INVITATION TO BID (ITB)

RESTORATION OF PROCTOR CREEK AT 425 CHAPPELL

BIDS DUE IN BONFIRE
Tuesday, November 17, 2026, by 1:00 PM (EST)

Please click the link below to submit a bid through BONFIRE:
https://Beltline.bonfirehub.com/portal/?tab=openOpportunities

IN-PERSON SITE VISIT BID OPENING
TWO OPTIONS:

Monday, October 5, 2026, 10:30 AM (EST)

OR

Tuesday, October 13, 2026, 9:00 AM (EST)

Bids must be labeled:
RESTORATION OF PROCTOR CREEK AT 425 CHAPPELL

Please click the link below to submit a bid through BONFIRE:

Refer all questions to BONFIRE:
https://Beltline.bonfirehub.com/portal/?tab=openOpportunities

Questions due by Monday, October 19, 2026, 4:00 PM EST

Date of ITB Advertisement/ Release: **Monday, September 28, 2026**

RESTORATION OF PROCTOR CREEK AT 425 CHAPPELL

SITE VISIT AND PRE-BID MEETING INSTRUCTIONS

Monday, October 5, 2026, 10:30 AM (EST)

OR

Tuesday, October 13, 2026, 9:00 AM (EST)

Two mandatory in-person site visits and pre-bid meeting sessions are offered at 1230 North Avenue NW, Atlanta, GA 30318. Bidders must attend at least one session and may attend both. Attendance and prompt arrival are required.

Parking is available at the address above. Please ensure vehicles and valuable personal contents are secured prior to attending the meeting. ABI is not responsible for loss or damage to vehicles or their contents parked on the property. ABI representatives will meet attendees for the sign-in and pre-bid meeting before walking the site. The site visit is expected to take one hour. Please wear comfortable shoes and clothing for walking during the site visit.

VIRTUAL BIDS OPENING INSTRUCTIONS
Tuesday, November 17, 2026, 1:00 PM (EST) VIA ZOOM

Register in advance for this meeting:

https://us02web.zoom.us/meeting/register/2WOSxomEQgicdkmNS5D6Kg

After you register, you will receive a confirmation email with information on how to join the meeting.

TABLE OF CONTENTS

Cover Page
Site Visit/Pre-Bid and Bid Opening Information
Table of Contents

Section A
1. Project Definition and Abbreviations
2. Notice of Invitation to Bid
3. Instructions to Bidders
4. Project Description and Background
5. Scope of Work
6. Required Bid Content
7. Evaluation of Bids
8. Protests

Section B.
1. ABI's Terms and Conditions

Section C.
1. Exhibits, Forms, and Appendices

REMAINDER OF THIS PAGE LEFT INTENTIONALLY BLANK

SECTION A

1. PROJECT DEFINITIONS AND ABBREVIATIONS

This section consists of abbreviations, definitions, and general rules of interpretation.

Atlanta Beltline, Inc. (ABI). A funding partner for the Project (as defined herein), the agent for the owner of the Atlanta Beltline corridor property, technical lead for the Project, and the contracting entity. ABI is the Georgia nonprofit corporation created by The Atlanta Development Authority d/b/a Invest Atlanta to coordinate the administrative, development and redevelopment activities of the City of Atlanta's Beltline Tax Allocation District (TAD) and implement the Atlanta Beltline program.

Agreement or Contract. The document to be executed between ABI and the Apparent Successful Bidder.

Apparent Successful Bidder. The bidder that submits the bid that ABI, in its sole opinion, considers the low responsive and responsible bid in accordance with the procedures set forth in this procurement.

Bonfire: Atlanta Beltline, Inc. utilizes Bonfire Interactive as its procurement portal to send notifications of procurement opportunities and to allow bidders to submit responses to ABI electronically. **https://Beltline.bonfirehub.com/portal/?tab=openOpportunities**

City of Atlanta (COA). A municipality of the State of Georgia, a major funding partner and the ultimate owner of project assets. The City of Atlanta may also be referenced herein as the "City."

Construction/Bid Documents. The documentation contains the information needed to properly construct the Project. Construction Documents consist of plans, specifications, Contracts, and other supporting documentation.

Disadvantaged Business Enterprise (DBE). A for-profit small business concern where socially and economically disadvantaged individuals own at least a 51% interest and control management and daily business operations. For the purposes of this solicitation, a DBE entity shall be certified through one of the programs listed in DBE section of this solicitation.

Design Documents. Designer-produced drawings, specifications, calculations, records, reports, or other documents, including shop drawings and special process procedures, which may be used for advancing the design, implementation, testing, and examination of a project.

Evaluation Committee. The group of individuals appointed by ABI to assess the bids submitted in response to this procurement.

General Contractor (GC). A General Contractor, main contractor or prime contractor is responsible for the day-to-day oversight of a construction site, management of vendors and trades, and the communication of information to all involved parties throughout the course of a building project.

Joint Venture (JV). A legal association of two or more firms to carry out a single, for-profit business enterprise, for which the parties combine their property, capital, efforts, skills, and knowledge, and who are responsible for a distinct, clearly defined portion of the contract scope of work/services. The parties' share in the capital contribution, control, management, risk, and profits of the joint venture are commensurate with their ownership interest.

Major Participant.
The designer and any related entities:

- A sub-contractor that completes a significant portion of the scope of work/services,
- A sub-consultant that completes a significant portion of the scope of work/services,
- Any person or entity intended to perform 20% or more of the work of the Contract and the lead designer, regardless of level of participation, and
- Any person or entity providing more than the percentage specified in the Construction Documents of the value of the work and all related entities.

Notice to Proceed (NTP). "Notice to Proceed" means "Written Notice to Commence Work".

Owner. The legal or record owner of the premises on which the Project is to be constructed. For the purposes of this Invitation to Bid (ITB), Atlanta Beltline, Inc., the City of Atlanta, and The Atlanta Development Authority d/b/a Invest Atlanta may be considered an Owner.

Plans. When the context so indicates, "Plans" mean applicable conceptual, planning, design and construction drawings including plan, profile, typical cross sections, working drawings, standard details, supplemental standard details, and supplemental drawings or exact reproductions thereof or electronically displayed equivalents that show the location, character, dimensions, and details of the work.

Project. The project that is named as the purpose of this solicitation.

Project Manager. Unless otherwise stated, "Project Manager" (PM) means the person designated by the prime General Contractor as the Project Manager (or an analogous title) in its bid, or a replacement approved by ABI, who is responsible for the day-to-day management of the overall Contract effort.

Project Records. Records or data of any type on any media including those produced by the General Contractor, or its consultants, subcontractors, suppliers, or manufacturers that are related to the Project. Project Records may include, but are not limited to:

A. Plans
B. Working drawings
C. Specifications
D. Design notes and computations
E. Manufacturer's recommendations
F. Catalog cuts
G. Schedules and schedule updates or revisions
H. Quality control plans and related documentation
I. Traffic control plans and log
J. Memorandum
K. Safety program and incident reports
L. Reports
M. Equal opportunity and affirmative action records
N. Any notes pertaining to this project
O. Construction documents
P. Progress meeting records
Q. Partnering records
R. Correspondence
S. E-mails
T. Renderings
U. Site Images
V. DBE participation records
W. Any other documents related to the work

Stakeholder. A person or group with an interest in the successful completion and subsequent use of a project.

Successful Offeror/Respondent/Bidder. A person or entity whose proposal/qualifications/bid is responsive and responsible to all requirements within a solicitation and is determined by the Evaluation Committee as providing a solution in the best interest of ABI.

The Atlanta Development Authority d/b/a Invest Atlanta (IA). IA was formed in 1997 as a public body corporate and politic of the State of Georgia. Invest Atlanta is the official economic development authority for the City of Atlanta. Its purpose is to strengthen Atlanta's economy and global competitiveness in order to create increased opportunity and prosperity for the people of Atlanta. Invest Atlanta is governed by a nine-member board of directors, chaired by the Mayor of Atlanta. Invest Atlanta's programs and initiatives focus on developing and fostering public-private partnerships to accelerate job creation/economic growth, neighborhood revitalization/investment, and innovation/entrepreneurship. Invest Atlanta's economic tools include bond financing, revolving loan funds, housing financing, tax increment financing, and tax credits.

REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK

2. NOTICE OF INVITATION TO BID

Project: Restoration of Proctor Creek at 425 Chappell

Atlanta Beltline, Inc. (ABI) is soliciting competitive sealed bids from qualified firms to provide construction and implementation services for the Proctor Creek Stream Restoration Project at 425 Chappell Road / 1230 North Avenue, Atlanta, Georgia. The project includes restoration of approximately 900 linear feet of Proctor Creek and associated riparian buffer areas, including demolition, erosion control, invasive species removal, soil restoration, riparian revegetation, and installation of green infrastructure best management practices (BMPs).

Construction Drawings, Specifications, and other supplemental project documents are included in the exhibits and appendices to this ITB and available for download from Bonfire https://Beltline.bonfirehub.com/portal/?tab=openOpportunities.

This project is funded in part by the Georgia Environmental Protection Division (GA EPD) through a U.S. Environmental Protection Agency Section 319(h) Nonpoint Source Implementation Grant. The Contractor shall comply with all applicable federal requirements, including 2 CFR Part 200; Build America, Buy America (BABA), 2 CFR Part 184; Davis-Bacon and Related Acts, if applicable; and federal civil rights and nondiscrimination requirements. All applicable federal requirements shall be incorporated into project pricing, scheduling, procurement, and execution. Materials subject to BABA must be produced in the United States unless an applicable waiver is approved.

ABI encourages participation by Disadvantaged Business Enterprises (DBEs) and other diverse businesses as prime contractors, subcontractors, and suppliers.

If the bidder is a business entity chartered outside the State of Georgia, the bid must be accompanied by proper certification stating that the organization is authorized to do business in the State of Georgia.

No bidder may withdraw a bid within one hundred twenty **(120) days** after the actual date of the opening thereof.

Bidder agrees to complete the Contract awarded within **four hundred (400) calendar days** from the date of the "Notice to Proceed."

Bid Security and Bonding Requirements
Each bidder shall submit a 5% bid bond or certified check with its bid. The successful bidder shall provide a 100% Performance Bond and 110% Payment Bond, together with required insurance. Bonds shall be issued on ABI-approved forms by a surety authorized to do business in Georgia and meeting the qualifications established in the bid and contract documents (review exhibits herein).

The bidder's bonding company must be licensed to do business in Georgia by the Georgia Secretary of State and the Georgia Insurance Department and be listed in the Department of Treasury's Publication of Companies Holding Certificates of Authority as Acceptable Surety on Federal Bonds and as Acceptable Reinsuring Companies and have an A.M. Best rating of A-1 or higher.

All required bid, performance, and payment bonds shall comply with the requirements of the Bid and Contract Documents and applicable Georgia law.

- ABI, IA, and the City of Atlanta shall be named as co-obligees on all bonding.

- Any surety bond submitted in accordance with the bid or Agreement requirements must be issued by a corporate surety company satisfactory to ABI, IA, and the City of Atlanta, and be authorized to act as such in the State of Georgia.
- Such bonds shall conform to the forms provided with the Bid Documents and be completed in accordance with the instructions thereon.
- In accordance with Georgia law, and upon award of the Agreement, separate performance and payment bonds shall be required of the successful bidder, each in an amount not less than the total amount payable under the Agreement. The performance bond shall remain in effect for one (1) year after final acceptance of the work or the guaranty period under the Agreement, whichever is longer.
- The payment bond shall remain in effect for the period required under Georgia law for the payment bonds on public construction Agreements. Reference is made to the bond forms and the Agreement documents for additional details of the terms required in the bonds. If any inconsistency exists between the bond forms and Georgia law, the law shall control. Finally, alterations, extension of the time allowed for performance, extra and additional work, and other changes authorized under the Agreement may be made without notice to or consent of the surety or sureties.
- Bidders are required to furnish a bid guarantee in the amount of five percent (5%) of the total bid amount. At the bidder's option, the guaranty may be a certified check payable to the order of ABI or a bid bond in the attached form. The bid bond shall be secured by a guaranty, or a surety company listed in the latest issue of U.S. Treasury Circular 570. The amount of such bid bond shall be within the maximum amount specified for such company in Circular 570. No bid shall be considered unless it is accompanied by the required guaranty. The bid guarantee shall ensure the execution of the Agreement and the furnishing of the performance and payment bonds and insurance by the successful bidder as required by the Agreement documents. The bid guarantee of the bidders submitting the five lowest total bid amounts for the Agreement will be retained either until the Apparent Successful Bidder has signed the Agreement and furnished performance and payment bonds and certificates of insurance, or until the one hundred twentieth (120th) calendar day after the bid opening date, whichever is sooner. Other bid guarantees will be returned within ten (10) calendar days after the bid opening date. Bid guarantees being held pending the signing of the Agreement and furnishing other documents will be returned within ten (10) calendar days thereafter. Each bidder agrees that if it is awarded the Agreement and fails to execute the Agreement and furnish the other required documents within fifteen (15) days, ABI will retain the bid guarantee as liquidated damages, not as a penalty.
- Attorneys-in-fact who sign bid bonds must file with the bond a certified and effectively dated copy of their power of attorney.

REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK

Mandatory Pre-Bid Conference and Site Visit
Please refer to page 2 of this ITB for the dates, times, and location.

The pre-bid conference and site visit will provide bidders with detailed project information and an opportunity to ask questions and raise concerns. ABI representatives will discuss this project. Bidders must attend the pre-bid site visit.

Bidders may ask questions during the mandatory pre-bid conference and site visit. However, please note that oral answers to questions are not authoritative unless answered by written addenda to the solicitation documents.

Question Deadline:
Please refer to page 1 of this ITB for the question deadline date and time.
Questions must be submitted in writing in the Bonfire:
https://Beltline.bonfirehub.com/portal/?tab=openOpportunities

Issuance of Addendum:
Responses to questions will be provided via addendum within five business days after the question deadline at **https://Beltline.bonfirehub.com/portal/?tab=openOpportunities.** However, ABI reserves the right to issue addenda at any time during the procurement process. Please check the link above regularly for posted addenda and other project related information.

Virtual Bid Opening:
Bids shall be submitted and received in the Bonfire at **https://Beltline.bonfirehub.com/portal/?tab=openOpportunities** as shown on this ITB Cover Page, no later than Tuesday, November 17, 2026, at 1:00 PM EST, **and will be publicly opened and read at 1:05 PM EST on the same day. ABI will not accept late bids received after 1:00 PM EST.** Bid packages must identify the Project name, bidder name, and the date and time of opening on the cover page. Emails will not be accepted. View the Zoom link for the Bid Opening on page 2 of this ITB.

ABI reserves the right to cancel any and all solicitations and to accept or reject, in whole or part, any and all bids when it is for good cause or in the best interest of ABI, or if any or all Bidders are considered non-responsive/non-responsible, or if funding for the project is not made available. ABI may revise the procurement process at any time during the solicitation, evaluation, selection, and negotiation phases leading up to an executed contract. ABI will not be responsible for any cost to the bidder associated with preparing its bid.

Atlanta Beltline, Inc., in accordance with Title VI of the Civil Rights Act of 1964 and 78 Stat. 252, 42 USC 2000d—42 and EPA regulations, the GC shall carry out applicable requirements of 40 CFR part 33 in the award and administration of contracts awarded under EPA financial assistance agreements. Failure by the GC to carry out these requirements is a material breach of this contract which may result in the termination of this contract or other legally available remedies.

Electronic Bid Submittal Requirement:
ABI uses Bonfire for vendor registration, vendor notifications, posting solicitations, and bid submissions. All bids shall be submitted online at the following link:
https://Beltline.bonfirehub.com/portal/?tab=openOpportunities
In order to submit a bid online, please follow the steps below:

1. One–Time Registration:
Please click the vendor registration link below to register:
https://Beltline.bonfirehub.com/portal/?tab=openOpportunities

2. Submit Bid (Two-Step Process):
As a registered vendor, please click the link below to submit a bid. Submit all bids completely using the link below. Late bids will not be accepted. **It is recommended to start the bid submittal process well before the bid submission deadline. ONLY SUBMIT THE REQUIRED FORMS LISTED AS OUTLINED IN SECTION 6.**

Bid Submittal Link – https://Beltline.bonfirehub.com/portal/?tab=openOpportunities

Submission Instructions for Suppliers
Please follow the instructions to submit a bid via Bonfire.

a. Prepare your submission materials:
Please abide by the ITB requirements and guidelines herein. Please note the allowed file types and number. Please do not embed any documents within your uploaded files, as they will not be accessible or evaluated. Please allow sufficient time to submit your bid documents in Bonfire before the submission deadline.

b. Upload your submission at: https://Beltline.bonfirehub.com/opportunities
Your submission must be uploaded, submitted, and finalized prior to the closing date and time shown on page 1 of this ITB**.** It is strongly recommended to allow sufficient time, including at least ONE (1) day before the submission deadline, to begin the upload process and finalize your submission.

File Size and Confirmation of Submission
Uploading large documents may take significant time, depending on the file size (s) and your Internet connection speed. You will receive an email confirmation receipt with a unique confirmation number once you finalize your submission. Minimum system requirements: Internet Explorer 11, Microsoft Edge, Google Chrome, or Mozilla Firefox. JavaScript must be enabled. Browser cookies must be enabled.

Need Help?
Contact Bonfire at Support@GoBonfire.com for technical questions related to your submission. You can also visit their help forum at https://bonfirehub.zendesk.com/hc

Equal Business Opportunity

Disadvantaged Business Enterprise (DBE) Participation
ABI is committed to non-discrimination in selecting team members and relationships with subcontractors, and seeks to reflect diversity in the participation of companies engaged in the Atlanta Beltline program. As part of a responsive submittal, DBE participation is anticipated. Please see **Exhibit O** for the Disadvantaged Business Enterprise Participation Plan in its entirety.

In accordance with ABI's DBE participation policy, all bidders shall complete and submit the Good Faith Effort Affidavit attached hereto as **Exhibit Q**.

ABI is an Equal Opportunity Employer.

The contractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. Failure by the contractor to meet these requirements is a material breach of this contract and may result in termination of this contract or other legally available remedies.

Equal Business Opportunity: ABI encourages all bidders to promote opportunities for diverse businesses, including Disadvantaged Business Enterprises (DBEs), to compete for business as subcontractors and/or suppliers. ***Please confirm that all required documents regarding DBE participation are complete and included with the bid in order for your bid to be deemed responsive. DBE Certifications must be provided as a part of your response during Step 2 of the Invitation to Bid (ITB).***

REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK

3. INSTRUCTIONS TO BIDDERS

Project: **Restoration of Proctor Creek at 425 Chappell**

Bid Due Date: **Tuesday, November 17, 2026, 1:00 PM EST**

The complete Bid Document Package includes the Invitation to Bid, ABI Terms and Conditions, and Exhibits, Forms, and Appendices.

No Cost Items: The following items are available to all interested parties at no cost.

Section A
1. Invitation to Bid
    a. Project Definitions and Abbreviations
    b. Notice of Invitation to Bid
    c. Instructions to Bidders
    d. Project Description and Background
    e. Scope of Work
    f. Required Bid Content
    g. Evaluation of Bids
    h. Protests

Section B
1. ABI Terms and Conditions

Section C
1. Exhibits, Forms, and Appendices
    a. Step 1: Exhibits and Forms
    b. Step 2: Exhibits and Forms
    c. Plans, Reports, and Photos
    d. Contract Documents
    e. Schedule of Values

4. PROJECT DESCRIPTION AND BACKGROUND

Atlanta Beltline, Inc. (ABI) is implementing the Proctor Creek Stream Restoration Project as part of the redevelopment of a 31-acre site in the Bankhead/Historic Westin Heights neighborhood.

This project will restore approximately 900 linear feet of Proctor Creek and 3.3 acres of riparian buffer within the Proctor Creek watershed by removing impervious surfaces, abandoned structures, trash and debris, and invasive species; improving soil and infiltration; and installing green infrastructure BMPs. Work includes removal of approximately 70,000 square feet of impervious surface and 4,500 square feet of building materials within the creek buffer.

The project is funded in part through a Georgia Environmental Protection Division (GA EPD) FY 2024 Section 319(h) Nonpoint Source Implementation Grant, authorized under the Federal Water Pollution Control Act. The site is located within a former industrial area enrolled in the Georgia Brownfield Program and is subject to a Beltline-specific Corrective Action Plan (CAP), which is managed by a separate consultant.

Construction Documents prepared by Planners & Engineers Collaborative (PEC) at 50% design level are included in the appendices.

5. SCOPE OF WORK

The Apparent Successful Bidder, acting as General Contractor (GC), shall furnish all labor, materials, equipment, supervision, and incidentals necessary to complete the Proctor Creek Stream Restoration Project in accordance with the Construction Documents and Specifications.

The project is located at 425 Chappell Road / 1230 North Avenue, Atlanta, Georgia 30318, adjacent to the Atlanta Beltline Westside Trail corridor, and includes approximately 900 linear feet of Proctor Creek, a 75-foot buffer on both sides, and 3.3 acres of restoration area.

Detailed Scope of Work
The GC shall perform all work necessary to complete the Project in accordance with the Construction Documents and Specifications, including, but not limited to:

1. Mobilization and Site Preparation
2. Erosion and Sediment Control
3. Trash and Debris Removal
4. Demolition and Impervious Surface Removal
5. Environmental Cleanup and Remediation (Allowance)
6. Invasive Species Removal
7. Soil Restoration
8. Riparian Buffer Restoration
9. Green Infrastructure Installation
10. Monitoring and Documentation

Environmental Requirements
The site is enrolled in the Georgia Brownfield Program. Based on the Phase I and Phase II Environmental Site Assessments (ESAs) and the Beltline site-specific Corrective Action Plan (CAP), provided in the Appendices, extensive environmental cleanup is not anticipated.

The GC shall review available environmental documentation and comply with the Beltline-specific Corrective Action Plan (CAP), Environmental Management Plan (EMP), Environmental Covenant, and other regulatory requirements, which a separate environmental consultant manages. ABI and its environmental consultant will coordinate any environmental testing and remediation activities.

Soil, groundwater, hazardous materials, and other regulated materials shall be characterized, handled, documented, and disposed of in accordance with applicable federal, state, and local requirements.

General Contractor (GC) Responsibilities

The GC shall be responsible for all labor, materials, equipment, supervision, and coordination necessary to complete the Project in accordance with the Contract Documents. Responsibilities include, but are not limited to:

- Perform and manage all construction activities in accordance with the approved plans, specifications, permits, and contract documents.
- Coordinate with ABI, PEC, City of Atlanta, and ABI's environmental consultant, and other project stakeholders as required.
- Ensure compliance with Brownfield Program requirements, environmental, labor, safety, and hazardous material requirements.
- Maintain a clean, orderly, secure, and safe Project site and coordinate traffic and site-access impacts with ABI.
- Participate in the preconstruction conference and regular OAC/construction meetings; prepare agendas and submit meeting minutes within five (5) working days.
- Maintain and update the Project schedule at least twice monthly, with the baseline schedule submitted at the preconstruction meeting.
- Manage RFIs, submittals, meeting minutes, schedules, and other Project documentation through Procore or another ABI-approved project management system.
- Maintain current potential change order (PCO) and change order (CO) logs and notify ABI of potential cost impacts within fourteen (14) days.
- Coordinate with ABI's community engagement staff, as needed, regarding construction impacts and Project progress.
- Maintain all required licenses, insurance, bonds, and financial capacity throughout the Agreement term.

SCHEDULE

The GC shall complete the project within **four hundred (400) calendar days** of receiving a Notice to Proceed. ABI will schedule bi-weekly meetings with the GC, subcontractors, and other partners.

6. REQUIRED BID CONTENT

To ensure bids can be properly evaluated, please submit bid(s) as required below. By signing the required Bid Form and the Bidder's Acknowledgment form, you are indicating that the entire ITB has been read and accepted in its entirety.

STEP 1 FORMS (COMPLETED BY ALL BIDDING PARTIES):
Item 1: Title page shall include the bid subject, the Bidder's name, address, phone and fax numbers, email address, contact person, and due date of the bid **(Form 1)**.
Item 2: Completed and Signed Bid Form **(Exhibit A)**, completed Bond Coverage Form **(Exhibit B)**, and Bid Bond Form **(Exhibit C).** Include completed Southside Trail Segment 6 Phase A Schedule of Values (SOV) **(Exhibit Y)**.
Item 3: Completed Claims, Disputes, and Responsibility Form **(Exhibit X)**.
Item 4: Acknowledgement of Addendum (if applicable for Step 1) **(Exhibit W)**
Item 5: Bid Submittal Checklist Applicable to Step 1 Required Documents for Submittal **(Exhibit V)**

STEP 2 FORMS (COMPLETED ONLY BY APPARENT LOW BIDDER AFTER NOTICE):
Item 1: Table of Contents for bid package submission with page numbers listed.
Item 2: Copy of current GC license.
Item 3: A proposed work plan and time schedule adequately addressing the scope of work.
Item 4: Proof of the following experiences related to the execution of the scope of work described in this ITB either by the GC or any of its sub-Contractors:
Evidence of completing a minimum of three (3) similar jobs within the past ten (10) years.
Evidence that this project represents no more than 50% of the total bonding capacity of the bidder.
Item 5: Authorization to Transact Business in the State of Georgia
Item 6: Copy of Current Certificate of Existence
Item 7: Completed W-9 Form
Item 8: All required bid exhibits and forms completely filled in, signed, notarized as applicable, as indicated on the Bid Submittal Checklist.

ABI retains the right to request any additional information pertaining to the GC's ability, qualifications, and procedures used to accomplish all work under the Agreement as it deems necessary to ensure safe and satisfactory work. ABI reserves the right to reject any and all bids and to waive any informality in the solicitation process.

Make every effort to keep bids as concise as possible, using a minimum font size of 11-point. The ***body of the submittal is limited to a maximum of (20) electronic pages.*** Required submittal forms are not included in the maximum page limit. However, include the completed required forms with the bid submittal.

ABI will review bids to ensure they are responsive and responsible. Bids that are deemed to be non-responsive and/or non-responsible will be disqualified from further consideration. ABI will award the contract to the lowest, responsive, and responsible bidder.

ABI assumes no obligation for any expenses incurred in responding to this ITB. ABI reserves the right to reject all bids at its sole discretion. ABI will honor bids, including costs, for a period not to exceed **120** days.

7. EVALUATION OF BIDS

The contract will be awarded to the lowest responsive and responsible bidder whose proposal meets all prescribed requirements herein.

Step 1:

- Title Page
- Lowest responsive and responsible bid amount on Bid Form and Schedule of Values
- Bond Coverage Form
- Bid Bond Form
- Addenda Acknowledgment
- Claims, Disputes, and Responsibility Form
- Bid Submittal Checklist

Step 2:
ABI will notify the lowest responsive and responsible bidder to submit the Step 2 package, which will include all required forms, and will review it to ensure the bidder is responsive and responsible. ABI reserves the right to proceed to the next lower bidder if the bidder does not meet the Step 2 submission timeline or is not responsive and responsible. An additional compliance checklist is listed below.

Continuance of Bid Evaluation:

- Does the bid fully respond to the requirements of ABI as stated in this solicitation?
- What is the timeframe in which the GC will commit to complete the services requested? The bidder must provide a critical path method (CPM) schedule.
- Has the GC constructed similar projects within the required timeline and budget?
- Does the bid adequately describe the procedures to be used in a clear, concise, and understandable manner?

In addition, the bid shall address each question below. A “no” answer to question (1) or a “yes” answer to question (2) will disqualify the bid.

1. Is the GC properly licensed?
2. Has disciplinary action been taken or is pending against the bidder?

If the lowest bidder does not satisfactorily meet the requirements in Step 2, the next lowest responsive and responsible bidder must submit Step 2 paperwork for evaluation.

8. PROTESTS

Any protest of the procurement solicitation documents or process shall be submitted within five business days of the Contract award for resolution to the ABI Procurement Director, sclark@atlbeltline.org.

Such a protest shall be in writing and shall be supported by the information necessary to enable the protest to be considered. A protest will not be considered if it is insufficiently supported, or it is not received within the time limits specified herein. A protest based upon terms, conditions, or form of a proposed procurement action shall be submitted so that it is received by ABI no later than five ABI business days following notification of the action by ABI.

ABI will render a written final determination on any protest and provide it to the protester as soon as practicable.