



**BANKS COUNTY BOARD OF COMMISSIONERS
PURCHASING DEPARTMENT**

Banks County Courthouse Annex, 150 Hudson Ridge, Suite 1, Homer, GA 30547
Phone: 706-677-6800 Fax: 706-677-6926

May 23, 2022

REQUEST FOR QUALIFICATIONS AND COST PROPOSAL

RFQ /P No. 2022-RecreationMPFieldLighting

The Banks County Board of Commissioners is soliciting competitive sealed submittals from qualified contractors to provide

**Lighting Design and Installation for Banks County Recreation Fields
for the Banks County Parks and Recreation Department.**

Submittals will be received in a sealed package at the Banks County Courthouse Annex, 150 Hudson Ridge, Suite 1, Homer, GA 30547 until **10am** legally prevailing time on **Monday, June 28th, 2022**. Any submittal received after this date and time will not be accepted. No extension of the bidding period will be made other than through a formal written addendum.

Submittal documents may be obtained by going to our website www.bankscountyga.org, and clicking on "Bids and RFP's" at the bottom of the home page, sixth button from the right. **This is the only official release site for this request for qualifications and any addenda that may be issued. It is the responsibility of the submitting firm to check the website periodically for any addenda.**

There will be no Prebid Conference. Bidders are expected to visit the site and be familiar with the site amenities and constraints.

Questions regarding submittals should be directed, in writing (email acceptable), to Brooke Whitmire at bwhitmire@co.banks.ga.us no later than Wednesday, **June 20th, 2022** by **5pm**. Submittals and Cost Proposals are legal and binding upon the bidder when submitted.

All submittals will be evaluated in accordance with applicable Banks County rules, regulations and laws. Factors to be considered in the evaluation include: ability of the professional staff, approach to project, experience on similar projects, performance on past projects and references for same services and cost. During the evaluation process, the selection committee and the County reserve the right, when it may serve Banks County's best interest, to request information or clarification from proposers or to allow corrections of errors or omissions.

Your submittal must include an **original cover letter** signed by an officer authorized to execute contracts.

Please submit six (6) copies (1 marked "Original" and left unbound and 5 marked "Copy" that are bound).

RFQ/P 2022-RecreationMPFieldLighting

May 23, 2022

Page 2 of 16

The written submittal documents supersede any verbal or written prior communications between parties. No bid may be withdrawn for a period of (60) sixty days after time has been called on the date of opening.

The County reserves the right to retain all submittals and use any idea(s) presented regardless of whether that submittal is selected. The County shall have the right to waive any informality or irregularity in any bid received.

Banks County shall reserve the option to reject any or all bids, in whole or part, or to select any bidder to complete the described work. Award of Contract will not be solely based on low bid, but also on quality, references and other subjective criteria as the County may deem necessary and as the County may determine at its sole discretion.

We look forward to your Statement of Qualifications and Cost Proposal and appreciate your interest in Banks County.

Randy Failyer, Banks County Finance Officer

I. INTRODUCTION

The Banks County Board of Commissioners and Parks and Recreation Department invite you to submit a response to the issues outlined in this Request for Proposal to provide design and installation for lighting of an existing track and field and other minor related improvements of property owned by Banks County. The existing Banks County recreational track is located across from 607 Thompson Street in Homer, Georgia. Award will be made on the basis of the criteria as outlined in this document.

II. BACKGROUND

Banks County is a rural County of approximately 234 square miles with a population approaching 20,000 people. I-85 runs north-south through the southern end of the County with Hwy. 441 bisecting the County in an east-west direction. Abundant natural and cultural resources, the Tanger Outlets mall, and Interstate 85 access are only a few things that make Banks County an attractive area to live, work and play.

Recent growth has increased the recreational demand for new facilities in the County. The current Board of Commissioners desires to provide and improve these facilities as funds become available.

The project site is part of a large tract of land owned by Banks County which sits directly across from the Parks and Recreation Department building on Thompson Street. The area involved in this RFP includes the existing track and field that is adjacent to the Banks County Middle School property. The middle school uses the track and field area for various events, some which include evening events. ***The focus of this RFP is to provide appropriate lighting for this existing track area.***

The Contractor will be required to work closely with Banks County personnel and guide them during all phases of the design and installation of the project. It is imperative that the Contractor remain aware of the budget set in place by Banks County. Design changes may be suggested; however, time and costs must be a priority.

III. SCOPE OF WORK

A. DESIGN & CONSTRUCTION

The contractor shall prepare lighting design plans and specifications for new lighting of the entire track and field area as shown on the attached plan.

All permit approvals required for construction of the park must be obtained by the contractor prior to construction of the project. The contractor is responsible for fees associated with the permits.

The principal goals of this project are:

- **Guaranteed Light Levels:** Selection of appropriate light levels impact the safety of the players and the enjoyment of spectators. Therefore, light levels are guaranteed to not drop below 30 FC for duration of warranty.
- **Environmental Light Control:** It is the primary goal of this project to minimize spill light to adjoining properties and glare to the players, spectators and neighbors. The LED design should provide better control than a good HID design.
- **Life-cycle Cost:** In order to reduce the operating budget, the preferred lighting system shall be energy efficient and cost effective to operate. All maintenance costs shall be eliminated for the duration of the warranty.
- **Control and Monitoring:** To allow for optimized use of labor resources and avoid unneeded operation of the facility, customer requires a remote on/off control system for the lighting system. Fields should be proactively monitored to detect luminaire outages over a 25-year life cycle. All communication and monitoring costs for 25-year period shall be included in the bid.
- Procure and install the lighting fixtures, wires, electrical panels, etc which were determined through the design plans.
- Provide a location and survey of all existing utilities that may impact the project
- Determine if the existing electrical supply that currently serves the nearby wellhouse is adequate. The designer will contact the utility owners to determine if utilities will require relocation, availability of utility service, and cost (if any) for utility service for the project.
- Geotechnical studies of critical areas (borings for light poles).
- Preserve the natural and cultural resources associated with the site during construction activities.
- Secure warranty packages; and
- Accompany County officials during final inspection, punch list and approval.

The contractor will be required to obtain all permits required by Banks County, City of Homer, state, federal or any other applicable agency. This will require coordination with the applicable departments with each regulatory authority. The contractor will be solely responsible for obtaining any information necessary from the appropriate agencies including each appropriate department of the County.

The Contractor is expected to seek additional input from whichever sources are deemed necessary to accomplish the goals of the project.

B. MATERIALS AND LABOR

The electrical contractor shall provide and install all equipment necessary to provide a complete operational sports lighting facility. Items to be provided and installed by the contractor include, but shall not be strictly limited to the following:

1. Offload and assemble sports lighting equipment (steel poles, crossarms, wire harness, electrical component enclosures, fixtures, etc)
2. Erect and aim sports lighting equipment per instructions provided by manufacturer.
3. Install new conduit and electrical wire if needed.
4. All labor and materials necessary to install manufacturer provided contactors and controls.

C. ELECTRICAL DISTRIBUTION SYSTEM (where applicable)

- All electrical work shall conform to the current edition of the National Electric Code.
- The electrical service shall be rated at least 12% of calculated KA load. Panel boards shall be rated for service entrance; NEMA 3R (Outdoor) and each shall include a main breaker. All branch breakers shall be bolt types.
- All wiring shall remain underground before entering the base of the pole and that no wiring shall be exposed to sun or weather as it transitions through the pole and to the electrical enclosure.
- All additional wiring shall be new.
- All conduits above grade shall be rigid galvanized steel.
- The installing contractor shall be responsible for locating all underground utilities including, but not limited to, natural gas, electric, water, sewer, cable TV and telephone.
- The Contractor shall be responsible for locating and staking any underground facilities that are not utility related. Contractor accepts responsibility for damage to such facilities that are not properly located or staked.
- Trenching depth and width shall be adequate to install appropriately sized conduit and to meet local and National Electrical Codes.
- Trenches shall be back-filled with excavated soil and compacted to approximately the same density of the surrounding soil to minimize settlement.
- The contractor shall obtain and pay for all permits and inspections required by the building and safety code and ordinances and the rules and regulations of any legal body having jurisdiction.

D. SPORTS LIGHTING SYSTEM CONSTRUCTION

- Manufacturing Requirements: All components shall be designed and manufactured as a system. All luminaires, wire harnesses, drivers and other enclosures shall be factory assembled, aimed, wired and tested.

- Durability: All exposed components shall be constructed of corrosion resistant material and/or coated to help prevent corrosion. All exposed carbon steel shall be hot dip galvanized per ASTM A123. All exposed aluminum shall be powder coated with high performance polyester or anodized. All exterior reflective inserts shall be anodized, coated, and protected from direct environmental exposure to prevent reflective degradation or corrosion. All exposed hardware and fasteners shall be stainless steel of 18-8 grade or better, passivated and coated with aluminum-based thermosetting epoxy resin for protection against corrosion and stress corrosion cracking. Structural fasteners may be carbon steel and galvanized meeting ASTM A153 and ISO/EN 1461 (for hot dipped galvanizing), or ASTM B695 (for mechanical galvanizing). All wiring shall be enclosed within the cross-arms, pole, or electrical components enclosure.
- System Description: Lighting system shall consist of the following:
 - Galvanized steel poles and cross-arm assembly.
 - Non-approved pole technology:
 - Static cast concrete poles will not be accepted.
 - Direct bury steel poles which utilize the extended portion of the steel shaft for their foundation will not be accepted due to potential for internal and external corrosive reaction to the soils and long-term performance concerns.
 - Lighting systems shall use concrete foundations. See Section 2.3 for details.
 - For a foundation using a pre-stressed concrete base embedded in concrete backfill the concrete shall be air-entrained and have a minimum compressive design strength at 28 days of 3,000 PSI. 3,000 PSI concrete specified for early pole erection; actual required minimum allowable concrete strength is 1,000 PSI. All piers and concrete backfill must bear on and against firm undisturbed soil.
 - For anchor bolt foundations or foundations using a pre-stressed concrete base in a suspended pier or re-inforced pier design pole erection may occur after 7 days. Or after a concrete sample from the same batch achieves a certain strength.
 - Manufacturer will supply all drivers and supporting electrical equipment
 - Remote drivers and supporting electrical equipment shall be mounted approximately 10 feet above grade in aluminum enclosures. The enclosures shall be touch-safe and include drivers and fusing with indicator lights on fuses to notify when a fuse is to be replaced for each luminaire. Disconnect per circuit for each pole structure will be located in the enclosure.
 - Manufacturer shall provide surge protection at the pole equal to or greater than 40 kA for each line to ground (Common Mode) as recommended by IEEE C62.41.2_2002.

- Wire harness complete with an abrasion protection sleeve, strain relief and plug-in connections for fast, trouble-free installation.
- All luminaires, visors, and cross-arm assemblies shall withstand 150 mph winds and maintain luminaire aiming alignment.
- Control cabinet to provide remote on-off control and monitoring of the lighting system. See Section 2.4 for further details.
- Manufacturer shall provide lightning grounding as defined by NFPA 780 and be UL Listed per UL 96 and UL 96A.
 - Integrated grounding via concrete encased electrode grounding system.
 - If grounding is not integrated into the structure, the manufacturer shall supply grounding electrodes, copper down conductors, and exothermic weld kits. Electrodes and conductors shall be sized as required by NFPA 780. The grounding electrode shall be minimum size of 5/8 inch diameter and 8 feet long, with a minimum of 10 feet embedment. Grounding electrode shall be connected to the structure by a grounding electrode conductor with a minimum size of 2 AWG for poles with 75 feet mounting height or less, and 2/0 AWG for poles with more than 75 feet mounting height.
- Safety: All system components shall be UL listed for the appropriate application.

E. ELECTRICAL

- Electric Power Requirements for the Sports Lighting Equipment:
 1. Electric Power: 480 Volt, 3 Phase Electrical System

F. STRUCTURAL PARAMETERS

- Wind Loads: Wind loads shall be based on the 2015 International Building Code. Wind loads to be calculated using ASCE 7-10, an ultimate design wind speed of 120 and exposure category C.
- Pole Structural Design: The stress analysis and safety factor of the poles shall conform to 2013 AASHTO Standard Specification for Structural Supports for Highway Signs, Luminaires, and Traffic Signals (LTS-6).
- Foundation Design: The foundation design shall be based on soils that meet or exceed those of a Class 5 material as defined by 2015 IBC Table 1806.2.

- Foundation Drawings: Project specific foundation drawings stamped by a registered engineer in the state where the project is located are required. The foundation drawings must list the moment, shear (horizontal) force, and axial (vertical) force at ground level for each pole. These drawings must be submitted at time of bid to allow for accurate pricing.

G. CONTROL

- Instant On/Off Capabilities: System shall provide for instant on/off of luminaires.
- Lighting contactor cabinet(s) constructed of NEMA Type 4 aluminum, designed for easy installation with contactors, labeled to match field diagrams and electrical design. Manual off-on-auto selector switches shall be provided.
- Remote Lighting Control System: System shall allow owner and users with a security code to schedule on/off system operation via a web site, phone, fax or email up to ten years in advance. Manufacturer shall provide and maintain a two-way TCP/IP communication link. Trained staff shall be available 24/7 to provide scheduling support and assist with reporting needs.
 - The owner may assign various security levels to schedulers by function and/or fields. This function must be flexible to allow a range of privileges such as full scheduling capabilities for all fields to only having permission to execute "early off" commands by phone. Scheduling tool shall be capable of setting curfew limits.
 - Controller shall accept and store 7-day schedules, be protected against memory loss during power outages, and shall reboot once power is regained and execute any commands that would have occurred during outage.
- Remote Monitoring System: System shall monitor lighting performance and notify manufacturer if individual luminaire outage is detected so that appropriate maintenance can be scheduled. The controller shall determine switch position (manual or auto) and contactor status (open or closed).
- Management Tools: Manufacturer shall provide a web-based database and dashboard tool of actual field usage and provide reports by facility and user group. Dashboard shall also show current status of luminaire outages, control operation and service. Mobile application will be provided suitable for IOS, Android and Blackberry devices.
 - Hours of Usage: Manufacturer shall provide a means of tracking actual hours of usage for the field lighting system that is readily accessible to the owner.
 - Cumulative hours: shall be tracked to show the total hours used by the facility
 - Report hours saved by using early off and push buttons by users.
- Communication Costs: Manufacturer shall include communication costs for operating the controls and monitoring system for a period of 25 years.

H. SOIL QUALITY CONTROL

- It shall be the Contractor's responsibility to notify the Owner if soil conditions exist other than those on which the foundation design is based, or if the soil cannot be readily excavated. Contractor may issue a change order request / estimate for the Owner's approval / payment for additional costs associated with:
 - Providing engineered foundation embedment design by a registered engineer in the State of Georgia for soils other than specified soil conditions;
 - Additional materials required to achieve alternate foundation;
 - Excavation and removal of materials other than normal soils, such as rock, caliche, etc.

I. FIELD QUALITY CONTROL

- Illumination Measurements: Upon substantial completion of the project and in the presence of the Contractor, Project Engineer, Owner's Representative, and Manufacturer's Representative, illumination measurements shall be taken and verified. The illumination measurements shall be conducted in accordance with IESNA LM-5-04.
- Field Light Level Accountability
 - Light levels are guaranteed not to fall below the target maintained light levels for the entire warranty period of 25 Years.
 - The contractor/manufacturer shall be responsible for an additional inspection one year from the date of commissioning of the lighting system and will utilize the owner's light meter in the presence of the owner.
 - The contractor/manufacturer will be held responsible for any and all changes needed to bring these fields back to compliance for light levels and uniformities. Contractor/Manufacturer will be held responsible for any damage to the fields during these repairs.
- Correcting Non-Conformance: If, in the opinion of the Owner or his appointed Representative, the actual performance levels including footcandles and uniformity ratios are not in conformance with the requirements of the performance specifications and submitted information, the Manufacturer shall be required to make adjustments to meet specifications and satisfy Owner.

J. WARRANTY AND GUARANTEE

- 25-Year Warranty: Each manufacturer shall supply a signed warranty covering the entire system for 25 years from the date of shipment. Warranty shall guarantee specified light levels. Manufacturer shall maintain specifically-funded financial reserves to assure fulfillment of the warranty for the full term. Warranty does not cover weather conditions events such as lightning or hail damage, improper installation, vandalism or abuse, unauthorized repairs or alterations, or product made by other manufacturers.
- Maintenance: Manufacturer shall monitor the performance of the lighting system, including on/off status, hours of usage and luminaire outage for 25 years from the date of equipment shipment. Parts and labor shall be covered such that individual luminaire

outages will be repaired when the usage of any field is materially impacted. Owner agrees to check fuses in the event of a luminaire outage.

Upon receiving Notice to Proceed, the contractor is expected to review all base data provided by the County and prepare for an initial pre-construction/kickoff meeting with the County. This meeting will be used to assure complete understanding of project and to prepare the initial schedule.

Contractor shall meet with the County staff in a kickoff meeting to accomplish the following tasks:

- Review and discuss the project objectives;
 - Review and discuss the budget;
 - Discuss and resolve preliminary issues and questions;
 - Discuss utility needs and conditions;
 - Receive additional base data;
 - Review the required permits and the process for securing additional permits; and
 - Prepare initial schedule.
-
- At the completion of the project, contractor to provide to the County a final deliverables package which includes: two (2) sets of blueline prints of the as-built construction documents; two (2) bound sets of all equipment description and operation manuals and warranties including cut sheets and shop drawing submissions for all equipment bearing a model number submitted for review throughout the construction process (for example, electrical hardware, light poles, etc.)

K. SUBMITTAL INSTRUCTIONS

Contractors are requested to submit one (1) original unbound and five (5) bound copies of the submittal package to meet the requirements below. Submittal to be accepted until **10am** legally prevailing time on **Monday, June 28th** at:

Banks County Courthouse Annex
150 Hudson Ridge, Suite 1
Homer, GA 30547
Attn: Mr. Randy Failyer

IMPORTANT: The following sections must be tabbed and included in the order given:

TAB A Cover Letter

The cover letter ***must include:***

- Brief company information for the Prime Contractor
- Contact information for the Prime Contractor
- Names of all subcontractors

- Acknowledgement of any addenda received
- The following non-collusion statement must appear in the cover letter: *“I certify that this submittal is made without prior understanding, agreement or connection with any corporation, firm or person submitting for the same goods/services and is in all respects fair and without collusion or fraud.”*

TAB B Project Team

This section ***must include:***

- Company Profile information for the Prime Contractor
- Company Profile information for the Subcontractor(s) (if any)
- Identify:
 - Project Manager
 - Point-of-Contact
 - Quality Assurance/Quality Control Team Member

TAB C Project Experience with References

This section ***must include:***

- A minimum of three (3) projects of similar size and scope completed by The Team within the past seven (7) years. Project information to include:
 - Client
 - Contact information (name, phone, email)
 - Year completed
 - Description of the project
- One additional reference from any subcontractor used

TAB D Project Schedule

This section ***must include:***

- A schedule (11x17 accordion-folded is okay) indicating the time necessary for the design phase and construction/installation phase
- County’s goal is to begin construction in Late summer of 2022.

TAB E Appendix

This section ***must include:***

- Completed required forms:
 - Banks County Contractor Affidavit (E-Verify)
 - Certification of Drug-Free Workplace
- Copy of Liability Insurance
- Full Resumes (if using)

In a Separate, Sealed Envelope placed inside the Submittal Package:

COST PROPOSAL

Provide a separate cost proposal to cover ALL costs needed to complete the work. The total cost proposed shall be considered to be inclusive of all costs which will be generated by the Prime Contractor and all Subcontractors whose services are required to complete the work described in **Scope of Work** above.

Submittal packages will not be accepted if the Cost Proposal is not submitted in a separate sealed envelope.

COST PROPOSAL

Lighting Design	\$ _____
Lighting Installation	\$ _____
Final Asbuilt Documents	\$ _____
Construction Administration	\$ _____
Subtotal	\$ _____

Additional Services

_____	\$ _____
_____	\$ _____
_____	\$ _____
Total	\$ _____



Banks County 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 engaged in the physical performance of services on behalf of Banks County 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 through 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 dates of authorization are as follows:

Federal Work Authorization User Identification Number

Date of Authorization

Name of Contractor

Lighting Design and installation for Banks County Track and Field RFQ/P No.2022-xxxx
Name of Project

Banks County
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: _____



**CERTIFICATION OF
DRUG-FREE WORKPLACE**

I hereby certify that I am a principal and duly authorized representative of _____

_____ whose address is _____

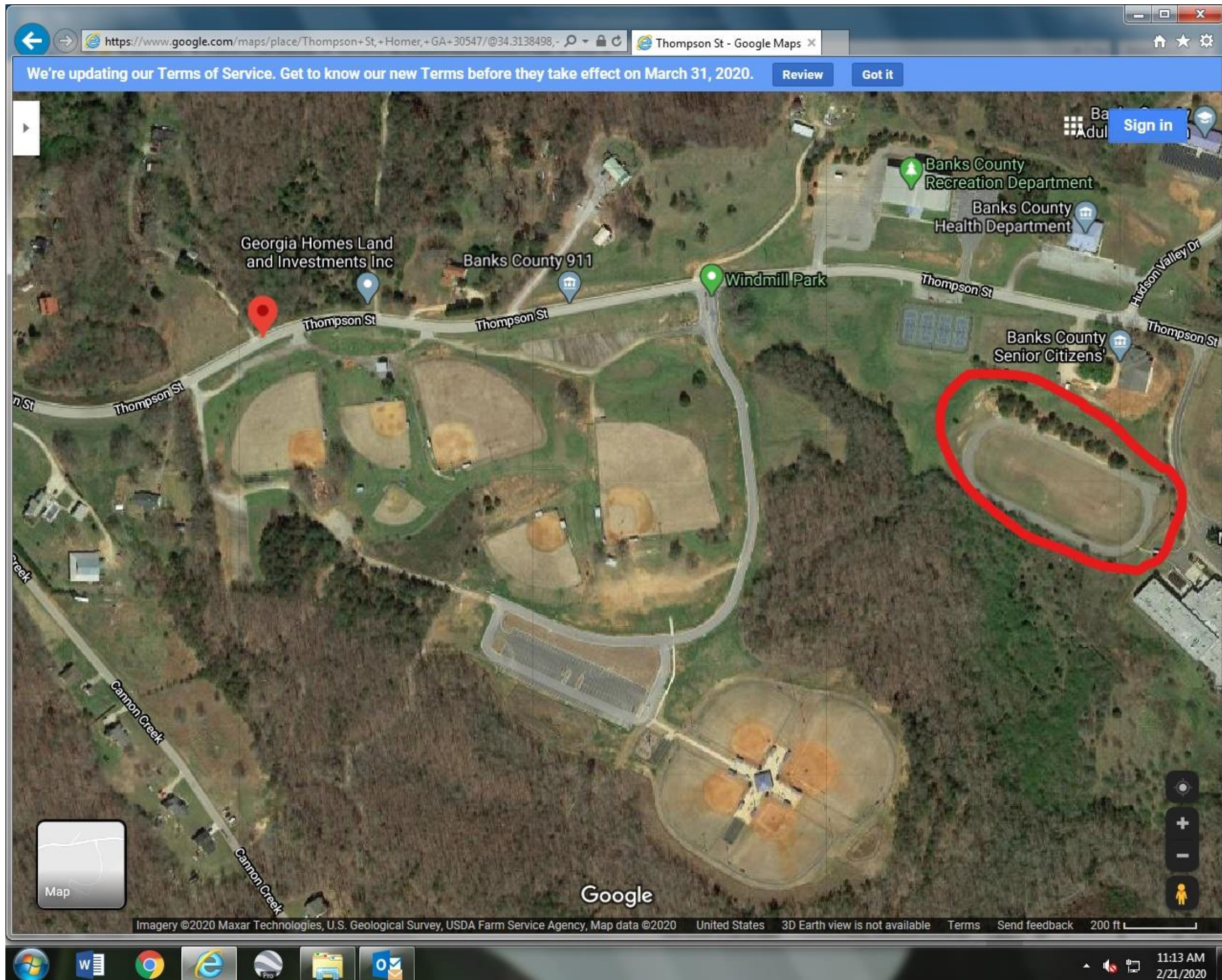
and:

1. It is certified that the provisions of Section 50-24-1 through 50-24-6 of the Official Code of Georgia Annotated, relating to the "Drug-Free Workplace Act" have been complied with in full; and
2. "As part of the subcontracting agreement with the contractor, certifies to the Banks County that a drug-free workplace will be provided for the subcontractor's employees during the performance of this contract pursuant to paragraph (7) of subsection (b) of the Official Code of Georgia Annotated Section 50-24-3;" and
3. It is also certified that the undersigned will not engage in unlawful manufacture, sale, distribution, dispensation, possession or use of a controlled substance or marijuana during the performance of the contract.

Date

Signature

Title



Site Map showing approximate area of project