



**REQUEST FOR PROPOSAL
NUMBER 19-320**

For
ARTS AND CULTURE MASTER PLAN

**REQUEST FOR PROPOSAL DUE:
March 22, 2019 @ 2:00pm EST
No pre-Proposal meeting.**

RFP will only be accepted in hard copy (see instructions). No submittals via e-mail or fax.

Information concerning this solicitation may be found at:

<http://www.Brookhavenga.gov>

This website will have RFP, Q&A and any clarifications, schedule changes and other important information.

Proposers should check these electronic pages daily!

**Questions shall be directed to City of Brookhaven Purchasing Manager, by March 15, 2019 by 5:00pm EST.
to: Purchasing@brookhavenga.gov. No questions will be accepted after this date.**

All spaces below are to be filled in and Proposal Letter on page two must be signed where indicated.

Failure to sign and return Proposal Letter may cause rejection.

Request for Proposal Submitted by:

Company Name: _____

Contact Name: _____

Address: _____

Telephone: _____ Facsimile: _____

E-Mail: _____

City of Brookhaven

PROPOSAL LETTER

We propose to furnish and deliver all the deliverables and services named in the attached Request for Proposal (RFP). The price or prices offered herein shall apply for the period stated in the RFP.

We further agree to strictly abide by all the terms and conditions contained in the City of Brookhaven Vendor Manual as modified by any attached special terms and conditions, all of which are made a part hereof. Any exceptions are noted in writing and included with this bid.

It is understood and agreed that this statement of Proposal and proposal constitutes an offer, which when accepted in writing by Purchasing Office, City of Brookhaven, and subject to the terms and conditions of such acceptance, will constitute a valid and binding contract between the undersigned and the City of Brookhaven.

It is understood and agreed that we have read the City's specifications shown or referenced in the RFP and that this statement is made in accordance with the provisions of such specifications. By our written signature on this proposal, we guarantee and certify that all items included in this statement meet or exceed all such City specifications. We further agree, if awarded a contract, to deliver goods and services which meet or exceed the specifications. The City of Brookhaven reserves the right to reject any or all offers, waive technicalities, and informalities, and to make an award in the best interest of the city.

It is understood and agreed that this statement of Proposal and proposal shall be valid and held open for a period of one hundred twenty (120) days from opening date.

PROPOSAL SIGNATURE AND CERTIFICATION

(Proposer to sign and return)

I certify that this offer is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a proposal for the same materials, supplies, equipment, or services and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of State and Federal Law and can result in fines, prison sentences, and civil damage awards. I agree to abide by all conditions of the proposal and certify that I am authorized to sign this proposal for the proposer. I further certify that the provisions of the Official Code of Georgia Annotated, Sections 45-10-20 et. seq. have not been violated and will not be violated in any respect.

Authorized Signature _____ Date _____

Print/Type Name _____

Print/Type Company Name Here _____

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1.0 INTRODUCTION

1.1 Purpose of Procurement

The purpose of this Request for Proposal (RFP) is to select a qualified firm or consultant for Arts and Culture Master Plan Development. Proposer's shall submit Request for Proposal (RFP) to the City which will be based on information provided herein. The term of contract shall be one (1) year from the date of award with up to two (2) additional one-year renewal periods pending funding and satisfactory Consultant performance.

1.2 Basic Guidelines for This Request for Proposal

Pursuant to the provisions of the city ordinance, the City of Brookhaven has determined that the use of competitive sealed bidding will not be practical or advantageous to the City in completing the acquisition of the services and/or commodities described herein. Competitive sealed RFP shall be submitted in response hereto and shall be opened in the same manner as competitive sealed bids. All RFP submitted pursuant to this request shall be made in accordance with the provisions of the City of Brookhaven purchasing policies, these instructions, and specifications.

1.3 Restrictions on Communications with Staff/Buyer of Record

From the issue date of this RFP until Consultants are selected and selections announced, offerors are not allowed to communicate for any reason with any City Staff except through the Buyer of Record or as provided by existing work agreement(s). For violation of this provision, the City shall reserve the right to reject the RFP of the offending offeror. All questions concerning this RFP must be submitted in writing (e-mail preferred) to the Purchasing Manager. No questions other than written will be accepted. No response other than written will be binding upon the City. The Buyer of Record for this project is:

Tyra Little
Purchasing Manager
City of Brookhaven
purchasing@brookhavenga.gov

1.4 Project Manager

The successful Consultant will report to the City Manager or his/her designee. Successful Consultant agrees to take direction from the City Manager or designee to make all project documentation (time sheets, etc.) available upon request. The City Manager or designee shall have sole discretion as to the acceptability of all workers prior to working on site and has the right to require a replacement. Identification badges will be issued and required while on site. Successful Consultants agree to follow proper safety precautions and to maintain the site always in an orderly manner as directed.

2.0 DESCRIPTION OF REQUIREMENTS

2.1 Introduction

The City of Brookhaven has established certain requirements with respect to proposals to be submitted by Offerors.

Whenever the terms "shall", "must", "will", or "is required" are used in the RFP, the specification being referred to is a mandatory requirement of this RFP. Failure to meet any mandatory requirement will cause rejection of Offeror's RFP.

Whenever the terms "can", "may", or "should" are used in the RFP, the specification being referred to is a desirable and failure to provide any items so termed may not be cause for rejection, however, will probably cause a reduction in score awarded.

2.2 Objective of the Procurement

2.2.1 Scope of Work

The City of Brookhaven, hereinafter called the City, seeks consulting firms to provide professional services for RFP 19-320 Arts and Culture Master Plan (Plan) development.

The Atlanta Region, and the northeast cities in particular, have seen a renewed interest in arts planning. These plans and reports reflect data that could be leveraged for the Brookhaven Study. While the Brookhaven document should reflect the unique character of the city, the availability of data from these plans should be considered in the proposal. A sampling is below.

- ARC Arts & Economic Prosperity V (2007)
- City of Decatur Cultural Master Plan (2010)
- ARC Metro Atlanta Cultural Assessment (2011)
- ARC Metro Atlanta Arts & Culture Update (2015)
- ARC Arts & Culture Report (2017)
- ARC Arts, Culture, and Creative Placemaking Strategic Plan (2019)
- Art on the Atlanta Beltline (2018)
- Atlanta Beltline Arts & Culture Strategic Implementation Plan (2018)
- City of Dunwoody, Create Dunwoody (2018)
- City of Atlanta Mayor's Office of Cultural Affairs annual reports
- City of Chamblee under study, estimated release 2019
- Fulton County Public Arts Plan, estimated release 2019

The City intends to select a qualified professional plan development firm through the request for proposals (RFP) process and intends to execute a professional services agreement (Contract) with the selected firm.

Execution of the Contract and development of the Plan will be done in conjunction with and overseen by the Brookhaven Arts Advisory Committee (Committee), with advice from the City.

Sealed proposals for RFP 19-320 will be received and reviewed by the City and the Committee. Service providers whose proposals meet the criteria established in the RFP, at the sole discretion of the City, may be considered for Contract award. The City may, by direct negotiation, finalize terms with the service provider who is selected for award. The City reserves the right to reject any or all responses/proposals for any reason. Clarification of information may be requested by the City at any time during this process.

To be considered for selection, a proposal must be submitted in a sealed package, clearly marked RFP 19-320. The submittal must include one (1) printed and signed unbound original, and one (1) electronic copy in PDF on a Cd or thumb drive and **shall be submitted no later than March 22, 2019 @ 2:00 pm Est.** (Proposals will not be accepted by facsimile or e-mail). Any submittal received after the time and date specified will not be

considered but will be returned unopened.

Questions regarding submittals should be directed to the Purchasing Manager, Ms. Tyra Little, tyra.little@Brookhavenga.gov with the RFP number noted when submitted.

Background

Incorporated in 2012, Brookhaven, located in DeKalb County, Georgia is just northeast of the City of Atlanta, and serves as home to over 53,000 residents. It is a rapidly-growing residential destination as well as major regional employment center. Over time, various organizations have provided limited arts and cultural programming to the Brookhaven community. Generally, the community has been underserved as there have been no publicly-accessible arts and culture centers, outreach, or programs instituted by any private or public institution within the City's municipal limits, intended to serve the residents of Brookhaven.

City residents have benefited from the presence of the Spruill Center for the Arts, located in the neighboring city of Dunwoody. The center offers fee-based art courses and receives a limited subsidy from DeKalb County. The Stage Door Players are in the same library/arts complex as the Arts Center. Additionally, Oglethorpe University, housing the Oglethorpe University Museum of Art and the Conant Performing Arts Center, is in the City and offers tremendous opportunity for partnership. Regional theatre troupes have been in residence, and four building on the campus, noted for its gothic architecture, are listed on the National Register of Historic Places. Oglethorpe University presents a tremendous opportunity for mutually beneficial partnerships with the City and the region. The Latin American Association (LAA) is also an asset, including Advocacy/Culture & Engagement as one of its five focus areas. The LAA has hosted art exhibits and engages with area youth, including young artists, through myriad programs. With 25% of the City's residents identifying as Hispanic or Latino and 34% of residents reporting multi-lingual households, the LAA and the greater community offer tremendous potential for a unique, multi-cultural influence on the development of the arts and culture environment.

Surrounding communities, and the City's access to the City of Atlanta, offer various arts and culture assets that generally are felt to enhance the experience of Brookhaven residents. However, a comprehensive survey of those offerings and, importantly, their physical and economic accessibility to City residents has not been conducted to date. To note, the City borders on the Buckhead community of Atlanta, an area increasing known for its arts galleries, design studios, and small theatre offerings.

A unique cultural asset of the City is its central location in one of the most culturally-diverse areas of the southeastern United States. Buford Hwy, a state route connecting Brookhaven to the cities of Atlanta on the west, and Chamblee and Doraville to the east is home to over 1,000 immigrant-owned businesses. This cultural center is celebrated for its diversity in food offerings and imported goods from areas as diverse as "Korea, Mexico, China, Vietnam, Indian, Bangladesh, Central America, Somalia, and Ethiopia." (D. Bagby, Reporter Newspapers Aug. 18, 2017)

Product

At this time, the City is seeking proposals from qualified professionals to prepare the Plan, which will serve as a policy guide covering a twenty-year planning period. The Plan will identify existing service providers and facilities within the City, as well as opportunities to partner with neighboring assets and municipalities. It will identify current and future needs and provide a framework to collaborate the efforts of existing and future arts and cultural entities to offer a variety of meaningful opportunities for Brookhaven residents, businesses and visitors to participate in arts and cultural offerings for generations to come.

The Plan will seek to map a course towards establishing Brookhaven as an arts destination, for both residents and visitors, and in doing so will include plans to nurture public art and support the robust culinary and international market opportunities for which the area is increasingly known.

At a minimum, the Scope of Work shall include:

Assessment of Existing Programs and Facilities

- Review existing documents, which may include the Parks and Recreation Master Plan, Comprehensive Plan, strategic plans of existing Brookhaven arts and cultural organizations, and additional documentation as may be provided by the Committee and the Brookhaven Convention and Visitor’s Bureau (CVB).
- Identify potential locations for fixed public art displays, both permanent and temporary.
- Inventory and assessment of existing and planned public and private performing and visual arts venues, and other community facilities potentially providing facilities for arts and cultural programming.
- Inventory assessment should include consideration to accessibility, including travel distance, economic barriers, universal design standards, offerings for mobility and sensory-impaired individuals and other accessibility considerations as identified.
- Identify and interview representatives of existing providers of arts and cultural programming within the City, as identified by the City, to gain an understanding of current programs, as well as current and future needs.
- Identify cities of similar size and character, within the Atlanta region, nationally, and internationally to serve as “benchmark” cities. Provide a comparison of arts programming, facilities, and organizational structures of these benchmark cities.
- Review arts and cultural programs and facilities in surrounding communities.
- What programs and facilities are available regionally?
- Which of these programs and facilities are being utilized by Brookhaven residents and visitors?
- In light of existing programs and facilities in the City and the surrounding region, what is missing?
- What gaps in service exist?
- Can pro-active steps be taken to make surrounding programs and facilities more accessible to Brookhaven residents and visitors?

Outreach

- Community outreach must include a plan for multi-lingual communications.
- Along with City project manager, as advised by the Committee, and the CVB identify key stakeholders for the Plan (may include elected officials, business leaders, neighborhood leaders, non-profit representatives, etc.) to be interviewed to assess current and future needs. Key stakeholders include, but shall not be limited to:
 - Non-profit Organizations
 - Arts Organizations
 - Cultural preservation and advocacy organizations
 - Brookhaven Convention and Visitor’s Bureau
 - Brookhaven and DeKalb Chambers of Commerce
 - Regional and State Entities
 - Area Public and Private Schools
 - Universities including, but not limited to, Oglethorpe University

- Area public and private Music Programs
- Library systems
- Area business owners with an emphasis on multi-cultural offerings
- Faith-based Organizations
- Festival and Event Organizers
- Conduct a minimum of three public meetings during the course of the planning process.
- At least one community meeting should be targeted at the Latin American community and conducted in Spanish.
- Consideration of a community survey on Brookhaven residents' opinions, support and desire for investment in arts and culture.
- Offerors should propose additional outreach methods based on previous experience, particularly less "traditional" tools and opportunities for outreach. Examples may include engaging the public through other community events, collaboration with existing arts and cultural service providers, online and print media, surveys, etc. Brookhaven has a diverse population, including residents of all ages, lifestyles, and cultural backgrounds. The successful offeror will propose an innovative public engagement process to encourage meaningful participation from a broad spectrum of residents and stakeholders.
- The goals of the outreach efforts are to promote open dialogue within the community about the City's current and future arts and cultural offerings, to educate Brookhaven residents and other stakeholders on the Plan process, identify the needs and wants of the Brookhaven community with regard to arts and cultural programs and facilities, solicit feedback on Plan recommendations, and present the final Plan document to the community.

Recommendations and Implementation Plan

- Review regional, national and international best practices and include in the report as appropriate.
- Based on the assessment and outreach processes, provide recommendations for both existing and future arts and cultural programs and facilities to meet the needs of City residents, businesses, and visitors for the next 20 years. A clearly defined action plan should be outlined, including both short-term (five years or less) and long-term (more than five years) steps.
- Recommendations should determine a menu of financial resources that will be required to achieve the recommended programs and facilities, as well as a targeted strategy to obtain the necessary funding.
- Recommendations should include within this strategy creative financing mechanisms, potential revenue sources, including public and private opportunities beyond local tax revenue, and programs and facilities that may generate revenue to offset expenditures. Realistic short and long-term funding goals should be identified.
- Recommend an approach to establishing a public art program in the City. This should include potential locations for public art, an application process and evaluation criteria for selection of public art, owning vs. borrowing public art, and financing mechanisms.
- Determine a strategy to connect the various arts and culture service providers and entities to maximize collaboration, provide frequent and diverse arts and cultural opportunities, and enhance overall quality of life for City residents and businesses and experience for visitors.
- Moving forward, an entity such as an appointed Board or Council will be needed to guide the implementation of the Arts and Culture Master Plan and to champion City arts and cultural efforts. The City currently has an appointed Arts Advisory Committee, however will base recommendations for the establishment of a Board or Council on information as presented in the Master Plan. The document should assist the Committee in defining that entity, including organizational structure, membership, roles and responsibilities, etc., as well as the necessary

steps to establish this entity.

Deliverables

The selected offeror shall provide, at a minimum, the following work products:

- Planning and facilitation of stakeholder interviews, public meetings, focus groups, and other outreach efforts, including preparation of public notices and advertising to be disseminated via print and online resources, presentations and visual displays, and meeting notes.
- Tools for data collection and gathering public input, including any questionnaires, surveys, etc., as well as analysis of data collected.
- Monthly progress reports to be submitted to the City project manager.
- Quarterly progress reports to be presented to the Committee.
- Draft report for review and feedback.
- Final Plan report with detailed assessment, synopsis of public input, key recommendations, funding alternatives, and the implementation plan, including action items, framework for establishment of the arts council or similar entity, cost estimates, and timeline.

Desired Consultant Qualifications

The successful offeror will propose an innovative and detailed approach to completing the required scope of services, and will have proven experience regionally, as well as nationally and/or internationally with successfully delivering similar projects. Offerors should include specific examples of similar projects previously completed, along with evidence of successful implementation.

The Brookhaven community includes a broad spectrum of interested stakeholders, each with unique priorities and goals. Project success will be largely dependent upon the ability of the selected consultant to bring consensus among the various stakeholders to set forth a plan that will be embraced by the community and deliberately implemented.

2.2.2 Consultant Proposal

Proposals will include the following information supporting their Proposal:

The City, in its discretion, may award the Contract(s) to the responsible and responsive proposer(s) submitting the proposal which is deemed to be the most advantageous to the City, price and other factors being considered. The following are the evaluation criteria the City will consider in determining which proposal is most advantageous to the City:

- Copy of business license and proof of being in business at least seven (7) years.
- Name and telephone number of the firm's (consultant's) designated contact.
- Project Personnel: Provide information on personnel to be assigned to this project.
- Personnel should have experience from similar projects and in fields necessary to complete this proposed work.
- Similar Experience: List and describe your firm's projects worked on in the past five

years that best match the scope and intent of the various projects. Identify unique constraints or challenges associated with those projects and how you addressed those in order to deliver a successful project. The City may request samples of comparable work during the proposal review process.

- Verifiable references of similar projects.

The following are the evaluation criteria the City will consider in determining which proposal is most advantageous to the City:

Qualifications of the firm including transmittal letter information and past similar experience -- 20%

Qualifications of staff – 20%

Approach – 20%

Capabilities, current and projected workload, ability and capacity to provide services in a timely manner -- 20%

References -- 10%

Quality Assurance -- 10%

Service providers whose qualifications meet the criteria established in the Request for Qualifications, at the sole discretion of the City, may be considered for Contract award by participation in the completion price negotiation. The City shall attempt to negotiate a fee with the highest ranked firm. If no agreement is reached, the City shall begin negotiations with the next highest ranked firm. Negotiations will proceed in this manner until an agreement is reached. The City reserves the right to reject any or all responses for any reason. Clarification of information may be requested by the City.

2.2.3 Quality Assurance

All work will be performed and completed to the satisfaction and acceptance of the owner. Consultant will abide by all applicable professional standards, local codes, manufacturers' recommendations, and safe work practices and will secure any or all applicable permits or licenses to complete the described work.

3.0 STATEMENT SUBMISSION AND EVALUATION

3.1 Economy of Presentation

RFP shall be prepared simply and economically, providing straight-forward, concise delineation of Offeror's capabilities to satisfy the requirements of this RFP. Fancy bindings, colored displays, and promotional material are not required. Emphasis on each statement must be on completeness and clarity of content. To expedite the evaluation of statements, it is essential that Offerors follow the format and instructions contained herein.

3.2 Required Organization of Offeror's RFP

The RFP package shall and must be organization in a manner such that the requirements in the RFP are cross-referenced with the RFP document. It is mandatory that the requirements from the RFP be captured at one location at the beginning of the RFP. The locations with the RFP where each requirement is met shall and must be identified next to the requirement.

3.3 Submission of RFP

The packages shall be in **sealed envelopes** and identified as follows:

RFP Number: 19-320 Arts & Cultural Master Plan Development
Opening Date and Time: March 22, 2019 @ 2:00 p.m.
Question due March 15, 2019 at 5:00 PM

All packages are due at the location specified no later than the date and time specified herein. The RFP package must include detailed information relative to Section 2.2.2, Consultant Proposal, as required. The Proposal Letter, included as page two of this RFP, must be included in the package and must be signed by a person authorized to legally bind the company.

One (1) original document and one USB/Flash Drive of the RFP must be submitted in a sealed envelope, along with one (1) copy of the cost in a sealed envelope.
FAILURE TO INCLUDE THIS SIGNED STATEMENT LETTER WILL RESULT IN THE REJECTION OF YOUR RESPONSE.

3.4 Evaluation Criteria and Process

3.4.1 Review of RFPs

All RFPs received will be reviewed by the Purchasing Manager to ensure that all administrative requirements of the RFP package have been met by the Offerors. Each RFP will be reviewed to ensure that the Offeror submitted all information required in the RFP and that all documents requiring a signature have been signed. Failure to meet these requirements may be cause for rejection. All RFP that meet the administrative requirements will then be turned over to the evaluation committee for further evaluation.

3.4.2 Evaluation Committee

The Evaluation Committee will review all submittals received and rank Offerors based on submittal information required in RFP Section 2.2.2, Consultant Proposal. Discussions may be conducted by the City of Brookhaven with responsible Offerors who submit RFP determined to be reasonably susceptible of being selected for award for clarification to assure full understanding of and responsiveness to the solicitation requirements. Offerors shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of statements; and such revisions may be permitted after submissions and prior to award. In conducting any such discussions, there shall be no disclosure of any information derived from proposals submitted by competing Offerors. Cost will not be a deciding factor in this RFP, only Proposal.

3.4.3 Award of Contract

Awards of contract shall be made to the responsible Offerors who have successfully submitted an RFP and been ranked by the Evaluation Committee considering all the evaluation factors set forth in this RFP. No other factors or criteria shall be used in the evaluation. The City of Brookhaven reserves the right to reject all RFP's submitted in response to this RFP.

4.0 TERMS AND CONDITIONS

4.1 Vendor Registration

Vendors responding to this RFP need to become a registered Vendor to sell products or services to the City of Brookhaven. Please note that the vendor file is a good source for vendor information but not the only source. Registration does not guarantee that your firm will be solicited for any or all requirements. The vendor file will also be used to support financial transactions with vendors including invoice payments. A Vendor Application is available at www.brookhavenga.gov

If you have any question or concerns, please feel free to email:

City of Brookhaven
Purchasing Office
purchasing@brookhavenga.gov

4.2 RFP Amendments

The City of Brookhaven reserves the right to addend the RFP prior to the date of RFP submission. Addenda will be posted to the Brookhaven website at www.brookhavenga.gov.

4.3 Statement Withdrawal

Prior to the due date, a submitted RFP may be withdrawn by the Offeror by submitting a written request to the Buyer named herein. A person authorized to sign for the Offeror must sign all such requests.

4.4 Contract

The City reserves the right to add provisions to the contract to be consistent with the successful Offeror's offer and to negotiate with the successful Offeror other additions to, deletions from, and/or changes in the language in the Contract, provided that no such addition, deletion or change in Contract language would, in the sole discretion of the City affect the evaluation criteria set forth herein, or give the successful Offeror a competitive advantage.

Any exceptions to the agreement must be clearly identified, accompany the Offeror's RFP and be attached to the agreement. Offerors are cautioned that any exception submitted that will give the Offeror a competitive advantage over another Offeror or that will cause a failure to meet a mandatory requirement of the RFP will not be accepted.

Prior to award, the apparent winning Offeror(s) may be required to enter discussions with the City to resolve any contractual differences before an award is made. These discussions are to be finalized and all exceptions resolved within one (1) week of notification, if not, this could lead to rejection of the Offeror's proposal. Offeror will not retype the enclosed contract.

4.5 Payment for Services

The Successful Consultant shall be compensated upon acceptance of a correct and acceptable invoice for services rendered for the previous month with the final payment upon project completion and acceptance by the project manager. Acceptable invoices will have attached documentation.

4.6 Conflict of Interest

If an Offeror has any existing client relationship(s) that involves the City of Brookhaven that would prevent their being objective, the Offeror must disclose such relationship(s).

4.7 Confidentiality Requirements

The staff members that are assigned by the successful Offeror to this project may be required to sign a departmental non-disclosure statement. Proposals are subject to the Georgia Open Records Act and may be provided to anyone properly requesting same, after contract award. The City cannot protect proprietary data submitted in Vendor proposals.

4.8 Policy on Drug-Free Workplace

The final award of a contract is contingent upon the Consultant certifying to the City that a drug-free workplace will be provided for the Consultant's employees during the performance of the contract as required by the "Drug-Free Workplace Act" (O.C.G.A. 50-24-1).

4.9 Financial Information

The Department is concerned about proposers' financial capability to perform. Therefore, please provide enough data to lead evaluators to the conclusion that your firm has the financial capability to perform. As detailed financial data is generally proprietary, and proposers do not wish such information to be part of the public record under the Georgia Open Records Act (G.O.R.A.), the Department reserves the right to perform additional due diligence in this area, at the sole discretion of the Department, prior to award of any contract.

5.0 **INSURANCE**

5.1 Worker's Compensation

Required documentation includes certificate from insurance company showing issuance of Worker's Compensation coverage for the State of Georgia.

5.1.1 Comprehensive General Liability Insurance

Bodily Injury Liability	\$300,000 each person \$500,000 each occurrence \$1,000,000 aggregate
Property Damage Liability	\$100,000 each occurrence \$1,000,000 aggregate

5.1.2 Comprehensive Auto Liability Insurance

Bodily Injury Liability	\$300,000 each person \$1,000,000 each occurrence
Property Damage Liability	\$100,000 each occurrence

5.1.3 Excess Umbrella Liability

Combined Single Limit Bodily Injury and / or Property Damage
\$100,000 each occurrence
\$1,000,000 aggregate

5.1.4 Guidelines

The Consultant shall provide the City of Brookhaven with a certified copy of each of the policies, or binders indicating the existence of the policies prior to the beginning of the contract term. In the event a binder is delivered; it shall be replaced within ten (10) days by a certified copy of the policy. Each policy shall contain a valid provision or endorsement that the policy may not be canceled without giving thirty (30) days written notice thereof to the official City of Brookhaven representative. A renewal policy or certificate shall be delivered to the City of Brookhaven at least thirty (30) days prior to the expiration date of each expiring policy.

If at any time, any of the policies shall be or become unsatisfactory to the City of Brookhaven as to form or substance, or any of the carriers issuing such policies shall be or become unsatisfactory to the City of Brookhaven, the Consultant shall deliver to the City of Brookhaven representative upon demand a certified copy of any policy required herein for review.

The Consultant does hereby agree to indemnify, defend and save harmless the City of Brookhaven against all claims of any nature whatsoever, including, but not limited to, damages to property of the City of Brookhaven or injury to employees or visitors of the City of Brookhaven arising out of any of the operations included in this RFP and agreement.

6.0 CERTIFICATION

By my signature below, it is certified that my firm can meet all terms of the statement of Proposal and will perform the services specified; and for the privilege of doing so on the City of Brookhaven premises. I understand that, upon proper acceptance of this offer by the City of Brookhaven, a contract will thereby be created.

Given under my hand this _____ day of _____, 20__.

Name of Firm

Signature

Title

Business Address

Email address

Sworn to and subscribed before me

this _____ day of _____, 20__.

Notary Public

My commission expires on the above date.

COST PROPOSAL

TOTAL COST \$ _____

FLAT MONTHLY COST \$ _____

ADDITIONAL COST \$ _____

Cost shall be placed in a separate envelope marked RFP 19-320 Arts & Culture Master Plan Development Cost Proposal.

GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT

Service Provider(s) Name: _____

By executing this affidavit, the undersigned person or entity verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm, or corporation has registered with, is authorized to participate in, and is participating in the federal work authorization program commonly known as E-Verify* in accordance with the applicable provisions and deadlines.

The undersigned person or entity further agrees that it will continue to use the federal work authorization program throughout the contract period, and it will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the undersigned with the information required by O.C.G.A. § 13-10-91(b).

The undersigned person or entity further agrees to maintain records of such compliance and provide a copy of each such verification to the City of Brookhaven within five (5) business days after any subcontractor(s) is/are retained to perform such service.

E Verify
TM Company Identification Number Date of Authorization

BY: Authorized Officer or Agent Date
(Name of Person or Entity)

Title of Authorized Officer or Agent

Printed Name of
Authorized Officer or Agent

My Commission Expires: _____

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE

____ DAY OF _____,
201_

*or any subsequent replacement operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-60.

DRUG FREE WORKPLACE

The undersigned certifies that the provisions of Code Sections 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. The undersigned further certifies that:

- (1) A drug-free workplace will be provided for the Contractor’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), _____ (Subcontractor) 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 paragraph (7) of subsection (b) of Code Section 50-24-03.”

Also, the undersigned further certifies that he 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.

Company Name

BY: Authorized Officer or Agent Date
(Contractor Signature)

Title of Authorized Officer or Agent of Contractor

Printed Name of Authorized Officer or Agent

Date