

**DOUGLAS COUNTY  
BOARD OF COMMISSIONERS**

**Architect and Engineering Services  
For Deer Lick Park  
Tennis Court Reconstruction and Lighting  
Douglas County, Georgia**

**Request For Proposal # 18-004**

**PURPOSE OF THE REQUEST FOR PROPOSAL**

The Douglas County Board of Commissioners is soliciting proposals from qualified firms to provide Architect and Engineering services for Deer Lick Park Tennis Court Reconstruction and Lighting located at 2105 Mack Road, Douglasville GA.

All interested qualified firms or teams of firms are invited to submit a formal proposal with pricing information to accomplish the Scope of Work described herein, in conformance with the prescribed format. The proposal is to be signed by a principal of the firm or by a principal of the lead firm if the submittal is for a multiple firm project team.

While every effort has been made to ensure the accuracy and completeness of information in the RFP we recognize that the information may not be complete in every detail and that all work may not be expressly mentioned in these specifications. It is the responsibility of the proposing company to include in their proposal all pertinent information in accordance with the objectives of the County.

**GENERAL INFORMATION**

Proposals MUST be submitted in the format prescribed herein. Failure to comply with the directions listed in this RFP, or omission of requested information could result in disqualification of your firm's proposal. Proposals are to be submitted in a sealed envelope, clearly marked in the lower left-hand corner:

***“Proposal – RFP 18-004 – Architect and Engineering Services – Deer Lick Park Tennis Court  
Reconstruction and Lighting”***

***Closing Date/Time: March 16, 2018 2:00 p.m.***

The proposals and pricing information will be received at the offices of the Douglas County Purchasing Department:

Douglas County Purchasing Department  
8700 Hospital Drive  
Douglasville, Georgia 30134

**One (1) unbound original and five (5) copies of the Proposal and Pricing Information must be received at the Purchasing Department's office not later than 2:00 p.m. March 16, 2018.** Absolutely no Proposals and Pricing Information will be accepted after 2:00 p.m. Faxed or e-mailed Proposals and Pricing Information are not acceptable. Proposals and Pricing Information received after the deadline will be returned to the sender unopened. Names of submitting firms will then be read aloud at **2:00 PM, March 16, 2018.** All interested parties and the general public are invited.

**ALL QUESTIONS** are to be directed to Bill Peacock, Director, Douglas County Purchasing Department, (fax 770-920-7219, e-mail bpeacock@co.douglas.ga.us). All questions are to be received not later than

seven days (7) before the due date of the Proposal and Pricing Information. Responses to substantive questions will be provided to all firms who have requested Proposal information.

Proposals and Pricing Information received will become the property of Douglas County and shall be used as the County sees fit. All information contained in the Proposals and Pricing Information will remain confidential until after the award and signing of contract. Douglas County reserves the right to cancel the Request for Proposal or to reject any and all responses received, to waive any technicalities or other minor informalities if it determines, in its sole discretion, that such cancellation or rejection is in the best interests of Douglas County.

### **COST OF PROPOSAL**

Douglas County assumes no responsibility or liability for the costs incurred by the submitting firm to prepare and/or submit a proposal. The entire cost of preparing and submitting Proposals and Pricing Information, or any work in connection therewith will be borne by the submitting firm or team of firms.

### **RESPONSIBILITY OF PROPOSER**

Request for Proposals must be signed by an authorized official to bind the offeror and it shall contain a statement to the effect that the Request for Proposals is firm for a period of at least ninety (90) days from the closing date for submission.

Ad Dates: 2/14 & 2/16