



MEMORANDUM

TO: Prospective Bidders

FROM: William P. Gilliland, Purchasing Director

RE: Request for Proposal -# 037-15

DATE: June 5, 2015

Enclosed you will find the necessary information for preparing and submitting your proposal for the **Lease, acquisition and re-use of the Southeast Elementary School Site** for the City of Rome. A copy of this proposal can be downloaded from the City of Rome website at www.romefloyd.com. A pre-proposal meeting and walk through will be held on the site on June 17, 2015 at 10 a.m. It is strongly advised that interested parties attend this meeting.

All questions regarding this bid must be submitted via e-mail to Bill Gilliland, at bgilliland@romeomega.us. All questions and answers will be posted on the City of Rome website at www.romefloyd.com as an addendum or additional information. It is the responsibility of interested parties to visit the site regularly to receive any new information that may be posted.

The deadline for submitting your proposal is **July 30, 2015 at 3:00 p.m. local time.**

William P. Gilliland
Purchasing Director

Request for Proposals
Southeast Elementary School Site
1400 Crane Street, Rome Georgia, 30161
Proposal #037-15

Overview

The Southeast Elementary School site is located at 1400 Crane Street, Rome, Georgia, 30161. It has recently been vacated. The City of Rome is seeking proposals from firms, organizations and/or individuals for the Purchase/Lease/ Acquisition for re-use of the property. The site will consist of approximately six (6) acres of land with a brick school building of approximately 48,000 sq. ft. The building was extensively remodeled in 2001. The building has classrooms, kitchen, cafeteria and a media center. There is a storage building that will be left on the site. There are six (6) portable structures adjacent to the permanent structure that have been previously used for classrooms that will be removed when the building is completely vacated. The building is in good repair. The property is identified as Tax parcel ID #J14N-371. The City of Rome requires that parties interested in the site provide information as to the proposed use of the site. The City requests proposals for the use/redevelopment of the building and grounds. The proposal should contain a written narrative outlining specific ground space requirements necessary for the future use/redevelopment. State the length of lease or purchase, cash payments to the city and any specific terms necessary for the execution of a long term lease or purchase. The Property has not been appraised at this time. Any proposed redevelopment plan/reuse must be approved by the Rome City Commission. This property is configured per the attached plat and contains approximately 6.00 Acres. The property is currently zoned Office and Institutional.

In the event the City of Rome accepts any proposal generated from this solicitation, it is the intention of the City to sell or lease the ground parcel as described to the party that presents the best plan for the future use/ redevelopment. The successful party may be required to provide guarantees, bonds and show proof of financial viability to complete the sale or lease.

The proposal should include:

1. A narrative plan to reuse the existing facility or present a narrative plan for reuse/redevelopment that is to be located on the site. The successful firm must agree to provide to the City of Rome conceptual drawings within six (6) months of the closing date for any reuse of the structure and site. If new construction is proposed, planning, design and construction of a permanent structure must begin within twenty four (24) months.
2. A proposed reuse/development plan to include structure type, proposed use, along with a development timeline and estimated cost of the project.

3. A proposal for maintaining the integrity of the facility as it relates to the surrounding neighborhood.
4. A statement or description of any services expected to be provided by the City of Rome, if any. A specific bid amount for the ground parcel, along with payment terms or a proposed monthly lease payment and length of the lease requested. The ground parcel and buildings may be leased or purchased.

Proposals must be complete and include:

- A. Completed Bid Proposal Form
- B. Executed Affidavit of Non-Collusion
- C. Executed Certificate of Non-Discrimination
- D. Executed Bidder's Declaration
- E. Request for Taxpayer I.D. Number
- F. E-Verify Compliance Affidavit
- G. SAVE Compliance Affidavit

Proposal Submittal Instructions

Those interested in participating in this process must submit six (6) copies of their proposal to the **City of Rome Purchasing Department by 3:00 p.m., July 30, 2015**. An officer of the firm/or individual who has authority to bind the firm/or individual to the proposal must sign the proposal. The proposal should be delivered to:

City of Rome Purchasing Department
P. O. Box 1433
Rome, Georgia 30162-1433
Attention: William P. Gilliland, Director

**RE: Purchase/Lease Acquisition, Southeast Elementary Site
PROPOSAL #037-15**

All questions regarding this proposal should be directed via e-mail to Bill Gilliland at bgilliland@rome.ga.us. All questions and answers will be posted on the City of Rome website at www.romefloyd.com. It is the responsibility of interested parties to visit the site regularly to insure receipt of any new information that may be provided.

Terms and Conditions

The proposal determined by the City of Rome to best meet the needs of this request may be awarded a contract provided the project proposed is acceptable.

The City of Rome reserves the right to accept or reject the proposals and may consider modifications to the same prior to the award of a contract. The City of Rome is not responsible for any cost relative to the development and presentation of this proposal.

Mandatory requirements

The Proposing Party will be responsible for providing the City of Rome with the following:

1. A proposal for occupying, improving or rebuilding the existing school structure.
2. A detailed occupancy plan to include the type of use and long-term plans.
3. A complete financial model outlining the cost of improvements and a proposed time table for the improvements, if renovation or new construction is proposed.

Scoreable Mandatory Requirements

Proposals must include the following information, which will be scored. The proposal judged in each category as the best will receive the maximum points and others assigned percentages of the maximum. The proposals will be ranked from highest scoring to lowest based on:

1. History and experience of the firm or organization – Describe the firm/organizations history, the qualifications of the principals. (10 points)
2. Approach to the project – How will you fulfill the responsibilities outlined in the RFP? Clearly define the proposed use for both the ground parcel and the structure. Please provide as much detail as possible. (10 points)
3. Time schedule – Provide a schedule for occupancy and for any work outlined above, the proposed use, compensation to the City of Rome and demonstrate financial stability. (10 Points).
4. Bid Amount – Provide a stated amount for acquisition of the property, as well as, terms of the purchase. If a lease is proposed, state the proposed amount to be paid monthly and the length of the lease. (10 points)

5. References – Provide business references, or personal references, if not a contractor or developer.

Additional Information Requested

1. Have you or your firm ever been sued or currently involved in any litigation relative to projects presently or developed in the past? If so, state the name and address of the party asserting a claim against you, and the nature and outcome of the dispute, if settled.
2. Have you, or any of your employees, ever filed for bankruptcy, been declared insolvent, or otherwise been involved in insolvency proceedings?
3. Have you or your firm worked within a Tax Allocation District, Opportunity Zone or other type of redevelopment projects?

Evaluation and Selection Process

Proposals will be evaluated by a committee composed of the City Manager, Assistant City Manager and others. Each will review the proposals individually and collectively to determine total points and rank them accordingly.

The top two proposals, as ranked by the review committee, may be invited to interview with City Management Staff and a selection will be made from the interview process. This committee will make a recommendation to the Rome City Commission.

The evaluation and selection process should take no longer than 90 days from receipt of proposals.

BIDDERS DECLARATION

The bidder understands, agrees and warrants:

That the bidder has carefully read and fully understands the full scope of the specifications:

That the bidder has the capability to successfully undertake and complete the responsibilities and obligations in said specifications.

That the bidder has liability insurance and a declaration of insurance form is included in the bid package.

That this bid may be withdrawn by requesting such withdrawal in writing at any time prior to **July 30, 2015 at 3:00 p.m.** but may not be withdrawn after such date and time.

That the City of Rome reserves the right to reject any or all bids and to accept that bid which will, in its opinion, best serve the public interest. The City of Rome reserves the right to waive any technicalities and formalities in the bidding.

That by submission of this bid the bidder acknowledges that the City of Rome has the right to make any inquiry or investigation it deems appropriate to substantiate or supplement information supplied by the bidder.

If a partnership, a general partner must sign.

If a corporation, the authorized corporate officer(s) must sign and the corporate seal must be affixed to this bid.

BIDDER:

Name

Title

Name

Title

AFFIX CORPORATE SEAL (If Applicable)

CERTIFICATE OF NON-DISCRIMINATION

In connection with the performance of work under this contract, the bidder agrees as follows:

The bidder agrees not to discriminate against any employee or applicant for employment because of race, creed, color, sex, national origin, ancestry or disability. The vendor shall take affirmative action to insure that employees are treated without regard to their race, creed, color, sex, national origin, ancestry or disability. Such action shall include, but not be limited to the following: employment, upgrading, demotion, transfer, recruiting or recruitment, advertising, lay-off or termination, rates of pay or other compensation and selection for training, including apprenticeship.

In the event of the bidder's non-compliance with this non-discrimination clause, the contract may be canceled or terminated by the City of Rome. The bidders may be declared, by the City of Rome, ineligible for further contracts with the City of Rome until satisfactory proof of intent to comply shall be made by the vendor.

The bidder agrees to include this non-discrimination clause in any sub-contracts connected with the performance of this agreement.

BIDDER

SIGNATURE

TITLE

NON-COLLUSION AFFIDAVIT

The following affidavit is to accompany the bid:

STATE OF

COUNTY OF

Owner, Partner or Officer of Firm

Company Name, Address, City and State

Being of lawful age, being first duly sworn, on oath says that he/she is the agent authorized by the bidder to submit the attached bid. Affidavit further states as bidder, that they have not been a party to any collusion among bidders in restraint of competition by agreement to bid at a fixed price or to refrain from bidding; or with any officer of the City of Rome or any of their employees as to quantity, quality or price in the prospective contract; or any discussion between bidders and any official of the City of Rome or any of their employees concerning exchange of money or other things of value for special consideration in submitting a sealed bid for:

FIRM NAME _____

SIGNATURE _____

TITLE _____

Subscribed and sworn to before me this _____ day of _____ 20_____

NOTARY PUBLIC

Request for Taxpayer Identification Number and Certification

**Give Form to the
requester. Do not
send to the IRS.**

Print or type See Specific Instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.		
	2 Business name/disregarded entity name, if different from above		
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____		4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
	5 Address (number, street, and apt. or suite no.)		Requester's name and address (optional)
	6 City, state, and ZIP code		
	7 List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number									
					-				
OR									
Employer identification number									
					-				

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/tw9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

CITY OF ROME

DRUG-FREE WORKPLACE CERTIFICATE

By signature on this certificate, the Bidder certifies that the provisions of O.C.G.A. Section 50-24-1 through 50-24-6 related to the “Drug-Free Workplace Act” will be complied with in full. The Bidder further certifies that:

1. A drug-free workplace will be provided for the Bidder’s employees during the performance of the contract; and
2. Each contractor who hires a subcontractor to work in a drug-free workplace shall secure from that subcontractor the following written certification: “As part of the subcontracting agreement with (contractor’s name), (subcontractor’s name) certifies to the contractor that a drug-free workplace will be provided for the subcontractor’s employees during the performance of this contract pursuant to O.C.G.A. Section 50-24-3(b)(7).”

By signature on this certificate, the Bidder further certifies that it will not engage in the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana during the performance of the contract.

Bidder: _____

By: _____

Name Printed: _____

Title: _____

Date: _____

CITY OF ROME, GEORGIA
E-VERIFY COMPLIANCE AFFADAVIT

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 Rome, 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
(Not Required if Less than 10 Employees)

Signature (if less than 10 employees)

Date of Authorization

Name of Contractor

Name of Project

Name of Public Employer

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

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME
ON THIS THE _____ DAY OF _____, 20____

NOTARY PUBLIC
My Commission Expires:

CITY OF ROME, GEORGIA

SAVE COMPLIANCE AFFADAVIT

O.C.G.A § 50-36-1(e) (2) Affidavit

By executing this affidavit under oath, as an applicant for a (n) Contract or Services, as referenced O.C.G.A. C. § 50-36-1, from the City of Rome, Georgia, the undersigned applicant verifies one of the following with respect to my application for a public benefit:

- 1) _____ I am a United State citizen.
- 2) _____ I am a legal permanent resident of the United States
- 3) _____ I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act with an alien number issued by the Department of Homeland Security or other federal immigration agency. My alien number issued by the Department of Homeland Security or other federal immigration agency is: _____.

The undersigned applicant also hereby verifies that he or she is 18 years of age or older and has provided at least one secure and verifiable document, as required by O.C.G.A. § 50-36-1(e) (1), with this affidavit.

The secure and verifiable document provided with this affidavit can best be classified as:

_____.

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of O.C.G.A. § 16-10-20, and face criminal penalties as allowed by such criminal statute.

Executed in _____ (city), _____ (state).

Signature of Applicant

Printed Name of Applicant

SUBSCRIBED AND SWORN

BEFORE ME ON THIS THE

_____ DAY OF _____, 20__

NOTARY PUBLIC

My Commission Expires: