



**Request for Qualifications (RFQ)
RFQ 19-285
PEACHTREE CREEK GREENWAY PHASE II
GDOT PI Number: PI0016053
Release Date: **May 30, 2019****

Request for Qualifications Due: **July 1, 2019 @10:00 am
Pre-Bid Conference will be held: **June 11, 2019 @ 10am Est.****

**Location:
City of Brookhaven City Hall
4362 Peachtree Road
Brookhaven, GA 30319**

Deadline for Questions: **June 18, 2019 at 5:00pm**

Questions must be directed to:

City of Brookhaven via e-mail: phil.phillips@brookhavenga.gov

Questions will only be accepted via email to ensure the same information is given to everyone. A questions addendum will be issued shortly after the deadline and posted on the City's Purchasing Page.

Instructions to Qualifiers

All spaces below are to be completed and the Certifications/Qualifications Letter page must be signed where indicated.

Failure to sign and return Qualifications Letter may cause rejection of the Responses.

Request for Qualifications of:

Company Name: _____

Contact Name: _____

Address: _____

Telephone: _____ Email: _____

Submit Request for Qualifications (RFQ) to:
City of Brookhaven Purchasing Office

Request for Qualifications (RFQ) shall be presented in a sealed opaque envelope with the bid number and name RFQ 19-285 PEACHTREE CREEK GREENWAY PHASE II clearly marked on the outside of the envelope. The name of the company or firm submitting a bid should also be clearly marked on the outside of the envelope. ONE (1) ORIGINAL PAPER COPY AND ONE DISK/FLASH DRIVE OF THE BID MUST BE SUBMITTED.

I. Project Description:

The City of Brookhaven Council adopted **Peachtree Creek Greenway (PCG) Master Plan** in October 2016. The 2.98-mile Greenway is proposed to be located along North Fork Peachtree Creek beginning at Chamblee border with Brookhaven near Clairmont Road and ends at the City of Atlanta boarder with Brookhaven. Future goal is to connect the Peachtree Creek Greenway to the Atlanta Beltline and PATH 400 from the Atlanta/Brookhaven border.

For funding and construction scheduling purposes this Greenway is broken into three phases. The first phase of this Greenway begins at Briarwood Road along North Fork Peachtree Creek and ends at North Druid Hills Road. This phase is already under construction and expected to be completed and opened to public in fall 2019.

The second phase of the PCG begins at North Druid Hills Road and ends at the City of Atlanta border. The City of Brookhaven has secured funding for design and rights-of-way plan preparation through the ARC 2017 TIP allocation.

The City of Brookhaven is requesting proposals from qualified and experienced engineering firms to perform engineering design for Phase II of the Peachtree Creek Greenway.

The final Peachtree Creek Greenway Master Plan is available on City website at:

<https://www.brookhavenga.gov/pcg/page/peachtree-creek-greenway-master-plan>

There are two Trailhead Facilities currently under construction as part of the Phase I of the PCG. Phase II will include an additional Trailhead Facility along the Greenway at a location convenient to the public. The Master Plan has recommended a location for a passive use facility and a Trailhead along the PCG Phase II. PCG Phase II will cross Buford Highway and may require board walks and, if necessary, bridges at environmentally sensitive areas.

The selected engineering design firm will provide full professional services for data gathering, property research, surveying, landscape architecture, civil design, hydrology and hydraulic design, floodplain study, all necessary permits including but not limited to Army Corps of Engineers permits, permits from multiple branches of GA EPD, GDOT permits, and engineer of record services during construction. The selected firm will also conduct public information open houses and a minimum of three City Council presentations.

This project includes approximately 4,400 linear feet of fourteen-foot wide concrete multiuse path for the use of pedestrians and bicyclists. In addition, board walks, stair cases, bridges as necessary to complete the Phase II of the PCG.

The City of Brookhaven has established landscape and streetscape design standards and handrail, signage, trash cans, and lighting standards. Phase II of the PCG will utilize the engineering and other standards established in the Phase I.

The City of Brookhaven is seeking a GDOT pre-qualified consultant team to complete the preliminary engineering and environmental work to obtain an environmental certification from GDOT per the National Environmental Protection Act (NEPA) and prepare the project for construction bidding through development of the Plans, Specifications, and Estimates per the current GDOT Plan Development Process (PDP).

The City of Brookhaven requests proposals from firms with intersection design experience incorporating federal environmental processes. The successful consultant shall be pre-qualified with the GDOT and obtained relevant certifications and have experience with and knowledge of the various technical aspects of signal design, roundabout design, topographic surveying, identifying land ownership, cost analysis, identifying and coordinating with impacted utility agencies, obtaining utility clearance or relocation plans from each owner, and developing construction plans and specifications for letting by the City of Brookhaven. The successful bidder will also possess relevant experience designing trails for construction in a natural landscaped environment within the flood plain.

The City has been granted federal funds to aid the preliminary engineering. The City's intent is to seek federal funds for rights-of-way and construction phases as well. Therefore, the project is subject to federal rules and regulations and must adhere to the GDOT Plan Development Process (PDP), applicable guidelines of the American Association of State

Highway and Transportation Officials (AASHTO), GDOT Standard Specifications for Construction of Transportation Systems, and applicable GDOT design guidelines. This project is exempt from Air Quality Analysis 40 CFR 93.

II. Scope:

The City of Brookhaven is seeking proposals for consideration to accomplish the following:

1. Data Collection and Survey Services

- a. Perform Data Collection and prepare a survey database in accordance with the ***GDOT Automated Survey Manual*** including but not limited to:
 - i. Property lines, rights-of-ways, streets, sidewalks and intersections
 - ii. Topography
 - iii. Trees (species and caliper per City of Brookhaven Land Development Ordinance)
 - iv. Above ground utilities, bridge locations and deck elevations
 - v. Sanitary/Storm sewers, manholes/catch basins/drop inlets/curb inlets
 - vi. Wetland delineation and mapping, wretched point of vegetation, State 25' buffer
 - vii. FEMA Floodplain
 - viii. Other site elements required for trail design

2. Geotechnical Investigation

- a. The consultant firm shall have experienced civil engineers licensed in the State of Georgia familiar with all aspects of geotechnical design related to roadways, embankments, and bridges in Georgia. In addition, the Consultant's team must include a Georgia licensed well driller.
- b. The Consultant's team shall have working knowledge of:
 - o Geotechnical industry standards
 - o The GDOT Guidelines for Geotechnical Studies
 - o AASHTO geotechnical testing and design standards
 - o Local, State, and federal laws and regulations that pertain to subsurface explorations.
- c. Consultant must use an AASHTO Materials Reference Laboratory (AMRL) or equivalently certified testing laboratory as approved by GDOT.
- d. The Consultant shall have subsurface exploration equipment capable of traveling in adverse site conditions and the ability to perform hollow-stem auger, mud-rotary, and rock core drilling, as well as the ability to perform in-situ sampling and testing.
- e. Consultant shall have geotechnical software capable of performing analyses such as slope stability, settlement (including delay periods and settlement profiles), pile design and other geotechnical analyses as may be requested by City of Brookhaven.
- f. Consultant shall provide both a geotechnical engineering report and an executive summary to the City of Brookhaven for any completed subsurface exploration, laboratory testing or geotechnical analysis.
- g. The geotechnical engineering report shall include, as applicable, the following field and laboratory information: Discussion of geotechnical analysis, Geotechnical recommendations, Boring Logs, Density and moisture content of undisturbed samples, Unconfined compressive test, triaxial test, direct shear test, and consolidation test reports, Soil classification data, Other information as requested by City of Brookhaven.

3. Trail Alignment and Preliminary Design per GDOT PDP

- a. Database drawing combining all data
- b. Convert Trail Master Plan concept into a buildable preliminary trail alignment based on the filed data for review by the City
- c. Receive and incorporate comments from city staff and elected officials
- d. Prepare environmental studies, documentation reports, and complete Environmental Document in compliance with the provisions of the National Environmental Policy Act (NEPA). It is anticipated the project will be eligible for a Categorical Exclusion (CE).
- e. Prepare all public hearing and public information displays. Two Public Information Open Houses are required.
- f. Field verification of existing right-of-way is required.

- g. Prepare utility relocation plans and coordination and conflict resolution of existing and proposed utility facilities.
 - h. Prepare preliminary construction plans, right of way plans and final construction plans per GDOT Electronic Data Guidelines.
 - i. Prepare project cost estimates for construction, right of way, and utility relocation for the following phases: Concept, Preliminary Field Plan Review (PFPR), Right of Way Plan approval, Final Field Plan Review (FFPR), and Final Plans.
 - j. Incorporate design standards from PCG Phase I into final design and construction
 - k. Provide certification by a Georgia Registered Professional Engineer for design and construction plans.
4. Brookhaven/GDOT Coordination and meetings
- a. Project schedule, updates, and meetings with GDOT project management team per PDP.
 - b. City Review Meetings
 - c. Additional Public meetings and information to City Communication Team
 - d. Prepare monthly project reports and conduct semi-monthly project coordination meetings
 - e. Invoice monthly per Brookhaven and GDOT requirements
 - f. Attend pre-bid meeting, pre-construction meeting as Engineer of Record and respond to written and verbal questions
 - g. Invoice monthly per Brookhaven and GDOT requirements
5. 4. Permitting
- a. Land Disturbance and Erosion control Permit from City of Brookhaven
 - b. Necessary encroachment permits from GDOT
 - c. GA EPD Stream Buffer Variance and Flood Study approval as necessary
 - d. Any necessary permits from DeKalb County, GA Power and AGL
6. Final Design Development & Project Management
- a. Incorporate design standards from PCG Phase I into final design and construction documents
 - b. 100% design drawings
 - c. Conduct monthly project coordination meetings

Invoice monthly per City of Brookhaven and GDOT requirements

III. Deliverables

Project deliverables include:

1. Final Design Plans, CADD files, and supporting documentation to meet GDOT PDP requirements, including but not limited to:
 - a. Concept Report including trail alignment
 - b. NEPA Documentation
 - c. Database
 - d. Wetland delineation & flood studies
 - e. Public Information Meeting materials
 - f. Rights-of-Way Plans
 - g. Preliminary Plans
 - h. Final Plans
 - i. 100% Construction Documents and Specifications

All documentation shall be compatible with MS Office products. All concept drawings shall be compatible with MicroStation or AutoCAD. All GIS files shall be in ESRI format (Version 10.3.1 or below, file geodatabase), projected to NAD83 Georgia State Plane Coordinate System West Zone (feet).

IV. Schedule

The Consultant shall acknowledge that Time is of the Essence and shall adhere to the schedule of activities as agreed to by GDOT and the City of Brookhaven in the Project Framework Agreement (PFA). The consultant shall provide a schedule as part of their response.

V. Information to be provided in the Proposal

Offerors shall explain and justify how they propose to deliver the services required by this RFQ and to outline their qualifications and relevant experience for undertaking this Project. This information will be evaluated and assigned points as determined by the committee evaluating proposals ("Evaluation Committee") against requirements stated in the RFQ. Evaluations will be documented on evaluation worksheets. Evaluation worksheets are not available during the solicitation process but are available after award under the Georgia Open Records Act, as are all other solicitation documentation.

VI. Cost Proposal

Cost proposals for the project should be placed in a SEPARATE SEALED ENVELOPE. The evaluation committee after taking into consideration the qualifications of each proposal firm will take cost into consideration based starting with the most qualified response.

IF COST INFORMATION IS INCLUDED IN THE QUALIFICATION RESPONSE THE ENTIRE PACKAGE WILL BE CONSIDERED NON-RESPONSIVE.

PART TWO – PROPOSAL CONTENTS

To secure information in a form which will ensure that proposals can be properly evaluated, you are asked to submit your proposal in the format listed below. Every effort should be made to make proposals as concise as possible using a minimum font size of 12 point. Proposals shall be limited to twenty-five (25) single sided 8 ½" x 11" (One 11" x 17" Organizational Chart and/or schedule will be allowed as part of the 25 pages). Section I through Section V will be counted as pages to a maximum of twenty-five (25) pages.

- Title page should include the proposal subject, the firm's name, address, phone number, email address, and contact person, date of the proposal.
- Table of Contents with page numbers.
- **SECTION I: COVER LETTER** - A transmittal letter briefly stating the understanding of the work to be done, the commitment to perform the work within the schedule, a statement why the firm believes it is the best qualified to perform the work and that the proposal is an irrevocable offer for a stated period of time (minimum 120 days). The cover letter should be signed by the Proposer or an authorized representative of the Proposer and provide a statement addressing the number of years in business.
- **SECTION II: PROJECT APPROACH AND UNDERSTANDING** – Firms shall demonstrate an understanding of the project objectives. The firm must also demonstrate an understanding of the City's goals, the project issues and challenges and how they may affect project delivery. Project approach shall discuss firm's quality control program and experience with GDOT PDP meeting federal requirements.
- **SECTION III: PROJECT EXPERIENCE AND REFERENCES**- Please provide a description of a minimum of five (5) projects completed in the past five (5) years that involve requirements similar to the requirements specified in the Scope of Work for this project. The size and overall experience of the Proposer with similar sized governmental entities should be described. Capabilities and experience in applying technology should be included. For each of the representative projects provide:
 - Project Location
 - Project Description
 - Date Completed
 - Client Information: Name & Address
 - Client Reference: Name, Telephone Number, and Email address provide a client contact.

- SECTION IV: PROJECT TEAM - Each proposer shall provide an organization chart of the project and resumes of the key personnel who will be assigned to this project, their background, experience, qualifications, roles and responsibilities, and availability. Be sure to identify and provide the resume of the principal design engineer, landscape architect, principal traffic engineer, geotechnical engineer, and environmental coordinator the firm will assign for this project. In addition, firm may highlight notable expertise or other special capabilities of members of the Project team that uniquely qualify the Proposer to accomplish the requirements and specifications of the RFQ. Legal structure of the Proposer and/or consortium of Proposers, if applicable, Organizational structure of the Proposer, including roles. Describe the role of each entity comprising a partnership or consortium presenting a proposal with respect to carrying out the specifications and requirements of this RFQ.
- SECTION V: PROJECT SCHEDULE - Each proposer shall submit a proposed project schedule.
- SECTION VI: REQUIRED FORMS - Each proposer shall submit the following completed and executed forms:
 - Proposal Form
 - E-Verify Form
 - Affidavit Verifying Status for City Public Benefit Application
 - Copy of the State’s Certificate of Incorporation
 - Firms must meet the minimum qualifications in order to be fully considered. The Consultant (either the prime or one or more of the sub-consultants) shall be prequalified in the following GDOT area classes.
 - 1.06 (a) NEPA Documentation
 - 1.06 (b) History
 - 1.06 (e) Ecology
 - 1.06 (f) Archaeology
 - 1.06 (g) Freshwater Aquatic Survey
 - 3.08 Landscape Architecture Design
 - 3.10 Utility Coordination
 - 3.12 Hydraulic and Hydrological Studies (Roadway)
 - 3.13 Facilities for Bicycles and Pedestrians
 - 3.15 Highway and Outdoor Lighting based on Phase I standards
 - 4.01 (a) Minor Bridge Design
 - 4.04 Hydraulic and Hydrological Studies (Bridges)
 - 5.01 Land Surveying
 - 5.08 Overhead-Subsurface Utility Engineering SUE
 - 6.01(a) Soil Survey Studies
 - 6.02 Bridge Foundation Studies
 - Submit the GDOT “Notice of Professional Consultant Qualifications” for the prime consultant and all sub-consultants or joint venture of consultants on the presented team listed in the Proposal.
 - Complete the Proposal Form and provide a signed original within the firm’s SOQ.
 - Complete the Georgia Security and Immigration Compliance Act Affidavit form and provide a notarized original within the firm’s SOQ.
 - Complete the O.C.G.A. § 50-36-1(e)(2) Affidavit Verifying Status Public Benefit (SAVE) and provide a notarized original within the firm’s SOQ.

SECTION VI: COST PROPOSAL – The cost proposal MUST be submitted in a separate sealed envelope. DO NOT INCLUDE THE COST INFORMATION IN THE ABOVE MENTIONED DOCUMENTATION.

PART THREE- EVALUATION OF QUALIFICATIONS

Based on the proposals submitted in response to this RFQ, the Selection Committee will identify the most qualified firm. The Committee will evaluate all submittals deemed responsive and each evaluator will assign points using the criteria identified as follows:

NO	CRITERIA	POINTS
1	Cover Letter and Project Approach and Understanding (Section I & II)	30
2	Project Experience and References (Section III)	20
3	Project Team (Section IV)	10
4	Principal Design Engineer (Section IV)	10
5	Landscape Architect (Section IV)	10
6	Environmental Coordinator (Section IV)	10
7	Project Schedule (Section V)	10
	TOTAL	100

The points assigned to each criterion will be totaled for each evaluator and a rank will be determined. The firm(s) with the highest rankings determined by using the sum of scores will be determined to be the most qualified firm(s).

After reviewing the qualifications, staff may, at its discretion, invite to interview (at proposer’s expense at the City’s site) one or more of the top ranked firms. Interview responses along with the written proposal, will become part of proposer’s submission to be evaluated pursuant to the evaluation criteria.

Staff may also use cost information provided, but only after analyzing the proposals for qualifications.

PROPOSAL SUBMISSION AND EVALUATION

Proposal Format:

The City of Brookhaven retains the right to request any additional information pertaining to the Consultant’s ability, qualifications, and procedures used to accomplish all work under the contract as it deems necessary to ensure safe and satisfactory work. The City of Brookhaven reserves the right to reject any and all Proposals and to waive any informality in the solicitation process.

Evaluation of Submittals

Proposals must meet certain mandatory criteria in order to qualify for further evaluation. Any “no” answer to the first and last questions will disqualify the proposal. A “yes” answer to the second and third question will require a written explanation and may disqualify the proposal. Answers to these questions does not count to the page count.

- 1 Is the Consultant properly licensed?
- 2 Has disciplinary action been taken or is pending against the Consultant?
- 3 Has the Consultant been barred from providing work on federal, State or City construction projects?
- 4 Is the Consultant using E-Verify in compliance with State and City laws?

Signature Requirements

Proposals must be signed by a duly authorized official of the responder. Consortia, joint ventures, or teams submitting proposals, although permitted and encouraged, will not be considered responsive unless it is established that all contractual responsibility rests solely with one contractor or one legal entity which shall not be a subsidiary or affiliate with limited resources. Each proposal should indicate the entity responsible for execution on behalf of the proposal team.

Submission of Proposals

The proposal package should consist of a sealed envelope with a separate cost proposal in a sealed envelope identified as follows:

RFQ 19-285 **PEACHTREE CREEK GREENWAY PHASE II**), PI 0016053. Your firm name and address shall be placed on the envelope.

Award of Contract

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

TERMS AND CONDITIONS

Vendor Registration

Vendors responding to this RFQ can 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
Phil.Phillips@brookhavenga.gov

RFQ Amendments

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

Statement Withdrawal

Prior to the due date, a submitted RFQ 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.

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 RFQ 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 RFQ will not be accepted.

Prior to award, the apparent winning Offeror(s) may be required to enter into 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.

Payment for Services

The Successful Contractor 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.

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).

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.

Policy on Drug-Free Workplace

The final award of a contract is contingent upon the contractor certifying to the City that a drug-free workplace will be provided for the contractor's employees during the performance of the contract.

INSURANCE

Worker’s Compensation

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

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

Comprehensive Auto Liability Insurance

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

Excess Umbrella Liability

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

The Contractor 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 Contractor shall deliver to the City of Brookhaven representative upon demand a certified copy of any policy required herein for review.

The Contractor 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 RFQ and agreement.

CERTIFICATION

By my signature below, it is certified that my firm can meet all terms of the statement of qualifications 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.

City of Brookhaven

QUALIFICATIONS LETTER

We propose to furnish and deliver all the deliverables and services named in the attached Request for Qualifications (RFQ).

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 qualifications 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 RFQ 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 qualifications and proposal shall be valid and held open for a period of one hundred twenty (120) days from opening date.

**QUALIFICATIONS 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 _____

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

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.