documents. The DDA may request information substantiating the above requirements. Failure to provide such information may result in the proposal being considered non-responsive. It is understood that the right is reserved by the DDA to thoroughly inspect and investigate the establishment, facilities, equipment, business reputation, and other general qualifications of any DB Team; and to reject any bid irrespective of bid prices, if it shall be administratively determined that any or all of the qualifications cannot be met.

I. LIQUIDATED DAMAGES: The DB Team agrees that for compensation to be paid, the owner shall retain as Liquidated Damages, the sum of \$250 per day for each calendar day the actual construction time required to achieve the substantial completion exceeds the specified or adjusted time for substantial completion as provided in the contract documents. This sum is intended by the parties as the predetermined measure of compensation for actual damages, not as a penalty for nonperformance.

J. TERMINATION OF AWARD FOR CAUSE: If, through any cause, the successful Proposer should fail to fulfill in a timely and proper manner its obligations or if the successful Proposer knowingly violates any of the covenants, agreements or stipulations of the award, the DDA shall thereupon have the right to terminate the award by giving written notice to the successful Proposer of such termination and specifying the effective date of termination. In that event, all finished or unfinished services, reports or other materials prepared by the successful Proposer shall, at the option of the DDA, become its property, and the successful Proposer shall be entitled to receive just, equitable compensation for any satisfactory work completed, prepared documents or materials as furnished.

Notwithstanding the above, the successful Proposer shall not be relieved of liability to Section [PN], Item 3. damage sustained by the DDA by virtue of breach of the award by the successful Proposer and the DDA may withhold any payments to the successful vendor for the purpose of set off until such time as the exact amount of damages due the DDA from the successful Proposer is determined.

K. TERMINATION OF AWARD FOR CONVENIENCE: The DDA may terminate the award at any time by giving written notice to the successful vendor of such termination and specifying the effective date thereof, at least thirty (30) working days before the effective date of such termination. In that event, all finished or unfinished services, reports, material(s) prepared or furnished by the successful Proposer under the award shall, at the option of the Town, become its property. If the award is terminated by the Town as provided herein, the successful vendor will be paid an amount which bears the same ratio to the total compensation as the services actually performed or material furnished bear to the total services/materials the successful Proposer covered by the award, less payments of compensation previously made. If the award is terminated due to the fault of the successful Proposer, termination of award for cause, relative to termination shall apply.



Other Information

A. RFP INFORMATION WEBPAGES:

Town of Tyrone's main website: www.tyronega.gov

Supplemental Studies:

<https://www.tyronega.gov/community-development/planning-zoning>

RFP Postings: Home > Quick Links > Items for Bid or directly at: <https://www.tyronega.gov/bid-items>

B. MULTIPLE VENDORS: While the DDA expects to make only one award, multiple vendors may form a team to submit a joint proposal. All firms and individuals involved in each team must be identified in the proposal. A single individual and firm must be designated as having overall responsibility for services. The lead individual and firm will serve as the DDA's primary contact and will be responsible for ensuring agreed-upon timelines and work requirements are met.

C. INSURANCE REQUIREMENTS: Prior to the award of a contract, the Contractor shall furnish a Certificate of Coverage or other proof that it has the following insurance with the DDA named as additional insured that must remain in force for a period of at least one year after completion of the work:

- Commercial General Liability, Contractual Liability, Products/Complete Operations Liability, Owners and Contractors Protective Liability, Errors and Omissions, and Personal Injury Liability Insurance - \$2,000,000 Combined Single Limit Bodily Injury and Property Damage- each occurrence and per project.
- Comprehensive Automobile Liability Insurance - \$1,000,000 Combined Single Limit Injury and Property Damage Liability - each occurrence and for all automobiles and equipment.
- Umbrella - \$1,000,000
- Workers' Compensation Insurance - \$100,000 Bodily Injury by Accident - each accident; \$500,000 Bodily Injury by Disease - policy limit; and \$100,000 Bodily Injury by Disease - each employee.

D. REQUIRED FORMS:

- **Certification of RFP Submittal and Acknowledgement of Addenda (Attachment B)**
 - The individual signing the RFP shall have the authority to negotiate the full scope of services on behalf of the organization and shall be authorized to bind the contract to the terms and conditions of this RFP.
- **Georgia Illegal Immigration Reform and Enforcement Act (IIREA) Form (Attachment C)**
 - In compliance with Georgia Security & Immigration Compliance Act of 2006 - O.C.G.A. 13-10-91, no public employer shall enter into a contract pursuant to this chapter for the physical performance of services within this state unless the contractor registers and participates in the federal work authorization program to verify information of all newly hired employees or subcontractors. Before a bid for any such service is considered by a public employer, the bid shall include a signed, notarized affidavit from the contractor attesting to the following:
 - The affiant has registered with and is authorized to use the federal work authorization program;
 - The user identification number and date of authorization for the affiant; and
 - The affiant is using and will continue to use the federal work authorization program
- **Fee Proposal Form (Attachment D)**
 - Interested offerors are to submit this form in a separate sealed envelope within the RFP submittal package.



Certification of RFP Submittal

The undersigned declares that she or he is an authorized agent of the company or firm listed as the primary offeror; has carefully examined all the documents contained in this Request for Proposals (RFP) solicitation for the project; and certifies to the best of her/his knowledge that this Proposal fully complies with the requirements of the RFP and all addenda and clarifications issued in regard to the RFP.

The undersigned also hereby certifies that no person acting for or employed by the Town of Tyrone Downtown Development Authority is directly or indirectly interested in this Proposal or any subsequent proposal, or in any contract which may be made under it, or in expected profits to arise therefrom; that the undersigned Offeror has not influenced or attempted to influence any other person or corporation to file a Proposal or any subsequent proposal or any other person or corporation; and that this submission is made in good faith without collusion or connection with any other person or corporation applying for the same work under a different Proposal.

The undersigned states that she or he has the necessary licenses, certifications, and professional credentials necessary to practice their respective professions within the State of Georgia under O.C.G.A

Acknowledgement of Addenda. By Signing below, the interested Offerors acknowledges receipt of the following addenda to this RFP:

Addenda No. and Date (if any)_____

SIGNED UNDER THE PENALTY OF PERJURY:

Signature: _____
(Signature of Authorized Agent)

Print Name: _____

Title: _____

Firm Name: _____

Date: _____

Project Number: _____

Project Name: _____

Subscribed and Sworn before me
this _____ day of
_____, 2024.

Notary Public

My Commission Expires: _____

Attachment B

E-Verify Form

CONTRACTOR AFFIDAVIT UNDER O.C.G.A. 13-10-91(b)(1)

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm, or corporation which is contracting with the Town of Tyrone Downtown Development Authority, Georgia (the "DDA") has registered with and is participating in a federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontract who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number

Date of Authorization

Name of Contractor

RFP PW-2024-30 - Shamrock Park Timber-Frame Pavillion & Path
Name of Project

Town of Tyrone, Georgia
Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, 2024 in _____ (city), _____ (State)

Signature of Officer or Authorized Agent

Printed Name and Title of Officer or Authorized Agent

Subscribed and Sworn before me this _____ day of _____, 2024.

Notary Public

My Commission Expires:

Attachment C Fee Proposal Form

Section [PN], Item 3.

Instructions: Submit with RFP in a separate sealed envelope labeled with the RFP number and Company Name

PART I: BID SUMMARY

- Lump sum total cost for basic services: \$_____
- Lump sum total cost of engineering services: \$_____
- Lump sum total cost of reimbursables not to exceed: \$_____

Category	Bid Amount
Base Site Improvements (aggregate materials, fencing, etc. . .)	\$
Base overhead electrical and lighting	\$
Base landscaping	\$
Installation	\$
Grading, Drainage, Erosion Control	\$
General Conditions (Bonds, Insurance, etc. . .)	\$
◦ Bid Alternate: Artificial Turf	\$
◦ Bid Alternate: Underground Power	\$
◦ Bid Alternate: Earthen Steps	\$
◦ Bid Alternate: Ground-Level Deck	\$

Please provide a schedule of values detailing the hourly rate of employees and other services included in the bid proposal

PART II: CONTRACTOR INFORMATION

PROJECT NAME AND RFP NUMBER

PHONE NUMBER

CONTRACTOR/FIRM LEGAL NAME

EMAIL

COMPANY ADDRESS

OFFICER/AUTHORIZED AGENT NAME

FEDERAL ID

SIGNATURE OF OFFICER/AUTHORIZED AGENT

DATE SUBMITTED

COMPANY SEAL

Food Truck Park Inspiration Examples



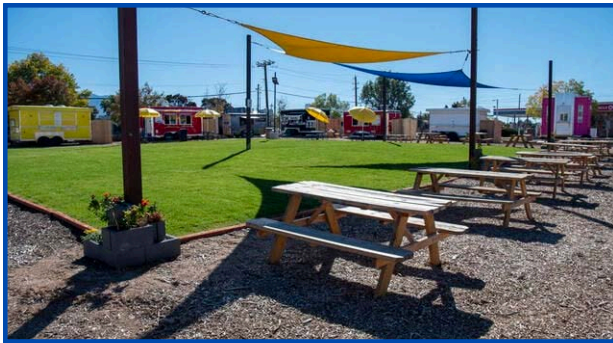
Food Truck Parc @ Community Choice
202 E Lincoln Way, Ames, IA



The Eatery
1713 Woodlawn Way, Gulf Breeze, FL



The Hungry Yard
6810 Ranch Rd. Austin, TX



ABQ Food Truck Park
6901 San Antonio Drive, Albuquerque, NM



Power Food Park
1439 N. Power Rd, Mesa, AZ



Gastro Park
637 New Park Dr, West Hartford, CT



Moab Food Truck Park
39 W 100 N, Moab, UT



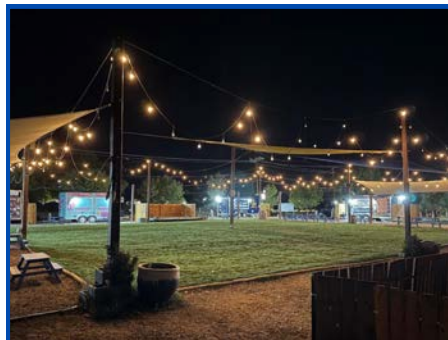
The Cave Food Truck Park
9036 Middlebrook Pike, Knoxville, TN



Manvel Food Truck Park
7231 McCoy Rd, Manvel, TX



Thicket Food Park
7800 S 1st St. Austin, TX



ABQ Food Truck Park
6901 San Antonio Drive, Albuquerque, NM



Central Filling Station
900 N. Central Street, Knoxville, TN

Attachment E Concept Plan

Section [PN], Item 3.

