



# **Request for Proposals**

**Hazard Mitigation Grant Project: Lift Station  
Transfer Switch and Portable Generator**

**Released: January 13, 2025**

**Proposals Due: February 13, 2025**

## **Section 1: Summary**

The City of Hawkinsville, Georgia seeks proposals for the supply and installation of one (1) automatic transfer switch at the Ryan Street lift station and one (1) 200kW portable generator as part of a hazard mitigation grant project.

This project is funded through a hazard mitigation grant and must comply with all applicable federal, state, and local regulations.

The City of Hawkinsville reserves the right to reject any and all proposals received.

## **Submission Content**

Interested respondents must respond to the Request for Proposals (RFP) in writing, as well as provide a USB Flash Drive with the proposal in either a Microsoft Word (or compatible file) or a PDF file. Individuals or firms should provide two copies of the written proposal. Submissions must include all of the following:

1. Detailed specifications of proposed equipment
2. Installation timeline and project schedule
3. Warranty information
4. Cost breakdown including:
  - Equipment costs
  - Installation costs
  - Training costs
  - Warranty costs
5. Contractor qualifications and references
6. Proof of insurance and bonding capability
7. Copy of applicable licenses and certifications
8. Appendix B
9. Contractor Affidavit

## **Invitation to Submit Proposals**

Sealed proposals must be received by the City of Hawkinsville no later than **4:00 p.m., Thursday, February 13, 2025**. All questions should be directed in writing to Sara Myers at [sara@hawkinsvillega.net](mailto:sara@hawkinsvillega.net) before **3:00 p.m., Thursday, February 6, 2025**. Answers to all questions will be posted on the City of Hawkinsville's website (<https://hawkinsville-pulaski.org/>) no later than **noon, Monday, February 10, 2025**.

Proposals should be submitted to: Sara Myers  
City Manager  
City of Hawkinsville  
56 Broad Street, P.O. Box 120  
Hawkinsville, GA 31036

**Proposals submitted after the specified due date and time or at any other location will not be considered.**

**The City of Hawkinsville is an equal opportunity employer.**

## **Section 2: Qualifications**

Respondents should submit documentation of qualifications for performing the work identified in the Scope of Work. Additionally, all respondents should provide the following information:

1. List of completed similar projects (including project name, location, and nature of work; date completed; project costs; and client's name, address, phone number, and other contact information).
2. Evidence of required licenses, permits, and professional qualifications, as applicable. Indicate any liability coverage and the amount of coverage.
3. Evidence of knowledge of national, state, regional, and local policies, trends, and issues relevant to the completion of this project.
4. Demonstrated proof of the respondent's ability to complete prior projects within the proposed budget and on the proposed timeline.
5. Organizational history, including years in business and resumes of all partners, associates, or consultants of the firm who will be working on this project.
6. List of at least three trade or other references (in addition to clients listed under Item 1) with name, address, phone number, and other contact information.
7. An Information Release Form (Appendix B)
8. Contractors Affidavit

Award of a contract will be made to the firm whose proposal is determined to be most advantageous for the City of Hawkinsville, taking into account all of the factors outlined in the Evaluation Criteria found in Section 4 of this RFP. A selection committee may conduct interviews with potential consultants; however, interviews are not required for a selection to be made. While cost is a factor in any bid award, it may not be the determining factor for this RFP.

## **Section 3: Scope of Work**

The proposal shall consist of the following specifications:

### Transfer Switch Specifications

- Supply and install one (1) automatic transfer switch at Ryan Street lift station
- Must be compatible with a 200kW portable generator
- Must include all necessary wiring and connections
- Must meet all applicable electrical codes and standards
- Must include weather-resistant enclosure suitable for outdoor installation

### Portable Generator Specifications

- One (1) 200kW portable generator
- Diesel-powered
- Trailer-mounted for mobility
- Weather-protected housing
- Must include all necessary connection cables and accessories
- Must meet EPA emission standards
- Sound attenuation features required

The selected contractor shall:

1. Provide all materials, equipment, and labor for complete installation
2. Obtain all necessary permits and approvals
3. Perform site preparation as needed

4. Install and test the transfer switch
5. Provide and test the portable generator
6. Provide training for city personnel
7. Provide all operation and maintenance manuals
8. Provide warranty documentation

#### **Section 4: Evaluation Criteria**

Proposals will be evaluated based on the following criteria:

1. Technical compliance with specifications
2. Cost effectiveness
3. Installation timeline
4. Contractor experience and qualifications
5. Warranty terms
6. References

#### **Section 5: Administrative Requirements**

1. The selected firm or individual will be required to comply with the Civil Rights Act of 1964 and all other Equal Employment Opportunity requirements.
2. The selected firm or individual will take all necessary affirmative steps to assure that minority firms, women's business enterprises, and labor surplus area firms are used when subcontractors are required, as possible.
3. BUY AMERICAN: By submitting this bid, the Contractor agrees that preference will be given to domestic construction material by the Contractor, sub-contractors, materialmen and suppliers in the performance of this Contract.

**Appendix B – Information Release Form**

I, \_\_\_\_\_, on behalf of \_\_\_\_\_  
*(Principal of Firm)* *(Name of Firm)*

do hereby authorize the City of Hawkinsville, and its representatives, to obtain from past clients named herein of the firm:

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*(List former clients)*

any records or information pertaining to any past plans that have been performed by the firm. This information is for the sole purpose of evaluating the qualifications of the firm to perform the City of Hawkinsville Veterans Park Improvements Project.

I understand that my authorization will remain effective from the date of my signature until **March 31, 2022** unless extended by mutual agreement of both parties, and that the information obtained will be handled confidentially and in compliance with all applicable laws. I understand that I may revoke this authorization at any time by written and dated communication. I have read and understand the nature of this release.

\_\_\_\_\_  
*Signature of Principal of Firm* *Date*

\_\_\_\_\_  
*Witness* *Date*

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

**(To be completed and submitted with Bid)**

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 engaged in the physical performance of services on behalf of the City of Hawkinsville Georgia 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 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 subcontractors 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

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

Executed on \_\_\_\_\_ 20\_\_ in \_\_\_\_\_ (city), \_\_\_\_\_ (state).

\_\_\_\_\_  
Signature of Authorized Officer or Agent of Contractor

\_\_\_\_\_  
Printed Name and Title of Authorized Officer or Agent of Contractor

SUBSCRIBED AND SWORN BEFORE ME

ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires: