



**Request for Qualifications No. 20-108
Ashford Park Splashpad**

April 22, 2020

A Mandatory Pre-Bid Conference and Site Visit will be held Monday, May 5, 2020, at 10:30 a.m. EST at City of Brookhaven City Hall, 4362 Peachtree Rd NE., Brookhaven, GA. 30319. Site Visit will be held at 2980 Redding Road NE, Brookhaven, GA 30319 after Pre-Bid Conference.

Questions shall be directed to the City of Brookhaven Purchasing Manager via email at purchasing@brookhavenga.gov. Only questions received prior to **4:00 p.m. EST. on Tuesday, May 12, 2020**, will be considered.

PROPOSAL DUE DATE: Tuesday, May 26, 2020, 4:00 pm EST. Submit Proposals to the City of Brookhaven Purchasing Office at 4362 Peachtree Road Brookhaven, GA 30319.

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: _____

Address: _____

Telephone: _____

Email: _____

Contact Name: _____

The Delivery shall include two (2) sealed bids (one (1) original, one (1) copies) and one (1) USB flash drive, along with one (1) copy of the cost proposal in a sealed envelope to the Purchasing Department, City of Brookhaven, 4362 Peachtree Road NE., Brookhaven, Georgia 30319. Delivery of bids shall be submitted via hand delivery or commercial carrier (i.e. U.S. Postal Service, UPS, FedEx, etc.) only. Qualifications and Cost Proposals MUST be submitted in SEPARATE SEALED ENVELOPES. FAILURE TO RETURN THE CONTRACT DOCUMENTS MAY RESULT IN THE BID BEING DEEMED NON-RESPONSIVE AND AUTOMATIC REJECTION.

QUALIFICATIONS LETTER

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

RFQ NO. 20-108, ASHFORD PARK SPLASHPAD

This **CONTRACT** made and entered into this ____ day of _____, 2020 by and between the City of Brookhaven, (Party of the First Part, hereinafter called the “City”), and _____, Party of the Second Part, hereinafter called the “Service Provider” or “Contractor”).

NOW THEREFORE, for and in consideration of the mutual promises and obligations contained herein and under the conditions hereinafter set forth, the parties do hereby agree as follows:

1. TERMS:

The services to be performed under this Contract shall commence upon the date stated in the notice to proceed letter. The contract period for this contract is for 180 days from the date stated on the Award Letter. Upon the completion of the full scope of work the contract shall terminate absolutely and without further obligation as required by O.C.G.A. §36-60-13, as amended, unless terminated earlier in accordance with the provisions of this Contract.

2. ATTACHMENTS:

The following documents are attached and are specifically incorporated herein by reference; and, along with this Contract and the General Conditions attached as Exhibit A encompass all of the **Contract documents:**

- I: Submittal Conditions.
- II: Request for Qualification Introduction (RFQ 20-108 scope reference herein).
- III: Request for Qualification
- Exhibit A: Bond Documents
- Exhibit B: Georgia Security and Immigration Compliance Affidavit.
- Exhibit C: Drug Free Workplace.
- Exhibit D: References Form.
- Exhibit E: Purchasing Policy Addendum.
- Exhibit F: Affidavit Verifying Status for Public Benefit Application.
- Exhibit G: Cost Proposal.
- Exhibit H: Construction Plans and Specifications.

3. PERFORMANCE:

Service Provider agrees to furnish all skill and labor of every description necessary to carry out perform, perform the services in accordance with the Contract Documents (the “Work”).

4. PRICE:

The City agrees to pay the Service Provider following receipt by the City of a detailed invoice reflecting the actual work performed by the Service Provider, provided, however, Service Provider guarantees that the maximum price for materials, labor and expenses, shall be the amount reflected in Exhibit G.

5. INDEMINIFICATION AND HOLD HARMLESS:

[See Section 13 of Section I. --- General Conditions]

Service Provider further agrees to protect, defend, indemnify, and hold harmless the CITY, its council members, officers, agents, and employees from and against any and all claims or liability for compensation under the Worker's Compensation Act arising out of injuries sustained by any employee or subcontract of the Service Provider, as allowed under the law.

6. TERMINATION FOR CAUSE:

The City may terminate this Contract for cause upon ten (10) days prior written notice to the Service Provider of the Service Provider's default in the performance of any term of this Contract. Such termination shall be without prejudice to any City's rights or remedies provide by law.

7. TERMINATION FOR CONVENIENCE:

The City may terminate this Contract for its convenience at any time upon (30) days written notice to the Service Provider. In the event of the City's termination of this Contract for convenience, the Service Provider will be paid for those services actually performed. Partially completed performance of the Contract will be compensated based upon a signed statement of completion to be submitted by the Service Provider who shall itemize each element of performance.

8. TERMINATION FOR FUND APPROPRIATION:

The City may unilaterally terminate this Contract due to lack of funding at any time by written notice to the Service Provider. In the event of the City's termination of this Contract for fund appropriation, the Service Provider will be paid for those services actually performed. Partially completed performance of the Contract will be compensated based upon a signed statement of completion to be submitted by the Service Provider which shall itemize each element of performance.

9. CONTRACT NOT TO DISCRIMINATE:

During the performance of this Contract, the Service Provider will not discriminate against any employee or applicant for employment because of race, creed, color, sex, national origin, age, or disability which does not preclude the applicant or employee from performing the essential functions of the position. The Service Provider will also, in all solicitations or advertisements for employees placed by qualified applicants, consider the same without regard to race, creed, color, sex, national origin, age, or disability which does not preclude the applicant from performing the essential functions of the job. The Service Provider will cause the foregoing provisions to be inserted in all subcontracts for any work covered by this Contract so that such provision will be binding upon each subservice providers for standard commercial supplies of raw materials.

10. ASSIGNMENT:

The Service Provider shall not sublet, assign, transfer, pledge, convey, sell or otherwise dispose of the whole or any part of this Contract or his right, title, or interest therein to any person, firm, or corporation without the previous consent of the City in writing.

11. WAIVER:

A waiver by either party of any breach of any provision, term, covenant, or condition of this Contract shall not be deemed a waiver of any subsequent breach of the same or any other provision, term, covenant, or condition.

12. SEVERABILITY:

The parties agree that each of the provisions included in this Contract is separate, distinct and severable from the other and remaining provisions of this Contract, and that the invalidity of any Contract provision shall not affect the validity of any other provision or provisions of this Contract.

13. GOVERNING LAW:

The parties agree that this Contract shall be governed and construed in accordance with the laws of the State of Georgia. This Contract has been signed in DeKalb County, Georgia.

14. MERGER CLAUSE:

The parties agree that the terms of this Contract included the entire Contract between the parties, and as such, shall exclusively bind the parties. No other representations, either oral or written, may be used to contradict the terms of this Contract.

IN WITNESS WHEREOF, the parties hereto, acting through their duly authorized agents, have caused this **CONTRACT** to be signed, sealed and delivered.

Signatures on following page.

Brookhaven, GEORGIA

By: _____

John Arthur Ernst, Jr
Mayor City of Brookhaven, Georgia

ATTEST: _____

Susan Hiott
City Clerk

APPROVED AS TO FROM:

Chris Balch, City Attorney

SERVICE PROVIDER:

Signature _____

Date _____

Print Name _____

Print Title _____

ATTEST:

Signature

Date _____

Print Name _____

Print Title _____

SUBMITTAL CONDITIONS

1. SCOPE OF WORK

The Contract will be to provide services to the City in accordance with the Contract Documents. All work shall be performed in accordance with the Scope of Services attached hereto as Section II.

2. REGULATIONS

- 2.1 The Service Provides shall comply with all applicable federal, state and local laws, ordinances, rules and regulations pertaining to the performance of the work specified herein.
- 2.2 The Service Provider shall obtain all permits, licenses and certificates, or any such approvals of plans or specifications as may be required by Federal, State and local laws, ordinance, rules and regulations, for the proper execution of the work specified herein.
- 2.3 During the performance of this Contract, the Service Provider shall keep current and, if requested by the City, provide copies of any and all licenses, registrations or permits required by applicable governing agencies, The Service Provider shall keep a copy of any and all licenses, registrations and permits on the job site while performing the Contract work.
- 2.4 The Service Provider will comply with the City of Brookhaven's Financial Management and Purchasing Policies.
- 2.5 Service Provider will complete all work in accordance with all applicable legal requirements, including but not limited to O.C.G.A. § 50-5-63, as applicable.

3. SERVICE PROVIDER'S PERSONNEL

- 3.1 The Service Provider will abide by all State and Federal regulations on wages and hours of an employee dealing with the employment relationship between the Service Provider and its subsidiaries or related parties and its employees, including but not limited to the Federal National Labor Relations Act, the Federal Fair Labor Standards Act, the Federal Civil Rights Act of 1964, as amended, and the Americans with Disabilities Act.
- 3.2 The Service Provider shall require all prospective employees to show proof of citizenship, or proof from the United States Immigration and Naturalization Service of valid entry permits and/or work permits for legal aliens and proof that such legal aliens are eligible to be employed in the United States. This includes any requirement for participation in the DHS e-Verify or SAVE program.

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- 3.3 Should the Service Provider engage employees who are illiterate in English, it will be the Service Provider's responsibility and obligation to train such employees to be able to identify and understand all signs and notices in and /or around the areas that relate to them or the services being performed by them pursuant to this Contract. In addition, the Service Provider will have someone in attendance at all time who can communicate instructions to said employees.
- 3.4 The Service Provider shall maintain a drug-free workplace within the meaning of the Georgia Drug-free Workplace Act. No employee shall be hired by a Service Provider for work on the City's premises prior to such employee having tested negative for drugs. In addition, existing employees having tested negative for drugs. In addition, existing employees of the Service Provider must be subject to drug testing by the Service Provider upon reasonable suspicion of drug use. Results of all such drug tests are to be retained by the Service Provider. Copies shall be provided to the City, if requested.
- 3.5 The Service Provider shall transfer promptly from the City any employee or employees that the City advises are not satisfactory and replace such personnel with employees satisfactory to the City; but in no event shall the City be responsible for monitoring or assessing the suitability of any employee or agent of the Service Provider.
- 3.6 The Service Provider's employees shall be instructed that no gratuities shall be solicited or accepted for any reason whatsoever from the tenants, customers or other persons at the City.
- 3.7 A valid driver license (Commercial Driver License, if applicable) will be required of all personnel operating motor vehicles or motorized equipment on roadways in or around the City.
- 3.8 While working on city property all Service Provider's employees shall wear neat-appearing business casual attire or uniforms with the company name and/ or logo and footwear of a style that the complies with all legal and safety requirements, including and without limitation, the requirements of OSHA.
- 3.9 Designation of Supervisor-the Service Provider shall designate an experienced Supervisor ("Supervisor") acceptable to the City for all purpose related to the work. The initial Supervisor shall be (TBD).
- 3.9.1 The Supervisor shall be fully responsible for the Service Provider meeting all of its obligations under this Contract. The Supervisor shall provide the City with an appropriate status report on the progress of the project.

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- 3.9.2 The Supervisor shall be available, as reasonably required, to be on-site during necessary times. Such times shall be discussed between the Supervisor and the City, but the final required times will be the City's discretion.
- 3.9.3 In the event that the designated Supervisor terminates employment with the Service Provider or is requested by the City to be removed from the role of Supervisor (as provided in Section 3.5), the position shall be assumed by an individual with equivalent qualifications, experience, and knowledge. Such replacement shall require the City's prior approval.
- 3.10 The process by which the implementation partner requests the removal of a team member from the project. If a Service Provider replaces a proposed team member, the Service Provider shall replace that team member of similar experience. The City reserves the right to accept or reject any proposed or replacement team member, with or without cause, at any time during the duration of the project.

4. TOOLS AND EQUIPMENT

It shall be the sole responsibility of the Service Provider to provide for all tools, parts, and equipment necessary to perform work under this Contract.

5. PERFORMANCE REQUIREMENTS

- 5.1 The Service Provider shall perform all of its obligations and functions under the Contract in accordance with the Contract specifications and industry standards. The Service Provider shall adjust and coordinate its activities to the needs and requirements of the City and perform its activities so as not to annoy, disturb, endanger, unreasonably interfere with or delay the operations or activities of the City.
- 5.2 The Service Provider's personnel shall perform work in compliance with all Federal, State, and City of Brookhaven regulations.
- 5.3 Dates for commencement and completion of work shall be coordinated with the City's Authorized Representative (CAR).
- 5.4 Any work required beyond that which is specified herein shall be reported in advance to the City. At no time shall work beyond the scope be performed without prior written authorization from the City.
- 5.5 The Service Provider shall utilize maximum safety procedures. Tools and equipment will be in a good state of repair, safe to use, and be used in the manner in which they were intended. The Service Provider is required to inform all workers and concerned persons of the Material Safety Data on all products being utilized on this project. No materials or equipment will be left unattended at any time.

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6. CONFIDENTIAL INFORMATION

- 6.1 In the course of performing the Contract work, the Service Provider may gain access to security-sensitive and other sensitive information of the City.
- 6.2 The Service Provider agrees to hold all City data and information in confidence and to make such information known only to its employees and subcontracts who have a legitimate need to know such information and only after advising such persons of the Service Provider's non-disclosure obligations.
- 6.3 The Service Provider shall seek the City's prior written consent before using for any purpose other than the fulfillment of the Service Provider's obligations hereunder, or before releasing, disclosing, or otherwise making such information available to any other person.
- 6.4 The Service Provider shall employ such practices and take such actions to protect the City's information from unauthorized use or disclosure as the Service Provider employs and takes to protect its own information, but in no event shall the Service Provider use less than reasonable efforts to protect the City's information.
- 6.5 The provisions of this Section shall survive the expiration or earlier termination of the Contract.

7. USE OF PREMISES

During the progress of the work specified herein, to the extent any work is performed on the City's premises, the Service Provider shall keep the premises free from accumulation of waste materials, and other debris resulting from, work and about the premises as well as tools, equipment, machinery and surplus material, and leave the site clean and ready for occupancy by the City.

8. SAFETY AND PROTECTION

The Service Provider shall be solely and completely responsible for initiating, maintaining and supervising all safety precautions for the safety of, and shall provide the necessary protection to prevent damage, injury or loss to all employees on the worksite and other persons including, but not limited to, the general public who may be affected thereby.

9. COMPENSATION – INVOICE AND PAYMENT FOR SERVICES

- 9.1 The City shall pay the Service Provider, subject to any authorized deductions, the applicable prices set forth for each service authorized by the City, and actually delivered or performed, as the case may be, by the Service Provider to the satisfaction and acceptance, as appropriate, of the City. The timing of such payments shall be as set forth below in the Section.

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- 9.2 The Service Provider shall invoice with such supporting documentation and other backup material as the City may reasonably require. The Service Provider shall provide the Proof of Payment indicating all subcontractors have paid, with each invoice.
- 9.3 The Service Provider shall deliver to the City approval and acceptance, and before eligible for final payment of any amounts due, all documents and material prepared by the Service Provider for the City under this Contract.
- 9.4 The City shall pay the undisputed amount of the Service Provider's invoice, as it may be reduced to reflect unsubstantiated or unsatisfactory service. Items in dispute shall be paid upon the resolution of the dispute. No verification or payment of any amounts invoiced shall preclude the City from recovering any money paid in excess of that due under the terms of this Contract.
- 9.5 The Service Provider shall be obligated to pay promptly all proper charges and costs incurred by the Service Provider for labor and expenses incurred for the work performed hereunder. The City shall have the right, but not the obligation, to pay directly to third parties (including subcontractors) all past due amounts owed by the Service Provider to third parties for labor and materials used for the work hereunder, based on invoices submitted by such third party, and all such amounts paid by the City shall be applied toward, and shall reduce, amount owed to Service Provider hereunder.
- 9.6 The Service Provider shall submit all invoices with purchase order number to: City of Brookhaven, GA, Accounts Payable, 4362 Peachtree Road NE, Brookhaven, GA 30319.
- 9.7 The Service Provider will agree to comply with the City of Brookhaven's Financial Policies and Purchasing Policy, to the extent applicable.
- 9.8 The Service Provider agrees that the compensation provided herein shall be full and final settlement of all claims arising against Brookhaven for work done, materials furnished, costs incurred or otherwise arising out of this contract and shall release the City from any and all further claims related to the payment for services and materials furnished in connection with this Agreement.
- 9.9 The Service Provider and City agree that in any event a provision of this Contract pertaining to the time of payment, the rate of payment, and any rates of interest differs from any provision of the Prompt Pay Act, such provision of the Prompt Pay Act is hereby waived and said Contract provision shall control. The City shall not be responsible for any interest penalty or for any late payment.

10. COMPLIANCE WITH LAWS AND REGULATIONS

- 10.1 The Service Provider shall perform its obligations and functions hereunder in compliance with the applicable laws of the United States, the State of Georgia, DeKalb County, the

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City of Brookhaven, any applicable rules, regulations or directives of any agency thereof, and the applicable regulations of the City. OSHA rules and regulations shall be followed at all times. The City shall have the right (but not the obligation) to contest or challenge by any means whatsoever any law, regulation, rule or directive which in any way affects or otherwise impacts upon the Service Provider's performance of its obligations and functions hereunder; the Service Provider shall cooperate to the fullest extent and take whatever action (including becoming a party in any litigation) the City should reasonable request in connection with any such challenge or contest by the City.

- 10.2 The Service Provider shall obtain and keep current all licenses, permits and authorizations, whether municipal, county, state or deferral, required for the performance of its obligations and functions hereunder and shall pay promptly when due all fees therefore.
- 10.3 The Service Provider shall abide by all applicable state and federal regulations pertaining to wages and hours of an employees; including but not limited to the Service Provider's compliance with requirements of O.C.G.A. 13-10-91 AND Rule 300-104-1-.02.

11. SERVICE PROVIDER'S LIABILITY

The Service Provider shall be responsible for the prompt payment of any fines imposed on the city or the Service Provider by any other federal, state or local governmental agency as a result of the Service Provider's, or its subcontractor's (or the officers' directors', employees' or agents' of either), failure to comply with the requirements of any law or any governmental agency rule, regulation, order or permit. The liability of the Service Provider under this Section 11 is in addition to and in no way a limitation upon any other liabilities and responsibilities which may be imposed by applicable law or by the indemnification provision of Section 12 hereof, and such liability shall survive the expiration or earlier termination of this Contract.

12. INDEMNIFICATION AND INSURANCE

- 12.1 The Service Provider shall, to the extent allowed under Georgia law, indemnify, defend and hold completely harmless the City, and the members (including, without limitation, members of the City's Council, and members of the boards and of the City), officers, employees and agents of each, from and against any and all liabilities (including statutory liability and liability under Workers' Compensation Laws), losses, suits, claims, demands, judgments, fines, damages, costs and expenses (including all costs for investigation and defense thereof, including, but not limited to, court costs, paralegal and expert fees and reasonable attorneys' fees) which may be incurred by, charged to or recovered from any of the foregoing by (i) reason or on account of damage to or destruction or loss of any property of the City, or any property of, injury to or death of any person resulting from or arising out of or in connection with the performance of this

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Contract, or the acts or omissions of the Service Provider's directors, officers, agents, employees, subcontractors, licensees or invitees, in connection with the performance of this contract regardless of where the damage, destruction, injury or death occurred, **unless** such liability, loss, suit, claim, demand, judgment, fine, damage, cost or expense was proximately caused solely by the City's negligence or by the joint negligence of the City and any person other than the Service Provider or the Service Provider's directors, officers, agents, employees, subcontractors, licensees, or invitees, or (ii) arising out of or in connection with the failure of the Service Provider to keep, observe or perform any of the covenants or agreements in this Contract which required to be kept, observed or performed by the Service Provider, or (iii) arising out of or in connection with any claim, suit, assessment or judgment prohibited by Section 12.4 below by or in favor of any person described in Section 12.5 below, or (iv) arising out of or in connection with any action by Service Provider or its directors, officers, agents, employees, subcontractors, licensees or invitees. The City agrees to give the Service Provider reasonable notice of any suit or claim for which indemnification will be sought hereunder, to allow the Service Provider or its insurer to compromise and defend the same to the extent of its interest, and to reasonably cooperate with the defense of any such suit or claim. In carrying out its obligations under this section, the Service Provider shall engage counsel reasonably acceptable to the City. In any suit, action, proceeding, claim or demand brought in respect of which the City may pursue indemnity, the City shall have the right to retain its own counsel, but the fees and expenses of such counsel shall be at the expense of the City unless (1) the Service Provider and the City shall have mutually agreed to the contrary, (2) the Service Provider has failed within a reasonable time to retain counsel reasonably satisfactory to the City, or (3) the City and the Service Provider are both named parties in any such proceeding and, in the sole judgment of the City, representation of both the City and the Service Provider by the same counsel would be inappropriate due to actual or potential differing interests between them. The indemnification provisions of the Section 13 shall survive the expiration or earlier termination of this Contract with respect to any acts or omissions occurring during the term of the Contract. Notwithstanding anything contained in the foregoing indemnity, any claim for indemnity by the City for claims of third parties alleging harm due to the professional services provided by Service Provider, to the fullest extent permitted by law, Service Provider shall indemnify City from and against losses, damages, and judgments arising from such claims by third parties, including reasonable attorneys' fees and expenses recoverable under applicable law, but only to the extent they are found to have been caused by a negligent act, error or omission of Service Provider or its sub-Service Providers in the performance of professional services under this Agreement.

- 12.2 In addition to indemnification provisions stated above, if the City's use of any service, software, firmware, programming, or other item provided by or on behalf of the Service Provider is enjoined due to infringement of another person or entity's intellectual

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property rights, the Service Provider shall promptly, at its sole cost and expense, modify the infringing item so that it no longer infringes, procure for the City the legal right to continue using the infringing item, or procure for the City a non-infringing item, or procure for the City a non-infringing replacement item having equal or greater functional capabilities as the infringing item.

- 12.3 The Service Provider shall assume all responsibility for loss caused by neglect or violation of any state, federal, municipal or agency law, rule, regulation or order. The Service Provider shall give to the proper authorities all required notices relation to its performance, obtain all official permits and licenses, and pay all proper fees and taxes. It shall promptly undertake proper monetary restitution with respect to any injury that may occur to any building, structure or utility in consequence of its work. The Service Provider will notify the City in writing of any claim made or suit instituted against the Service Provider because of its activities in performance of the Contract.
- 12.4 No recourse under or upon any obligation, covenant or agreement contained in this Contract, or any other agreement or document pertaining to the work or services of the Service Provider hereunder, as such may from time to time be altered or amended in accordance with the provisions hereof, or any judgment obtained against the City, or by the enforcement of any assessment or by any legal or equitable proceeding by virtue of any statute or otherwise, under or independent of this Contract, shall be had against any member (including without limitation members of the City's Council, or members of the citizens advisory committees of each), any officer, employee or agent, as such, past, present, or future of the City, either directly or through the City or otherwise for any claim arising out of or in connection with this Contract or the work or services conducted pursuant to it, or for any sum that may be due and unpaid by the City. Any and all personal liability of every nature, whether at common law or in equity, or by statute or by constitution or otherwise, of any such member, officer, employee, or agent, as such, to respond by reason of any act or omission on his or her part or otherwise for any claim arising out of or in connection with this Contract or the work or services conducted pursuant to it, or for the payment for or to the City, or any receiver therefore or otherwise, or any sum that may remain due and unpaid by the City, is expressly waived and released as a condition of and in consideration of the execution of this Contract and the promises made to the Service Provider pursuant to this Contract.
- 12.5 In any and all claims against the City, or any of their officers, members, agents, servants or employees, by any employee of the Service Provider, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, the indemnification obligation of the Service Provider under this Section 112 shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefit payable by or for the Service Provider or any subcontractor

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under Workers' Compensation Acts, disability benefit acts or other employee benefit acts.

12.6 No provisions of Section 12 herein shall be construed to negate, abridge, or otherwise reduce any other right of indemnity that the City may have as to any party or person described therein.

12.7 Insurance

12.7.1 General Liability and Automobile Liability. The Service Provider shall purchase and maintain in force during the term of the Contract, at its own cost and expense, to protect the Service Provider, the City, and the members (including, without limitation, all members of the governing City's Council and the citizens' advisory committees of each), officers agents, and employees of each, from and against any and all liabilities arising out of or in connection with the Service Provider's performance of the Contract work:

(1) Commercial general liability insurance with coverage of not less than ONE MILLION DOLLARS (\$1,000,000.00) combined single limit per occurrence, and with contractual liability coverage for Service Provider's covenants to and indemnification of the City under the Contract, and

(2) Automobile liability insurance with policy limits of not less than ONE MILLION DOLLORS (\$1,000,000.00) combined single limit per accident or occurrence covering each motor vehicle operated on City property.

12.7.1.1 Self-Insured Retention. Service Provider's commercial general liability insurance policies shall not be subject to a self-insured retention exceeding \$10,000, if the value of the Contract is less than \$1,000,000, and not be subject to a self-insured retention exceeding \$100,000, if the Contract is \$1,000,000 or more, unless approved by the City Manager. Service Provider's automobile liability insurance policies shall not be subject to a self-insured retention exceeding \$10,000, unless approved by the City Manager.

12.7.1.2 Additional Insured Endorsement. Service Provider agrees and shall cause the City their member (including, without limitation, members of the City's Council and members of the citizens' advisory committees of each), officers, employees, and agents to be named as additional insured under such policy or policies of commercial general and automobile liability insurance.

12.7.1.2 Workers' Compensation and Employer's Liability. If Service Provider has any employee working on City property, Service Provider shall procure and

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maintain in force during the term of the Contract (i) workers' compensation insurance, and (ii) employer's liability insurance. The policy limits of the Service Provider's employer's liability insurance shall not be less than \$100,000 for "each employee." If the Service Provider is self-insured, the Service Provider shall provide proof of self-insurance and authorization to self-insure as required by applicable state laws and regulations.

12.7.1.3 Professional Liability Insurance. The Service Provider shall purchase and maintain in force during the term of the Contract, Professional Liability insurance which will pay for damages arising out of errors or omissions in the rendering, or failure to render professional services under the Contract in the amount of at least ONE MILLION DOLLARS (\$1,000,000.00) per claim. Such insurance must contain nose and tail coverage to include work performed by the Service Provider from the project's inception date and until such time as the Statue of Limitations has run for the work done on the project.

12.7.4 Health Insurance. Not applicable.

12.7.5 Garage Liability Insurance. Not applicable.

12.7.6 Garage Keeper's Legal Liability Insurance. Not applicable.

12.7.7 Crime Coverage. Not applicable.

12.7.8 Pollution Liability Insurance. Not applicable.

12.7.9 Deductibles. The Service Provider's policies of insurance required by this Section 12.7 may require the Service Provider's payment of a deductible, provided the Service Provider's insurer is required to pay claims from the first dollar at 110% of the claim value without any requirement that the Service Provider pay the deductible prior to its insurer's payment of the claim.

12.7.10 Other Insurance Requirements. All insurance policies required by this Section 12.7 shall provide that they are primary insurance with respect to any other valid insurance the City may possess, and that any other insurance the City does possess shall be considered excess insurance only. All such insurance shall be carried with a company or companies which meet the requirements of Section 13.2 of these General Conditions and said policies shall be in a form satisfactory to the City. A properly completed and executed Certificate of Insurance on a form provided or approved by the City (such as a current ACORD certificate of insurance) evidencing the insurance coverage required by this Section shall be furnished to the City upon the Service Provider shall provide the City with at least thirty (30) days' prior written notice of any adverse material change in the Service Provider's required insurance coverage except that ten (10) days' notice of cancellation for non-payment is required. For purposes of this Section 12.7.10, and

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“adverse material change” shall mean any reduction in the limits of the insurer’s liability, any reduction, non-renewal or cancellation of any insurance coverage, or any increase in the Service Provider’s self-insured retention. Prior to the expiration of any such policy, the Service Provider shall file with the City a certificate of insurance showing that such insurance coverage has been renewed. If the insurance coverage is canceled or reduced, the Service Provider shall, within five (5) days after such cancellation or reduction in coverage, file with the City a certificate showing that the required insurance has been reinstated or provided through another insurance company or companies approved by the City. If the Service Provider fails to obtain or have such insurance reinstated, the City may, if it so elects, and without waiving any other remedy it may have against the Service Provider, immediately terminate this Contract upon written notice to the Service Provider. The City Manager shall have the right to alter the monetary limits or coverage herein specified from time to time during the term of this Contract, and the Service Provider shall comply with all reasonable requests of the City Manager with respect thereto.

13. LIABILITY INSURANCE

13.1 N/A

13.2 Liability Insurance Companies furnishing insurance coverage required by these General Conditions shall (a) be approved to issue insurance policies in the State of Georgia, and (b) must have no less than a “B+” Financial Rating and a Financial Size Category of “Class VI” or higher according to the most current edition of A.M. Best’s Insurance Reports. If the liability insurer is rated by A.M. Best’s Insurance Reports at an “A- Financial Rating and a Financial Size Category of “Class VIII” or higher that the City Manager may waive the requirement for the insurer to be approved by the State of Georgia.

14. CONTRACT ADJUSTMENTS

14.1 Notwithstanding any provision herein to the contrary, the City reserves the right to modify at any time the nature, method, scope, frequency, or timing of the Service Provider’s obligations under this Contract (Contract Adjustments) in whatever manner it determines to be reasonably necessary for the proper completion of the Service Provider’s work hereunder. Both parties agree that, should any Contract Adjustments be made, the Service Provider’s compensation will be adjusted accordingly, in such amount or amounts as will be mutually agreed to by means of good faith negotiation by the City and Service Provider and, to the extent possible, by reference to any unit costs already established in the Proposal. Without exception, all deletion or additions to the scope of work will be set forth in a written Amendment to this Contract.

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- 14.2 Notwithstanding the foregoing, the City shall have the right to terminate this Contract herein should the Service Provider and the City fail to reach agreement on the adjusted compensation within thirty (30) days after the date of the Contract Adjustment.
- 14.3 Notwithstanding the foregoing, there shall be no upward adjustment of the compensation on account of any Contract Adjustment made necessary or appropriate as a result of the mismanagement, improper act, or other failure of the Service Provider, its employees, agents, or its subcontractors to properly perform its obligations and functions under this Contract.

15. SUBCONTRACTORS

- 15.1 The Service Provider shall perform all of its obligations and functions under this Contract by means of its own employees, or by a duly qualified subcontractor which is approved in advance by the City. Such subcontractor which is an affiliate, parent, or subsidiary company; or had principal owners, relative, management, or employees common to the Service Provider; or any other party that has the ability to significantly influence the management or daily business operations of the subcontractor must be disclosed in writing to the City Manager. Goods and services provided by subcontractors which are reimbursed by the City must be bona fide arm's-lengths transactions. In the event a subcontractor is employed, the Service Provider shall continuously monitor the subcontractor's performance, shall remain fully responsible to ensure that the subcontractor performs as required and itself perform or remedy any obligations or functions which the subcontractor fails to perform properly. Nothing contained herein shall be construed to prevent the Service Provider from using the services of a common carrier for delivering goods to the City. The City approves the sub-Service Providers listed in the Statement of Qualifications.
- 15.2 This Contract shall be referred to and incorporated within any contractual arrangement between the Service Provider and a subcontractor and, in such contractual arrangement; the subcontractor shall give its express written consent to the provisions of this Section 15. To the extent feasible, the provisions of this Contract shall apply to any such subcontractor in the same manner as the apply to the Service Provider. However, such application shall neither make any subcontractor a party to this Contract, nor make such subcontractor a third-party beneficiary hereof.
- 15.3 In the event that the Service Provider employs a subcontractor, then the City may require that copies of invoices for all work (including invoices submitted to the Service Provider for work performed by a subcontractor) shall be submitted to the City by the Service Provider and the City shall pay all compensation to the Service Provider. It shall be the sole responsibility of the Service Provider to deal with a subcontractor with respect to the collection and submission of invoices and the

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payment of compensation. In no event shall the City have any obligation or liability hereunder to any subcontractor, including, in particular, any obligations of payment.

16. DEFAULT AND TERMINATION

16.1 In the event that:

- 16.1.1 the Service Provider shall fail to keep, perform or observe any of the promises, covenants or agreements set forth in this Contract (provided that notice of the first failure shall have been given to the Service Provider, but whether or not the Service Provider shall have remedied any such failure); or
- 16.1.2 the Service Provider shall fail to keep, perform or observe any promise, covenant, or agreement set forth in this Contract, and such failure shall continue for a period of more than five (5) days after delivery to the Service Provider of a written notice of such breach or default; or
- 16.1.3 the Service Provider's occupational or business license shall terminate, or the Service Provider shall fail to provide the City with any bond, letter of credit, or evidence of insurance as required by the Contract Documents, for any reason; or
- 16.1.4 the Service Provider fails for any reason to provide the City with an acceptable renewal or replacement bond or letter of credit within the time period specified by a provision for this Contract; or
- 16.1.5 the Service Provider shall become insolvent, or shall take the benefit of any present or future insolvency statute, or shall make a general assignment for the benefit of creditor, or file a voluntary petition in bankruptcy or a petition or answer seeking an arrangement for its reorganization, or the readjustment of its indebtedness under the Federal Bankruptcy laws, or under any other law or statute of the United States or any State thereof, or shall consent to the appointment of a receiver, trustee or liquidator of all or substantially all of its property; or
- 16.1.6 the Service Provider shall have a petition under any part of the Federal Bankruptcy laws, or an action under any present or future insolvency laws or statute filed against it, which petition is not dismissed within thirty (30) days after the filing thereof; or
- 16.1.7 there is any assignment by the Service Provider of this Contract or any of the Service Provider's rights and obligations hereunder for which the City has not consented in writing; or
- 16.1.8 the Service Provider shall default on any other agreement entered into by and between Service Provider and the City, then, in its discretion, the City shall have the right to terminate this Contract for default, which termination shall be

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effective upon delivery of written notice of such termination to the Service Provider. In the event that the City terminates this Contract for default, or the Service Provider abandons or wrongfully terminates the Contract, the Service Provider shall be paid for compensation earned to the date of termination or abandonment (but the City shall have the right to reduce by off-set any amounts owed to the Service Provider hereunder or under any other Contract or obligation by the amount of the City's damages and any amounts owed by the Service Provider to the City), but the Service Provider shall not be compensated for any profits earned or claimed after the receipt of the City's notice of termination by default or after abandonment or wrongful termination. The City's election to terminate or not to terminate this Contract in part or whole for the Service Provider's default shall in no way be construed to limit the City's right to pursue and exercise any other right or remedy available to it pursuant to the terms of the Contract or otherwise provided by law or equity.

- 16.2 Notwithstanding anything else herein contained, the City may terminate this Contract in whole or in part at any time for its convenience by giving the Service Provider thirty (30) days written notice. In that event, the Service Provider shall proceed to complete any part of the work, as directed by the City, and shall settle all its claims and obligations under the Contract, as directed by the City. The Service Provider shall be compensated by the City in accordance with the provisions hereof, including in particular Section 2 of these General Conditions, provided, however, that in no event shall Service Provider be entitled to compensation for work not performed or for anticipatory profits. Service Provider shall justify its claims, as requested by the City, with accurate records and data.
- 16.3 Bankruptcy and Liquidation – In the event the Service Provider (1) makes an assignment for the benefit of creditors, or petition or apply to any tribunal for the appointment of a custodian, receiver, or trustee for all or a substantial part of its assets; (2) commences any proceeding under any bankruptcy, reorganization, arrangement, readjustment of debt, dissolution, or liquidation law or statute of any jurisdiction whether now or hereafter in effect; (3) has had any such petition or application filed or any such proceeding commenced against it in which an order for relief is entered or an adjudication or appointment is made, and which remains undismissed for a period of sixty(60) days or more; (4) takes any corporate action indicating its consent to, approval of, or acquiescence in any such petition, application, proceeding, or order for relief or the appointment of a custodian, receiver, or trustee for all or substantial part of its assets; or (5) permits any such custodianship, receivership, or trusteeship to continue undischarged for a period of sixty (60) days or more causing the Service Provider or any third party, including, without limitation, a trustee in bankruptcy, to be empowered under

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state or federal law to reject this Contract or any agreement supplementary hereto, the City shall have the following rights:

(i) In the event of a rejection of this Contract or any agreement supplementary hereto, the City shall be permitted to retain and use any back-up or archival copies of the software licensed hereunder under this Agreement for the purpose of enabling it to mitigate damages caused to the City because of the rejection of this Contract. The City shall exert reasonable efforts to mitigate such damage by use of such back-up or archival copies.

(ii) In the event of rejection of this Contract or any agreement supplementary hereto, the City may elect to retain its rights under this Contract or any agreement supplementary hereto as provided in Section 365(n) of the Bankruptcy Code.

Upon written request of the City to, as applicable, the Service Provider or the bankruptcy trustee or receiver. The Service Provider or such bankruptcy trustee or receiver shall not interfere with the rights of the City as licensee as provided in this Contract or in any agreement supplementary hereto to obtain the Source Material(s) from the bankruptcy trustee and shall, if requested, cause a copy of such Source Material (s) to be available to the City.

(iii) In the event of rejection of this Contract or any agreement supplementary hereto, the City may elect to retain its rights under this Contract or any agreement supplementary hereto as provided in section 365(n) of the Bankruptcy Code without prejudice to any of its rights of setoff with respect to this Contract under the Bankruptcy Code or applicable non-bankruptcy law; or In the event of a rejection of this Contract or any agreement supplementary hereto, the City may retain its rights under this Contract or any agreement supplementary hereto as provided in section 365(n) of the Bankruptcy Code without prejudice to any of its right under section 503(b) of the Bankruptcy Code.

17. CITY'S AUTHORIZED REPRESENTATIVE

During the term of this Contract, the City manager or designee may from time to time designate an individual to serve as the City's Authorized Representative (CAR) and an Assistant CAR designated to serve in that capacity in the absence of the CAR, who shall have such authority to act on the City's behalf as the City Manager may from time to time actually delegate to such person, but in no event shall the CAR have authority to modify or terminate this Contract, or make final decisions with respect to amendments, time extensions, assignments, cost or payment adjustments or payment disputes.

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18. ASSIGNMENT

Neither this Contract nor any of the Service Provider’s rights or obligations hereunder may be assigned by the Service Provider without the City’s prior written consent, which consent may be granted or withheld at the City’s sole discretion. Any transfer of this Contract by merger, consolidation or liquidation (unless the stock of the Service Provider is traded on a national stock exchange or in a generally recognized over the counter securities market) any change in ownership of a power to vote a majority of the outstanding voting stock or ownership interests of the Service Provider shall constitute an assignment of this Contract for purposes of this Section. In the event the Service Provider assigns or subcontracts or attempts to assign or subcontract any right or obligation arising under this Contract without City’s prior written consent, the City shall be entitled to terminate this Contract pursuant to the provisions of Section 17 hereof.

19. NOTICES

- 19.1 Unless otherwise stated herein, all notices or other writings which the City is required or permitted to give to the Service Provider may be hand delivered, mailed via U.A Certified Mail or sent next-day delivery by a nationally-recognized overnight delivery service to the Service Provider’s address set forth in the Proposal. Any such notice shall be deemed to have been delivered upon actual delivery, or one (1) day following submission to a nationally-recognized overnight delivery service for next day delivery to the Service Provider, or three (3) days following submission to the Service Provider by U.S. Certified Mail.

- 19.2 Unless otherwise stated herein, all notices or other writings which the Service Provider is required or permitted to give to the City may be hand delivered to the City Manager, mail via U.S. Certified Mail. Or sent next-day delivery by a nationally-recognized overnight delivery service for next day delivery to City, or three (3) days following submission to the City by U.S. Certified Mail. Any such notice shall be sent to:

City of Brookhaven, GA
ATTN: City Manager
4362 Peachtree Road NE
Brookhaven, GA 30319

Service Provider: _____

- 19.3 Either party may change its notice address by written notice to the other given as provided in this section.

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20. NONDISCRIMINATION

20.1 During the performance of this Contract, the Service Provider, for itself, its assignees and successors in interest agrees as follows:

20.1.1 Compliance with Regulations. The Service Provider shall comply with the Law and Regulations as they may be amended from time to time (hereafter referred to as the “Regulations”), which are herein incorporated by reference and made a part of this Contract.

20.1.2 Nondiscrimination. The Service Provider, with regard to the work performed by it during the Contract, shall not discriminate on the grounds of race, color, or national origin in the selection and retention of any subcontractor, including procurement of materials and leases of equipment. The Service Provider shall not participate either directly or indirectly in the discrimination prohibited by the Regulations.

20.1.3 Solicitations for Subcontracts, Including Procurement of Materials and Equipment. In all solicitations either by competitive proposing or negotiation made by the Service Provider for work to be performed under a subcontract, including procurement of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the Service Provider of the Service Provider’s obligations under this Contract and the Regulation relative to nondiscrimination on the grounds of race, color or national origin.

20.1.4 Information and Reports. The Service Provider shall provide all information and reports required by the Regulations or directives issued pursuant thereto and shall permit access to its books, records, accounts, other sources or information, and its facilities as may be determined by the City to be pertinent to ascertain compliance with such Regulations, orders and instructions, the Service Provider shall so certify to the City , as appropriate, and shall set forth what efforts it has made to obtain the information.

20.1.5 Sanctions for Noncompliance. In the event of the Service Provider’s noncompliance with the nondiscrimination provisions of this Contract, the City shall impose such Contract Sanctions as it may determine to be appropriate, including but not limited to:

20.1.5.1 Withholding of payments to the Service Provider under the Contract until the Service Provider complies, and/or

20.1.5.2 Cancellation, termination or suspension of the Contract, in whole or in part.

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20.1.6 Incorporation of Provisions, The Service Provider shall include the provisions of subsections 20.1.1 through 20.1.5 in every subcontract, including procurement of materials and leases of equipment, unless exempt by the Regulations or directives issued pursuant thereto. The Service Provider shall take such action with respect to any subcontract or procurement as the City may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, however, that in the event the Service Provider becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the Service Provider may request the City to enter into such litigation to protect the interest of the City and, in addition, the Service Provider may request the interest of the City and, in addition, the Service Provider may request the United States to enter into such litigation to protect the interests of the United States.

20.2 The Service Provider assures the City that it will comply with the pertinent statutes, Executive Orders and such rules as are promulgated to assure that no person shall, on the grounds of race, creed, color, national origin sex, age, marital status, or handicap be excluded from participating in any activity conducted with or benefiting from Federal assistance. This provision shall bind the Service Provider from the period beginning with the initial solicitation through the completion of the Contract.

21. COPYING DOCUMENTS

The Service Provider hereby grants the City and its agent's permission to copy and distribute any and all materials and documents contained in, comprising, or which are otherwise submitted to the City with or in connection with the Service Provider's Proposal or which are contained in the Contract Documents (the "Submittals"). The permission granted by the Service Provider shall be on behalf of the Service Provider and any and all other parties who claim any rights to any of the materials or documents comprising the Submittals. Such permission specifically authorizes the City and its agents to make and distribute such copies of the Submittals or portions thereof as may be deemed necessary or appropriate by the City for its own internal purposes or for responding to requests for copies from any member of the public regardless of whether the request is specifically characterized as a public records request pursuant to Georgia Cod. This provision shall survive the expiration or termination of the Contract.

22. GENERAL PROVISIONS

22.1 The Contract Documents consist of the Contract, the Proposal Forms, the Instructions to Proposers, Request for Qualifications, all Addendum(s) issued prior to execution of this Contract, these General Conditions and Specifications. Together, these documents comprise the Contract and all the documents are fully a part of the Contract as if attached to the Contract or repeated herein. Precedence of the Contract Documents shall

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be as follows: (i) addendum(s) to the Contract Documents, (ii) the Contract, (iii) the General Conditions, (iv) the Scope of Work in Section II, (v) the Request for Qualification, and (vii) the Bid Form.

- 22.2 This Contract represents the entire agreement between the parties in relation to the subject matter hereof and supersedes all prior agreements and understandings between such parties relation to such subject matter, and there are no contemporaneous written or oral agreements, terms or representation made by any party other than those contained herein. No verbal or written representations shall be relied upon outside the Contract terms and amendments. Without exception, all deletions or additions to the scope of work will be set forth in a written amendment to this Contract. No amendment, modification, or waiver of this Contract, or any part thereof, shall be valid or effective unless in writing signed by the party or parties sought to be bound or charged therewith; and no waiver of any breach or condition of this Contract shall be deemed to be a waiver of any other subsequent breach or condition, whether of a like or different nature.
- 22.3 The Service Provider shall, during the term of this Contract, repair any damage caused to real or personal property of the City and/or its tenants, wherever situated, caused by the intentional, reckless, or negligent acts or omissions of the Service Provider's officers, agents, or employees, and any subcontractors and their officers, agents, or employees, or , at the option of the City, the Service Provider shall reimburse the City for the cost of repairs thereto and replacement thereof accomplished by or on behalf of the City.
- 22.4 The Service Provider warrants to the City that no work performed or materials purchased pursuant to the Contract, whether by, from, or through the Service Provider or a subcontractor, shall cause any claim, lien or encumbrance to be made against any property of the City, and the Service Provider shall indemnify and save the City harmless from and against any and all losses, damages and costs, including attorneys' fees, with respect thereto. If any such claim, lien or encumbrance shall be filed, the Service Provider shall, within thirty (30) days after notice of the filing thereof, cause the same to be discharged of record by payment, deposit, bond, order of a court of competent jurisdiction or otherwise. This provision shall survive the expiration or termination of the Contract.
- 22.5 The language of this Contract shall be construed according to its fair meaning, and not strictly for or against either the City or the Service Provider. This Contract shall be deemed to be made, construed and performed according to the laws of the State of Georgia. Any suit or proceeding initiated for the purpose of interpreting or enforcing any provision of this Contract or any matter in connection therewith shall be brought exclusively in a court of competent jurisdiction in Dekalb County, Georgia, and the

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Service Provider waives any venue objection, including, but not limited to, any objection that a suit has been brought in an inconvenient forum. The Service Provider agrees to submit to the jurisdiction of the Georgia courts and irrevocably agrees to acknowledge service of process when requested by the City.

- 22.6 The section headings herein are for the convenience of the City and the Service Provider and are not to be used to construe the intent of this Contract or any part hereof, or to modify, amplify, or aid in the interpretation or construction of any of the provisions hereof.
- 22.7 The use of any gender herein shall include all genders, and the use of any number shall be construed as the singular or the plural, all as the context may require.
- 22.8 The delay or failure of the City at any time to insist upon a performance of any of the terms, conditions and covenants herein shall not be deemed a waiver of that breach or any subsequent breach or default in the terms, conditions, or covenants of this Contract. The Service Provider shall not be relieved of any obligation hereunder on account of its failure to perform by reason of any strike, lockout, or other labor disturbance.
- 22.9 If the City shall, without any fault, be made a party to any litigation commenced between the Service Provider and a third party arising out of the Service Provider's operations and activities at the premises, then the Service Provider shall pay all costs and reasonable attorney's fees incurred by or imposed upon the City in connection with such litigation for all trial and appellate proceedings. The City shall give prompt notice to the Service Provider of any claim or suit instituted against it by such third party. The provisions of this Section supplement and are not intended to be in lieu of the indemnification provisions of Section 5 hereof. The provisions of this Section shall survive the acceptance of the services and payment therefore, and the expiration or earlier termination of this Contract.
- 22.10 The City shall have the right to recover from the Service Provider all of the City's costs and expenses incurred in enforcing the provisions of this Contract including, but not limited to, (1) the cost of administrative investigation and enforcement (including, without limitation, audit fees and costs, attorneys' fees) and (2) the cost of any trial, appellate or bankruptcy proceeding (including, without limitation, investigation costs, audit fees and costs, attorney's fees, court costs, paralegal fees and expert witness fees). This provision shall survive the expiration or termination of the Contract.
- 22.11 The Service Provider shall not during the term of the Contract knowingly hire or employ (on either a full-time or part-time basis) any employee of the City.

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- 22.12 The Service Provider shall be required, during the term of the Contract at no additional cost to the City, to take such reasonable security precaution with respect to its operations at City Hall as the City in its discretion may from time to time prescribe. The Service Provider shall comply with all regulation, rules and policies of any governmental authority, including the City, relating to security issues.
- 22.13 The City may, but shall not be obligated to, cure, at any time, upon five (5) days written notice to the Service Provider (provided, however, that in any emergency situation to the City shall be required to give only such notice as is reasonable in light of all the circumstances), any default by the Service Provider under this Contract; whenever the City so cures a default by the Service Provider, all costs and expenses incurred by the City in curing the default, including but not limited to, reasonable attorneys' fees, shall be paid by the Service Provider to the City on demand.
- 22.14 The City shall, in its discretion, be entitled to deduct from the compensation to which the Service Provider is otherwise entitled hereunder, an amount equal to any liabilities of the Service Provider to the City which are then outstanding. In the event that additional work beyond the scope of this Contract is requested by the City Manager and it results in any extra charges to the City, the Service Provider shall so advise the City in writing of the amount of the extra charges. The City is not required to pay any extra charges for additional work unless such work and the charges therefore have been approved in advance and have been confirmed in writing within twenty-four (24) hours by the City Manager, in his or her exclusive discretion.
- 22.15 The Service Provider is an independent Service Provider, and nothing contained herein shall be construed as making the Service Provider an employee, agent, partner or legal representative of the City for any purpose whatsoever. The Service Provider acknowledges that it does not have any authority to incur any obligations or responsibilities on behalf of the City and agrees not to hold itself out as having any such authority. Nothing contained in this Contract shall be construed to create a joint employer relationship between the City and the Service Provider with respect to any employee of the Service Provider or of its subcontractors.
- 22.16 The Service Provider and its subcontractors if any, shall maintain complete and accurate books and records in accordance with generally accepted accounting principles, consistently applied, and shall be in a form reasonable acceptable to the City Manager or designee. The Service Provider and its subcontractors shall account for all expenses of any nature related to transactions in connection with the Contract in a manner which segregates in detail those transaction from other transactions of the Service Provider and subcontractors and which support the amounts reported and /or invoiced to the City. At a

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minimum, the Service Provider's and subcontractor's accounting for such expenses and transactions shall include such records in the form of electronic media compatible with or convertible to a format compatible with computers utilized by the City at its offices; a computer run hard copy; or legible microfilm or microfiche, together with access to the applicable reader. All such books and records and computerized accounting systems shall upon reasonable notice from the City be made available in Dekalb County, Georgia, for inspection, examination, audit and copying by the City through and by its duly authorized representatives at any time for up to four (4) years after the year to which books and records pertain. Such inspection, examination, or audit may include, but is not limited to a review of the general input, processing and output controls of information systems, using read only access, for all computerized applications used to record financial transactions and information. The Service Provider and subcontractor shall freely lend its own assistance in a timely manner in making such inspection, examination, audit, or copying and, if such records are maintained in electronic and other machine-readable format, shall provide the City and/or its representative such assistance as may be required to allow complete access to such records. The City Manager may require the Service Provider and subcontractors to provide other records the City Manager, in his or her sole discretion, deems necessary to enable the City to perform an accurate inspection, examination or audit of expenses incurred in and transactions related to performance of this Contract. Such records shall be provided within thirty (30) days or request thereof. In the event that expenses incurred or reimbursed are found by such inspection, examination, or audit to have been overpaid, the Service Provider and its subcontractors agree that such amounts shall be payable to the City. If, prior to the expiration of the above-stated four (4) year record retention period, any audit or investigation is commenced by the City, or any claim is made or litigation commenced relating to this Contract by the City, the Service Provider, or third party, the Service Provider shall continue to maintain all such records, and the City shall continue to have the right to inspect such records in the manner stated above, until the inspection, examination, audit, claim, or litigation is finally resolved (including the determination of any and all appeals or the expiration of time for an appeal). This provision shall survive the expiration or earlier termination of this Contract. In the event of any conflict between any provision of this Contract and generally accepted accounting principles or generally accepted auditing standards, the provisions of this Contract shall control even where this Contract references such provisions or standards. In particular, without limitation, the Service Provider and subcontractors shall maintain all records required under this Contract to the full extent required hereunder, even if some or all such records would not be required under such generally accepted accounting principles or auditing standards. If as a result of an inspection, examination or audit, it is established that amounts are due from the Service Provider to the City, the Service Provider shall forthwith, upon written demand from the City, pay the City such amount, together with

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interest on the amount due at the rate of twelve (12%) percent per annum, or if less, the maximum rate of interest allowed by law, from the date such additional amounts were overpaid by the City. Further if such inspection, examination or audit establishes that the Service Provider has over billed such amounts for any Contract period by two (2%) percent or more, then the entire expense of such inspection, examination or audit shall be paid by the Service Provider.

- 22.17 The Service Provider and subcontractors shall prepare and provide the City with all detailed reports as required under the Contract on a timely basis. The City reserves the right to modify the reporting procedures or the form and content of any report as it deems necessary.
- 22.18 There are no third-party beneficiaries to this Contract, and nothing contained herein shall be construed to create such.
- 22.19 Time is of the essence for the performance of each of the Service Provider's obligations under this Contract.
- 22.20 In computing any period of time established under this Contract, except as otherwise specified herein the word "days" when referring to a period of time is ten (10) days or less means business days, and when referring to a period of time that is more than ten (10) days means calendar days. The day of the event, from which the designated period of time begins to run shall not be included. A business day is any day other than Saturday, Sunday, or Federal, State of Georgia or City holidays.
- 22.21 The Service Provider agrees to perform all acts and execute all supplementary instruments or documents which may be reasonably necessary to carry out or complete the transaction(s) contemplated by this Contract.
- 22.22 The City reserves the right to further develop, improve, repair and alter the facilities and all roadways, and parking areas, as it may reasonably see fit, free from any and all liability to the Service Provider for loss of business or damages of any nature whatsoever to the Service Provider occasioned during the making of such improvements, repairs, alterations and additions, including, but not limited to, any damages resulting from negligence of the City or its employees, agents or Service Providers.
- 22.23 The Service Provider and the City hereby mutually waive any claim against each other and their respective members, officials, officers, agents and employees for damages (including damages for loss of anticipated profits) caused by any suit or proceedings brought by either of them or by any third party directly or indirectly attacking the

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validity of this Contract or any part thereof, or any addendum or amendment hereto, or the manner in which this Contract was solicited, awarded or negotiated, or arising out of any judgment or award in any suit or proceeding declaring this Contract, or any addendum or amendment hereto, null, void or voidable or delaying the same, or any part thereof, from being carried out.

- 22.24 At the option of the Service Provider, the products and/or services provided under the Contract resulting from this solicitation may be provided to other governmental agencies, including the State of Georgia, its agencies, political subdivisions, counties and cities under the same terms and conditions, including price, as such products and/or services are provided under this Contract. Each governmental agency allowed by the Service Provider to purchase products and/or services in connection with this Contract shall do so independent of the City or any other governmental entity. Each agency shall be responsible for its own purchases and shall be liable only for goods and services ordered, received and accepted by it. The City shall have no liability to Service Provider or any governmental agency resulting from the purchase by that agency of products and /or services from the Service Provider in connection with this Contract.

23. GRATUITIES, REBATES, OR KICKBACKS.

- 23.1 GRATUITIES. It shall be unethical for any person to offer, give or agree to give any employee or official of the City or for any employee or official of the City to solicit, demand, accept from another person, a gratuity, rebate, loan, offer of employment or other services or property of value in connection with any decision, approval, disapproval, recommendation or preparation of any part of a program requirement or a purchase request including the content of any specification or procurement standard, rendering of advice, investigation, auditing or in any other advisory capacity in any particular matter, pertaining to any program requirement or a Contract or subcontract, or to any solicitation or proposal therefore in any manner inconsistent with the State of Georgia's Department of Administrative Services Gratuity Policy. Rebates normally or routinely offered to customers in the ordinary course of business for the purchase of goods and services are acceptable and are the property of the City.
- 23.2 KICKBACK AND REBATES. It shall be unethical for any payment, gratuity, or offer of employment to be made by or on behalf of a subcontractor to this Contract to the prime contract or higher tie subcontractor, or any person associated therewith, as an inducement for a subcontractor or order.

End of Section I.

REQUEST FOR QUALIFICATION INTRODUCTION

SCOPE OF WORK

The proposed project is in the city of Brookhaven's Ashford Park on Caldwell Road and includes the following:

- Demolition of the existing footbridge along with concrete footings and abutments; picnic pavilion including the steel structure, wood and asphalt shingle roof, concrete footings, concrete slab, and surrounding concrete apron; concrete sidewalk; grill and grill pad; existing perimeter chain link fence with gates and fence posts with concrete footings; and removal of bench swing and pad;
- Installation and maintenance of silt fence, erosion control measures, and tree save fence;
- Installation and maintenance of temporary construction fence to *secure* the construction area from the open part of the park;
- Installation of new perimeter fence and gates;
- Construction of new concrete sidewalk;
- Construction of 2 pedestrian wood boardwalks;
- Construction of concrete splashpad with colored, rubberized surface, water features and all water supply piping and connection to the County system, drainage piping, granite columns, splashpad perimeter fence, and granite seatwalls;
- Installation of splashpad in-ground reservoir tank, equipment with required water piping, sanitary sewer connection and electrical power;
- Coordination with DeKalb County Board of Health for permitting splashpad;
- Coordination with Ga Power to provide new service pole and power;
- Coordination with ATT to provide new phone service for the splashpad emergency phone.
- Coordination with DeKalb County for connecting to existing sanitary sewer and water;
- Construction of new 20'x28' pre-engineered wood pavilion with ceiling fans and electrical outlets, concrete slab, granite veneer bases on posts, surrounding sidewalk, connecting sidewalk, drinking fountain with waterline, and trash receptacle,
- Construction of concrete sidewalk and steps for access from the splashpad to the pavilion;
- Installation of relocated swing bench with concrete pad and new bench with concrete pad;
- Installation of sod and landscape materials and providing water as needed to warrant the material;
- Start up, owner training, and collection of operations and owner's manuals for delivery to the owner at the completion of the project;

REQUEST FOR QUALIFICATION INTRODUCTION

Bidders must meet the following required experience qualifications:

- A. Bidder shall have a minimum of five (5) years of experience on projects of similar size and scope and shall provide a list of three (3) or more projects completed within the past five (5) years evidencing such experience.
- B. All subcontractors shall have a minimum of five (5) years of experience, or as stated in the technical specifications, in the respective trade for which they are contracted.
- C. City of Brookhaven reserves the right to confirm all information provided and obtain references from the project manager and/or architect. A poor reference may be grounds for disqualification from this project.
- D. The bidder must confirm all references are still available at the company, address, and phone number provided. If references are not available at the contact information provided, the proposer/bidder may be deemed unqualified.
- E. Bidder shall not be currently under indictment for criminal misconduct involving any local, state, or federal government entity.
- F. Bidder shall provide information on any contract termination (by Owner) or any contract disputes that ended in litigation for each project.
- G. If Bidder chose to provide additional information on the three projects, materials shall be limited to two pages for each project.
- H. Attach copies of the following to this form:
 - Company Quality Control Program
 - Company Safety Program
 - OSHA Citations received in the past 5 years
- I. Bidder acknowledges receipt of the following addenda:

Addendum No.	Date Received
_____	_____
_____	_____
_____	_____

REQUEST FOR QUALIFICATION INTRODUCTION

SPECIAL CONDITIONS

In the event there are any discrepancies between the following provisions and other provisions in these documents, the following provisions shall prevail.

1. **The splashpad contractor or sub-contractor must be a DeKalb County, GA, certified pool contractor as defined by the DeKalb County Board of Health.** After award, the contract design plans will be revised to include the splashpad/pool contractor's name to allow the swimming pool permits to be issued to the splashpad/pool contractor. The contractor is responsible for paying any fees required by the DeKalb County Board of Health for the pool permits.
2. **PARK OPERATION-** The construction will be performed while the rest of the park is open to the public. The public will be permitted to access areas not under construction including the parking lot, playgrounds, community center, and tennis courts. All park areas not fenced off as construction zones will be fully open to the public per normal park hours during construction. **Contractor shall take necessary precautions to secure the construction site to maintain a safe environment to the public.**

The 6' chain-link temporary construction fence must be maintained at all times to prevent entrance into the work area. The park playground will remain open during construction.

The contractor shall obtain approval for location of temporary work trailers before setting the trailers in place.

3. Work is expected to begin within **10 days** of approval of the contract and all work be completed within **180** calendar days. Liquidated damages will be charged at \$500/day for each work day beyond the established final completion date that the project has not reached final completion.
4. **MATERIAL TESTING AND INSPECTIONS** - The City will contract with a firm that will provide construction material testing for soil, concrete, mortar, grout, asphalt, and other materials requiring testing per the contract documents. It is the contractor's responsibility to schedule the testing with the designated firm as required. Payment for these services will be made by the City. If contractor request services, but conditions are not ready for the services to be performed, Contractor will be responsible for such costs, and for costs associated with re-tests due to failure to meet specifications.

The contractor is responsible for contracting with a certified firm to conduct structural Special Inspections as required by the contract documents.

It is the contractor's responsibility to schedule all required City of Brookhaven, DeKalb County, and DeKalb County Board of Health inspections.

REQUEST FOR QUALIFICATION INTRODUCTION

Completed work not inspected as required by any of the authorizing agencies or contract documents will be subject to rejection.

5. Individuals, firms and businesses seeking an award of a City of Brookhaven contract may not initiate or continue any verbal or written communications regarding a solicitation with any City official, employee or other City representative without permission of the Finance Director named in the solicitation between the date of the issuance of the solicitation and the date of the final contract award by the City. Violations will be reviewed by the Finance Director. If determined that such communication has compromised the competitive process, the offer submitted by the individual, firm or business may be disqualified from consideration for award.
6. All references to "Engineer", "Landscape Architect", "Architect", or "owner" in General Conditions, drawings or in specifications are deemed to mean the Program Manager and/or "owner's representative", as designated by the City.
7. PERMIT FEES - Contractor is required to obtain all permits necessary for all temporary work, office trailers, water and sewer construction permit, and retaining walls at their own expense.
8. EROSION, SEDIMENTATION AND POLLUTION CONTROL MAINTENANCE- No payment will be made for any portion of the project for which temporary erosion, sedimentation and pollution controls are not properly maintained. Any fines or delays for non-compliance of erosion control measures levied by any agency will be the responsibility of the Contractor.
9. WEATHER DAYS - The following bad weather calendar days shall be anticipated and included in the contractual time period given for project completion. The Contractor's request for follow an effective, efficient, yet innovative public engagement plan that describes additional time due to weather shall only be granted for days beyond those listed below, considering the full term of the contract. The burden of proof and documentation for such request for additional time shall rest solely upon the Contractor. Requests shall be submitted to the City on a monthly basis. Failure to submit documentation on a monthly basis may result in requests for weather day extensions to be rejected.

January	10 days	July	4 days
February	10 days	August	2 days
March	7 days	September	2 days
April	6 days	October	3 days
May	4 days	November	5 days
June	3 days	December	9 days

REQUEST FOR QUALICATION INTRODUCTION

Data submitted in support of a request for contract extension due to inclement weather shall include, but not be limited to: documentation of impact on the critical path; daily high and low temperatures at the jobsite; daily rainfall amount at the jobsite; time that rainfall started and stopped; documented snow or ice accumulation; specific work impacted by inclement weather and date stamped photos of the impacted work or work area. A rain gauge and thermometer shall be placed at the jobsite to accurately record rainfall and temperature data.

10. APPROVED VENDORS - All references to vendors and "approved manufacturers" are included for description of quality and content of the designated equipment/materials as basis of design. Equivalent items may be accepted if they meet all standards of quality and purpose for the intended use, as determined by the City. Any and all costs associated with providing required testing or documentation for complete evaluation of proposed equivalents shall be the contractors' responsibility.
11. SCHEDULE OF VALUES- Contractor, after award of the contract, shall submit a detailed Schedule of Values. The schedule of values shall include costs for all areas of the Work by specification divisions, such that progress payments can be easily evaluated, as determined by the City. The schedule of values shall be broken down in detail to facilitate thorough review.

The schedule of values shall specifically include any unit price items identified in the contract.

12. PAYMENT FOR GRASSING- Seeded and sodded lawns will be acceptable provided the conditions of the construction documents have been met, including maintenance, and a healthy, uniform, close stand of grass is established, free of bare spots in excess of 6 inches square and surface irregularities.

Payment for sod will be paid at 50% of the sodded amount when placed. Payment will be increased to 100% for the amount of sod that has fully rooted to prevent lifting of the sod, and all seams and bare spots have been rooted and grown in, to be able to be used as intended. Installation shall be properly scheduled for complete establishment during the growing season.

Payment for seeding, if applicable, will be paid at 50% of the total contract amount for seeding until germination and grow-in of permanent grassing has achieved 95% on all areas to be seeded. Payment will be increased to 90% after 95% grow-in has been achieved. Final payment, and payment of retainage, will be made only after 100% grow-in has been achieved. Permanent seeding may only take place seasonally as listed in the Manual for Erosion and Sediment control in Georgia tables for permanent seeding region M-L. If the permanent Bermuda grass seeding cannot be installed during the specified dates, the contractor, at no additional expense to the owner, shall install temporary seeding and

REQUEST FOR QUALICATION INTRODUCTION

maintain temporary cover until the next season for permanent seeding. In areas where seeding was installed at the proper time per the Manual for Erosion and Sediment Control in Georgia and less than full coverage is achieved per the requirements of the specifications, which would prevent the owner from opening the facility to the public before the next planting season, the contractor will sod all areas that do not have full coverage – at no cost to the owner. Temporary seeding in high pedestrian traffic areas will not be permitted for facilities that are to open before the next growing season. These areas must be sodded at no additional cost to the owner.

13. Final payment and release of retainage will not be made until establishment of permanent grass over 100% of the project is acceptable to the County.
14. LIST OF SUBCONTRACTORS - Contractor must submit a full List of Subcontractors with the Bid. Any changes during construction must be approved, in advance, by the City.
15. FINAL ACCEPTANCE- All references to guarantee, warranty or payments that are commencing upon “Final Approval”, “Final Certificate for Payment”, or “Substantial Completion” or other similar wording shall commence upon acceptance of the Work by the City.
16. GENERAL CONTRACTOR LICENSE- All bidders must be licensed by the State of Georgia to be a General Contractor.
17. CONSTRUCTION LAYOUT- The Contractor is responsible for all construction layout and control for the project. Layouts of construction items must consider all elements of the Work adjacent and/or in close proximity.

The Contractor shall proceed with construction layout in such a manner that discrepancies between construction items, existing built features and site conditions that are in conflict with the plans may be examined by the Owner’s Representative prior to construction of items in conflict. Failure to notify the Owner’s Representative of conflicts prior to constructing items will result in all remedial actions being paid for by the Contractor including but not limited to additional materials, re-inspection fees, professional service fees and survey cost by all parties to the projects.
18. COORDINATION WITH SUBCONTRACTORS- The contractor is responsible for becoming familiar with the requirements of all construction documents, which includes drawings, bid and contract documents, specifications and all addenda.
19. Letter prefixes for each drawing sheet indicating the engineering discipline are for convenience only. Information affecting the scope of work for all trades will be found throughout all documents and is not limited to only those documents with the appropriate

REQUEST FOR QUALICATION INTRODUCTION

letter prefix. The contractor is responsible for providing subcontractors all necessary information and drawings.

The drawings and specifications are complementary to each other and what is called for by one shall be binding as if called for by both. If a discrepancy exists between the drawings and specifications, the higher cost item shall be included in the scope, and the Owner notified of the discrepancy.

20. **PROJECT DURATION** - The project duration shall be as stated elsewhere within the documents. Arbitrary assignment of a contract extension to minor change order requests will be rejected. All requests for contract duration extension due to a proposed change in work must include documentation that demonstrates the impact of the change on the critical path of the project.

21. **COORDINATION WITH UTILITIES** - Contractor shall coordinate his work with the provider of all utilities located on the site that has the potential to have an impact on the work. Contractor shall ensure existing utilities are protected and not damaged by the construction unless specifically noted otherwise.

Contractor is responsible for locating tie in points, where applicable, to existing utilities and advising the Owner if existing utilities are not located as shown on the plans.

22. **EARTHWORK**- Contractor is responsible for all grading shown on the plans, unless noted otherwise. The Contractor shall conduct his own quantity take off based on the Bid Documents. Earthwork related quantities shown on the plans (if any) are provided for reference only and shall not be utilized for bidding purpose. Any haul off of excess materials or import of materials needed to complete the grading shall be by the Contractor. The Contractor is responsible for hauling the soil materials. Should the Contractor import materials from any another site, the Contractor shall provide sample(s) to the materials testing firm for testing and approval.

23. **NOTICE OF COMMENCEMENT**- The Contractor shall record a Notice of Commencement with the Superior Court of DeKalb County within 15 days after the contractor physically starts work on the property. A copy of the recorded Notice of Commencement shall be provided to the Owner.

24. The Contractor must sign an affidavit at the time of submitting their invoice to Owner, that all subcontractors have been paid for all materials and labor and must pass through the next payment to subcontractors within (7) days.

The City of Brookhaven shall not be liable to the Contractor or any Subcontractor for claims or damages of any nature caused by or arising out of delays, regardless of the cause. The sole remedy against the City of Brookhaven for delays shall be the allowance of additional time

REQUEST FOR QUALIFICATION INTRODUCTION

for completion of the Work, the amount of which shall be based on actual and unavoidable delay.

25. Nothing contained in this Contract shall create any contractual relation between any Subcontractor and the City of Brookhaven.

Any item which must be removed during the construction work and is not specially called for shall be removed by the contractor at no additional cost to the Owner.

The City and contractor will conduct, at the project site, a pre-construction meeting after award of the contract.

The City of Brookhaven will not provide restroom facilities for use by the contractor, subcontractors, or employees

The Contractor shall perform project housekeeping/clean-up on a daily basis. A 24-hour contact must be provided to the City of Brookhaven for all issues as needed in regard to the project for any safety, signage, or other emergency as needed.

The Service Provider shall schedule the work so that he can maintain a continuous flow of work being accomplished on the site. If unforeseen events or conditions inhibit the contractor in one area of the project, he shall proceed to execute work in another section of the park without incurring delays to the overall project schedule.

The City shall pay for materials stored on site upon verification of the delivery and by providing delivery documentation and invoices for the said materials.

End of Section II.

REQUEST FOR QUALIFICATIONS

I. REQUEST FOR QUALIFICATIONS PROCESS

The proposal must contain information outlined below.

Please include a title on each page of your proposal and number pages to ensure proper identification.

1. Cover Letter
2. Executive Summary
3. Evaluation and Selection Criteria

1. Cover/Transmittal Letter

Each proposal must have a Cover/Transmittal Letter briefly summarizing the qualifications and experience relevant to the scope. Please include in the letter the following:

- i. Company's information including name of company (include any dba names); headquarters and parent company locations; and brief history of the company.
- ii. Company's mailing address, contact person, telephone number for primary contact person, and email address.
- iii. A principal or officer of the company authorized to execute contracts or other similar documents on the firm's behalf must sign the letter.

2. Executive Summary

Executive Summary: An executive summary letter should include the key elements of the respondent's RFQ and an overview of the consultant team. Indicate the address and telephone number of the respondent's office located nearest to Brookhaven, Georgia, and the office from which the project will be managed.

3. Evaluation and Selection Criteria

The City, at its discretion, may award the Contract to the responsible and responsive contractor submitting the proposal which is deemed to be the most advantageous to the city. The following is the evaluation criteria the city will consider in determining which proposal is most advantageous to the City:

A. Approach

- **Methodology(ies):** This section should clearly describe the methodology or methodologies planned to be used to carry out the specific tasks described in the Work Plan.
- **Work Plan:** Describe the sequential tasks to be used to accomplish this project.

REQUEST FOR QUALIFICATIONS

Indicate all key deliverables and their contents.

- **Project Schedule:** Provide a schedule for completing each task in the Scope of Work, including deadlines for preparing project deliverables. Demonstrate your team's ability to perform the work requested within an established budget and schedule.

B. Project Personnel Experience

- Describe the approach and methods for managing the project. Provide an organization chart showing all proposed team members. Describe the responsibilities of each person on the project team. Identify the Project Manager and/or and the key contact person for the City. Include resumes of each member of the project team (project manager and/or architect). List the portion of the work to be subcontracted and information describing the qualification and relative experience of any proposed subcontractors. Included prior projects of similar size and scope for which the personnel played the same or a similar role as proposed for the project.

C. Project Experience

- Describe recent (within the last five years), directly related experience. Include the name of the client, description of the work done, address and telephone number, dates of the project and the name of the project director. At least three (3) references should be included. For each reference indicate the reference's name, organization, title, complete mailing address and telephone number. The City reserves the right to contact any organizations or individuals listed
- All subcontractors shall have a minimum of five (5) years of experience, or as stated in the technical specifications, in the respective trade for which they are contracted. Provide a list of three (3) or more projects completed within the past five (5) years evidencing such experience.

D. References

- Provide as references, the names of at least three (3) local clients you have served in the last five (5) years. Please include the following:
 - Client's/Owner's Company Name
 - Address
 - Contact Person Information
 - Phone and Email Address
- Indicate the names and addresses and degree of utilization of any and all subcontractors which would be used in the performance of this contract.

****Use Exhibit D to provide references****

REQUEST FOR QUALIFICATIONS

Proposals submitted in response to this RFQ will be evaluated and scored, in accordance with the weighted criteria outlined below, by an evaluation committee established by the City.

Criteria	Points
➤ Project Approach	0-15
➤ Expertise of Key Staff	0-25
➤ Related Experience of Project Team	0-25
➤ Response of references	0-25
➤ Ability to meet time schedule	<u>0-10</u>
Maximum Points	<u>100</u>

- a. All Corporations should provide corporate seal, a copy of the Secretary of State's Certificate of Incorporation, and a listing of the principals of the corporation with the proposal.
- b. The Department or City (?) 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 City reserves the right to perform additional due diligence in this area, at the sole discretion of the City, prior to award of any contract.
- c. The proposals could be the basis from which interested firms will be selected for interviews. Following the City staff evaluation of the proposals received, selected firms may be invited to make oral presentations before the City's Evaluation Panel. The City's Project Manager will provide additional details outlining the preferred content of the presentation to each firm or team of firms that are invited to participate. Upon completion of the evaluations, the City's Evaluation Panel will determine the most qualified firm based on all materials and information presented. The City will then begin the negotiations for an agreement with the selected firm.
- d. Any firm failing to submit information in accordance with the procedures set forth in the RFQ may be subject to disqualification. The City reserves the right to change the solicitation schedule or issue amendments to the solicitation at any time. The City reserves the right, at its sole discretion, to waive immaterial irregularities contained in the solicitation. The City reserves the right to reject any and all proposals at any time, without penalty. The City reserves the right to request "best and final" offers; and to issue a new RFQ. Firms eliminated from further consideration will be notified by mail by the City as soon as practical.

REQUEST FOR QUALIFICATIONS

II. SUBMISSION OF RFQ

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

RFQ Number: RFQ No 20-108, Ashford Park Splashpad

Mandatory Pre-Bid Conference & Site Visit - Monday, May 11, 2020, 10:30 am EST.

Questions Due: Friday, May 15, 2020, 4:00 pm EST

Proposal Due Date: Thursday, May 28, 2020, 4:00 pm EST

All packages are due at the location specified no later than the date and time specified herein. The RFQ package must include detailed information relative to Section 1.3 Evaluation and Selection Criteria, as required. The Qualification Letter included as page two of this RFQ, and Exhibit A-H must be included in the package and must be signed by a person authorized to legally bind the company.

Two (2) original document and one USB/Flash Drive of the RFQ must be submitted in a sealed envelope, along with one (1) copy of the cost proposal in a separate sealed envelope. FAILURE TO INCLUDE THIS SIGNED STATEMENT LETTER WILL RESULT IN THE REJECTION OF YOUR RESPONSE.

III. EVALUATION CRITERIA AND PROCESS

- a. All RFQs received will be reviewed by the Purchasing Manager to ensure that all administrative requirements of the RFQ package have been met by the Offerors. Each RFQ will be reviewed to ensure that the Offeror submitted all information required in the RFQ and that all documents requiring a signature have been signed. Failure to meet these requirements may be cause for rejection. All RFQ that meet the administrative requirements will then be turned over to the evaluation committee for further evaluation.
- b.** The Evaluation Committee will review all submittals received and rank Offerors based on submittal information required in Section 1.3 Evaluation and Selection Criteria. Discussions may be conducted by the City of Brookhaven with responsible Offerors who submit RFQ 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 the deciding factor in this RFQ, only qualifications.**

REQUEST FOR QUALIFICATIONS

- c. 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.
- d. Awards of contract shall be made to the responsible Offerors who have successfully submitted an 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.

IV. OTHER CONSIDERATIONS

- a. Vendors responding to this RFQ 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:

Shakera Hall

City of Brookhaven Purchasing Department

purchasing@brookhavenga.gov

- b. 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.
- c. 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 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

REQUEST FOR QUALIFICATIONS

notification, if not, this could lead to rejection of the Offeror's proposal. Offeror will not retype the enclosed contract.

V. 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.

End of Section III.

EXHIBIT A
BOND DOCUMENTS

BONDING REQUIREMENTS

Each bid must be accompanied with a BID BOND (bond only: certified checks or other forms are not acceptable) in an amount equal to five percent (5%) of the base bid, payable to the City of Brookhaven. Said bid bond guarantees the bidder will enter into a contract to construct the project strictly within the terms and conditions stated in this bid and in the bidding and contract documents, should the construction contract be awarded.

The Successful Bidder shall be required to furnish a bond for the faithful performance on the contract and a bond to secure payment of all claims for materials furnished and/or labor performed in performance of the project, both in amounts equal to one hundred percent (100%) of the contract price.

The Successful Bidder shall also be required to furnish a Maintenance Bond, in the amount of one-third (1/3) of the contract price, guaranteeing the repair or replacement caused by defective workmanship or materials for a period of one (1) year from the completion of construction.

Bonds shall be issued by a corporate surety appearing on the Treasury Department's most current list (Circular 570 as amended) and be authorized to do business in the State of Georgia.

Date of Bond must not be prior to date of Contract. If Contractor is a Partnership, all partners shall execute Bond.

EXHIBIT A
BOND DOCUMENTS

BID BOND

KNOW ALL MEN BY THESE PRESENTS, THAT _____

(Name of Contractor) _____

(Address of Contractor) at

(Corporation, Partnership and or Individual) hereinafter called Principal, and _____

(Name of Surety)

(Address of Surety)

A corporation of the State of _____, and a surety authorized by law to do business in the State of Georgia, hereinafter called Surety, are held and firmly bound unto

City of Brookhaven Georgia

(Name of Obligee)

4362 Peachtree Road NE, Brookhaven, Georgia 30319

(Address of Obligee)

herein after referred to as Obligee, in the penal sum of _____ Dollars (\$ _____) in lawful money of the United States, for the payment of which sum well and truly to be made, we bind ourselves, our heirs, executors, administrators and successors, jointly and severally, firmly by these presents.

WHEREAS, the Principal is about to submit, or has submitted, to the City of Brookhaven, Georgia, a proposal for furnishing materials, labor and equipment for:

Request for Qualifications, No. 20-108
Ashford Park Splashpad

WHEREAS, the Principal desires to file this Bond in accordance with law in lieu of a certified Bidder's check otherwise required to accompany this Proposal.

NOW, THEREFORE, the conditions of this obligation are such that if the bid is accepted, the Principal shall within ten days after receipt of notification of the acceptance execute a Contract in accordance with the Bid and upon the terms, conditions, and prices set forth in the form and manner required by the City of Brookhaven, Georgia, and execute a sufficient and satisfactory Performance Bond and Payment Bond payable to the City of Brookhaven, Georgia, each in an amount of 100% of the total Contract Price, in form and with security satisfactory to said the City of Brookhaven, Georgia, and otherwise, to be and remain in full force and virtue in law; and the Surety shall, upon failure of the Principal to comply with any or all of the foregoing requirements within the time specified above, immediately pay to the City of Brookhaven,

EXHIBIT A
BOND DOCUMENTS

Georgia, upon demand, the amount hereof in good and lawful money of the United States of America, not as a penalty, but as liquidated damages.

PROVIDED, FURTHER, that Principal and Surety agree and represent that this bond is executed pursuant, to and in accordance with the applicable provisions of the Official Code of Georgia Annotated, as Amended, including, but not limited to, O.C.G.A. SS 13-10-1, et. Seg. And SS 36-86-101, et. Seg. And is intended to be and shall be constructed as a bond in compliance with the requirements thereof.

Signed, sealed, and dated this _____ day of _____ A.D., 20____

ATTEST:

(Principal Secretary)

(Principal)

(SEAL)

BY: _____

(Witness to Principal)

(Address)

(Address)

(Surety)

ATTEST

BY: _____
(Attorney-in-Fact) and Resident Agent

(Attorney-in-Fact)

(Seal)

(Address)

(Witness as to Surety)

(Address)

EXHIBIT A
BOND DOCUMENTS

PAYMENT BOND

KNOW ALL MEN BY THESE PRESENTS: THAT

(Name of Contractor)

(Address of Contractor)

(Corporation, Partnership or Individual)

Hereinafter called Principal, and

(Name of Surety)

(Address of Surety)

A Corporation of the State of _____ and a surety authorized by law to do business in the State of Georgia, hereinafter called Surety, are held and firmly bound unto:

The City of Brookhaven Georgia

(Name of Obligee)

4362 Peachtree Road NE, Brookhaven, Georgia 30319

(Address of Obligee)

Hereinafter referred to as Obligee; for the use and protection of all subcontractors and all persons supplying labor, services, skill, tools, machinery, materials and/or equipment in the prosecution of the work provided for in the contract hereinafter referred to in the full and just sum of _____ Dollars (\$ _____) in lawful money of the United States, for the payment of which sum well and truly to be made, the Principal and Surety bind themselves, their, and each of their heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

The condition of this obligation is such, as whereas the Principal entered into a certain contract, hereto attached, with the Obligee, dated _____ for _____.

EXHIBIT A
BOND DOCUMENTS

NOW, THEREFORE, the conditions of this obligation are such that if the Principal shall well, truly, and faithfully perform said Contract in accordance to its terms, covenants, and conditions, and shall promptly pay all persons furnishing labor, materials, services, skill, tools, machinery and/or equipment for use in the performance of said Contract, then this obligation shall be void; otherwise, it shall remain in full force and effect.

All persons who have furnished labor, materials, services, skill, tools, machinery and/or equipment for use in the performance of said Contract shall have a direct right of action on this Bond, provided payment has not been made in full within ninety (90) days after the last day on which labor was performed, materials service, skill, tools, machinery, and equipment furnished or the subcontract completed.

PROVIDED FURTHER, that said Surety to this Bond, for value received, hereby stipulates and agrees that no change, extension of time, alterations, or additions, to the terms of the Contract or to the Work to be performed thereunder shall in any way affect its obligation on this bond, and it does hereby waive notice of any such change, extension of time, alterations, or additions to the terms of the Contract or to the work to be performed thereunder.

PROVIDED, HOWEVER, that no suit or action shall be commenced hereunder by any person furnishing labor, materials, services, skill, tools, machinery, and /or equipment having a direct contractual relationship with a subcontractor, but no contractual relationship express or implied with the Principal:

Unless such person shall have given notice to the Principal within 120 days after such person did, or performed the last of the work or labor, or furnished the last of the materials, services, skill, tools, machinery and/or equipment for which claim is made, stating with substantial accuracy the amount claimed and the name of the party to whom the materials, services, skill, tools, machinery, and/or equipment were furnished, or for whom they work or labor was done or performed. Such a notice shall be served by mailing the same by registered mail, postage prepaid, in an envelope addressed to the Principal, at any place where an office is regularly maintained for the transaction of business, or served in any manner in which legal process may be served in the State in which the aforesaid project is located, save that such service need not be made by a public officer, and a copy of such notice shall be delivered to the Oblige, to the person and at the address provided for in the Contract, within five days of the mailing of the notice to the Principal.

PROVIDED FURTHER, that any suit under this Bond must be instituted before the expiration of one year after the acceptance of the public works covered by the Contract by the proper authorities.

PROVIDED FURTHER, that Principal and Surety agree and represent that this bond is executed pursuant to and in accordance with the applicable provision of the Official Code of Georgia Annotated, as amended, including, but not limited to, O.C.G.A. SS 13-10-1, et. Eq. and SS 36-86-101, et. Seg., and is intended to be and shall be construed as a bond in compliance with the requirements, therefore.

EXHIBIT A
BOND DOCUMENTS

Signed, sealed, and dated this _____ day of _____, 2020

ATTEST:

(Principal Secretary)
(Seal)

(Principal)

By: _____

(Witness to Principal)

(Address)

(Surety)

ATTEST

BY:

Agent

(Attorney-in-Fact)

(Seal)

(Address)

(Witness as to Surety)

EXHIBIT A
BOND DOCUMENTS

PERFORMANCE BOND

KNOW ALL MEN BY THESE PRESENTS: THAT

(Name of Contractor)

(Address of Contractor)

(Corporation, Partnership or Individual)

Hereinafter called Principal, and

(Name of Surety)

(Address of Surety)

A Corporation of the State of _____ and a surety authorized by law to do business in the State of Georgia, hereinafter called Surety, are held and firmly bound unto:

The City of Brookhaven, Georgia

(Name of Obligee)

4362 Peachtree Road NE, Brookhaven, GA. 30319

(Address of Obligee)

Hereinafter referred to as Obligee; are held firmly bound unto said Obligee and all persons doing work or furnishing skill, tools, machinery, supplies, or material under or for the purpose of the Contract hereinafter referred to, in the penal sum of: _____ Dollars (\$_____), in lawful money of United States, for the payment of which sum well and truly to be made, we bind ourselves, our heirs, executors, administrators and successors, jointly and severally, firmly by these presents.

The condition of this obligation is such, as whereas the Principal entered into a certain contract, hereto attached, with the Obligee, dated _____ for: _____.

EXHIBIT A
BOND DOCUMENTS

NOW THEREFORE, the conditions of this obligation are such that if the above-bound Principal shall well, truly, fully and faithfully perform said contract according to its terms, covenants, conditions, and agreements of said contract during the original term of said contract and any extensions thereof that may be granted by the obligee, with or without notice to the Surety, and during the life of any guaranty required under the contract, and shall also well and truly perform and fulfill all the undertakings, covenants, terms, conditions and agreement of any and all duly authorized modifications of said contract that may hereafter be made, then his obligation shall be void, otherwise to remain in full force and effect.

PROVIDED FURTHER, that said Surety to this Bond, for value received, hereby stipulates and agrees that no change, extension of time, alterations, or additions to the terms of the Contract or to the Work to be performed thereunder shall in any way affect its obligation on this bond, and it does hereby waive notice of any such change, extension of time, alterations, or additions to the terms of the Contract or to the work to be performed thereunder.

PROVIDED FURTHER, that Principal and Surety agree and represent that this bond is executed pursuant to and in accordance with the applicable provisions of the Official Code of Georgia Annotated, as amended, including but not limited to O. C.G.A. SS 13-10-1 et. Eq. and SS 36-86-101, et Seg., and is intended to be and shall be construed as a bond in compliance with the requirements thereof.

Signed, sealed, and dated this _____ day of _____, 2020

ATTEST:

(Principal)

(Principal Secretary)

(Seal)

By: _____

(Witness to Principal)

(Address)

(Surety)

EXHIBIT A
BOND DOCUMENTS

ATTEST:

(Attorney-in-Fact) and Resident Agent

(Attorney-in-Fact)

(Seal)

(Address)

(Witness as to Surety)

(Address)

EXHIBIT A
BOND DOCUMENTS

MAINTENANCE BOND

PROJECT NO: _____

BOND NO: _____

KNOW ALL MEN BY THESE PRESENTS that we, _____ as Principal, and _____ as Surety, are held and firmly bound unto the CITY OF BROOKHAVEN, GEORGIA, as Oblige in the sum of one-third of the contract bid for the payment of which said Principal and Surety bind themselves, their heirs, administrators, executors, successors and assigns jointly and severally, firmly by these presents.

WHEREAS, the Principal has entered into an agreement with the City of Brookhaven for the Recreation and Parks Restroom Project. Said work has now been completed and the Obligee desires a maintenance bond guarantee said streets and improvements for a period of one-year beginning _____ and ending _____.

NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION IS SUCH, that if the Principal shall fully indemnify and save harmless the City of Brookhaven from any and all loss, costs, expenses or damages, for any repairs or replacements required because of defective workmanship or materials in said construction, then this obligation shall be null and void; otherwise to be and remain in full force and effect as to any such claim arising within one year from the completion of said construction as set forth in said agreement.

Signed, sealed and dated this _____ day of _____, 2020

Witness:

(Principal)

(Name of Surety Company)

(Attorney-in-fact)

End of Exhibit A.



EXHIBIT B
GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT

Contractor(s) Name: _____

Address: _____

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 which is 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 established in O.C.G.A. § 13-10-91.

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™ Company Identification Number

Date of Authorization

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

Date

SUBSCRIBED AND SWORN BEFORE
ME ON THIS THE

_____ DAY OF _____, 20__

Notary Public

[NOTARY SEAL]

My Commission Expires: _____

*** 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

Subcontractor Affidavit under O.C.G.A. § 13-10-91(b)(3)

By executing this affidavit, the undersigned subcontractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract with (name of contractor) on behalf of (name of public employer) has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the subcontractor with the information required by O.C.G.A. § 13-10-91(b). Additionally, the undersigned subcontractor will forward notice of the receipt of an affidavit from a sub-subcontractor to the contractor within five business days of receipt. If the undersigned subcontractor receives notice that a sub-subcontractor has received an affidavit from any other contracted sub-subcontractor, the undersigned subcontractor must forward, within five business days of receipt, a copy of the notice to the contractor. Subcontractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

 Federal Work Authorization User Identification Number

 Date of Authorization

 Name of Subcontractor

 Name of Project

 Name of Public Employer

SUBSCRIBED AND SWORN
 BEFORE ME ON THIS THE

_____ DAY OF _____, 20__

[NOTARY SEAL]

 Notary Public

My Commission Expires: _____

End of Exhibit B.

EXHIBIT C

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 Service Provider’s employees during the performance of the Contract; and

- (2) Each Service Provider who hires a subcontractor to work in a drug-free workplace shall secure from the subcontractor the following written certification:
“As part of the subcontracting agreement with _____ (Service Provider), _____(subcontractor) certifies to the Service Provider that a drug-free workplace will be provided for the subcontractor’s employees during the performance of this Contract pursuant to paragraph (7) of the subsection (b) of Code Section 50-24-03.”

Also, the undersigned further certifies that he/she 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
(Service Provider Signature)

Title of Authorized Officer or Agent of Service Provider

Printed Name of Authorized Officer or Agent

End of Exhibit C.

EXHIBIT D
REFERENCES

ITB 20-108, ASHFORD PARK SPLASHPAD

Project No. 1: Company and/or Personnel

Project Name: _____
Project Location: _____
Project Type: _____

Owner: _____
Project Manager: _____
Contact Name: _____
Address: _____
Contact Telephone: _____
Contact Email: _____

Architect/Engineer firm: _____
Project manager: _____
Contact Name: _____
Address: _____
Contact Telephone: _____
Contact Email: _____

Construction Cost: \$ _____
Completion Date (approx.): _____

Project Size:
Pool size/splashpad (water surface area in square feet): _____
Building size (in square feet): _____

Approximate percentage of cost of the work performed by Bidder's own workforce: _____

General description of scope of work: _____

Other comments: _____

****Please make additional copies***



EXHIBIT E
PURCHASING POLICY ADDENDUM

I, _____, hereby certify that I have received certify that I have received a copy of the City of Brookhaven, GA, Financial Management Policies Purchasing Policy which can be found at <http://brookhavenga.gov/city-departments/purchasing> and agree to comply with all requirements of the City of Brookhaven, GA Financial Management Policies Purchasing Policy to the extent the policy is applicable to the undersigned.

BY: Authorized Officer or Agent Date
(Service Provider Signature)

Title of Authorized Officer or Agent of Service Provider

Printed Name of Authorized Officer or Agent Date

End of Exhibit E.



EXHIBIT F

AFFIDAVIT VERIFYING STATUS FOR CITY PUBLIC BENEFIT APPLICATION

By executing this affidavit under oath, as an applicant for a City of Brookhaven, Georgia Business License or Occupation Tax Certificate, Alcohol License, Taxi Permit, execution of contract or other public benefit as referenced in O.C.G.A. § 50-36-1, I am stating the following with respect to my application for a City of Brookhaven license/permit and /or contract for

_____ [Name of natural person applying on behalf of individual, business, corporation, partnership, or other private entity]:

1. _____ I am a United States citizen

OR

2. _____ I am a legal permanent resident 18 years of age or older or I am an otherwise qualified alien or non-immigrant under the Federal Immigration and Nationality Act 18 years of age or older and lawfully present in the United States. *

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

Signature of Applicant: _____ Date: _____

Printed Name: _____

* Alien Registration number for non-citizens: _____

**** PLEASE INCLUDE A COPY OF YOUR PERMANENT RESIDENT CARD, EMPLOYMENT AUTHORIZATION, GREEN CARD, PASSPORT WITH A COPY OF YOUR DRIVER LICENSE, OR OTHER DOCUMENTATION AS ALLOWED UNDER THE LAW IF YOU ARE A LEGAL PERMANENT RESIDENT (#2).**

Subscribed and Sworn Before Me, this the ____ day of _____, 20__

Notary Public: _____

My Commission Expires: _____

* Note: O.C.G.A. § 50-36-1(e)(2) requires that aliens under the Federal Immigration and Nationality Act, Title 8 U.S.C., as amended, provide their alien registration number. Because legal permanent residents are included in the Federal definition of “alien”, legal permanent residents must also provide their alien registration number. Qualified aliens that do not have an alien registration number may supply another identifying number below:

End of Exhibit F.

EXHIBIT G
RFQ 20-108, ASHFORD PARK SPLASHPAD
INSTRUCTIONS TO BIDDERS & CONSTRUCTION ITEMS BID SCHEDULE

1. In compliance with this RFQ and COST PROPOSAL, the Bidder proposes to enter into a Contract with the City of Brookhaven, Georgia, to provide the necessary machinery, tools, apparatus, other means of construction, and all materials and labor specified in the Contract Documents or as necessary to complete the Work in the manner therein specified within the time specified, as therein set forth.

City of Brookhaven (*hereinafter called the "Owner"*), invites bids on the forms included herewith for the

Ashford Park Splashpad

The Bidder has carefully examined and fully understands the Contract, Specifications, Construction Drawings, and other documents hereto attached, has made a personal examination of the Site of the proposed Work, has satisfied himself as to the actual conditions and requirements of the Work, and hereby proposes and agrees that if their bid is accepted, they will contract with the City of Brookhaven in full conformance with the Contract Documents.

All work performed shall be in accordance with the Contract, Specifications, Construction Drawings, and other project documents. All materials used in the process of completion of the work included in the Contract must meet project requirements.

It is the intent of this Bid to include all items of construction and all Work called for in the Specifications, on the drawings, on the Construction Items Bid Schedule or otherwise a part of the Contract Documents.

In accordance with the foregoing, the undersigned proposes to furnish and construct the items listed in the attached Bid schedule including the unit prices stated.

The Bidder agrees that the cost of any work performed, materials furnished, services provided, or expenses incurred, which are not specifically delineated in the Contract Documents, but which are incidental to the scope, intent, and completion of the Contract, shall be deemed to have been included in the prices bid for the various items scheduled.

2. Preparation of Bid:

Each bid must be submitted on the prescribed Bid Form and Construction Items Bid Schedule with all blank spaces for quantities, unit bid prices and total bid prices filled in with ink or type written on the Construction Items Bid Form. The total bid shall be written in both words and figures on the Bid Form.

3. Method of Bidding:

The Owner invites the following bid(s): **Lump Sum Bid with unit price schedules**

EXHIBIT G
RFQ 20-108, ASHFORD PARK SPLASHPAD
INSTRUCTIONS TO BIDDERS & CONSTRUCTION ITEMS BID SCHEDULE

4. Construction Items Bid Schedules

A Construction Items Bid Schedule is included in the bid documents to assist the contractor in organizing and completing his bid. The schedule identifies every construction item of the project with an associated number, description, quantity, unit price location, total price location and detail or sheet reference.

The quantities on the schedule are given only as an assistance to the contractor to aid in the bidding process and to help clarify the documents. The contractor is cautioned to not depend entirely upon the provided quantities, but to take his own quantities when preparing his bid. If the contractor discovers a discrepancy between his own quantities and those provided by the designer, he shall contact the Owner immediately to resolve the discrepancy.

The Contractor shall complete the enclosed Construction Items Bid Schedule to include with his proposal. Contractor shall complete these schedules in their entirety and attach to the Bid Form.

5. Quantities:

Quantities of items are given to the Contractor only as a convenience to bidding. Contractor is responsible to examine the plans, specifications, documents and site to determine if all quantities and items are adequately covered by the items on the Construction Schedules. Any discrepancies shall be reported to the Owner and the quantities shall be adjusted accordingly by addenda during the bid process. Contractor is responsible for verifying all stated quantities and bid enough quantities to complete the project as designed.

Contractor has been given separate line items on the Construction Items Bid Schedule to show his General Conditions, Overhead, and Fee for the project. Contractor shall not disperse these among the unit items.

6. Non-Compliance:

Any bid submitted without completed Construction Item Bid Schedules and Bid Form shall be deemed as 'Non-Compliance' and dropped from the process.

END OF INSTRUCTIONS TO BIDDERS

EXHIBIT G
RFQ NO. 20-108, ASHFORD PARK SPLASHPAD
CONSTRUCTION ITEMS BID SCHEDULE

ASHFORD PARK SPLASH PAD						
Section 00-350 CONSTRUCTION ITEMS BID SCHEDULE						<i>Rev. 03/02/2020</i>
#	ITEM	QTY*	UNIT	UNIT Costs	TOTAL Costs	Details & Notes
1	Mobilization	1	job	\$0.00	\$0.00	See Specifications
	A. Traffic Control	1	job	\$0.00	\$0.00	See Bid Documents
	B. Staking site layout	1	job	\$0.00	\$0.00	See Sheet C5-C6
2	Demolition					See Sheet D-1
	A. Remove wood bridge, abutments and sidewalk	1	job	\$0.00	\$0.00	"
	B. Remove pavilion, concrete slab, and sidewalk	1	job	\$0.00	\$0.00	"
	C. Remove chain link fence, posts and gates	1	job	\$0.00	\$0.00	"
	D. Remove and Relocate swing bench	1	job	\$0.00	\$0.00	"
	E. Remove stone steps	1	job	\$0.00	\$0.00	"
	F. Temporary construction fence	855	lf	\$0.00	\$0.00	"
	G. Remove all vegetation in the work zone	1	job	\$0.00	\$0.00	"
3	Grading - Complete	1	Job	\$0.00	\$0.00	See Sheet G1
4	Erosion Control					See Sheets ER 1 - 5
	A. Initial Phase	1	job	\$0.00	\$0.00	See sheet ER 1
	B. Intermediate Phase	1	job	\$0.00	\$0.00	See sheet ER 2
	C. Final Phase	1	job	\$0.00	\$0.00	See sheet ER 3
5	Concrete					
	A. Concrete Path	2,450	sf	\$0.00	\$0.00	See Detail 5/SD1
	B. Steps	1	ea	\$0.00	\$0.00	See Detail 11/SD2
	a. Handrail - metal	2	ea	\$0.00	\$0.00	See Detail 11/SD2
6	Perimeter Fence					
	A. New 4' ht perimeter fence	850	lf	\$0.00	\$0.00	See Detail 1/SD1
	B. 4' ht new 5' wide swing gate	2	ea	\$0.00	\$0.00	See Detail 6/SD1
	C. 5' ht splash pad and equipment fence	282	lf	\$0.00	\$0.00	See Detail 1/SD1
	D. 5' Ht splash pad 5' wide gate	3	ea	\$0.00	\$0.00	See Detail 6/SD1
7	Pedestrian Wooden Bridges w Wooden Handrails					
	A. 15' Wood bridge	15	lf	\$0.00	\$0.00	See Sheets BD1
	B. 20' Wood bridge	20	lf	\$0.00	\$0.00	See Sheets BD1
8	Open Air Seating					

EXHIBIT G
RFQ NO. 20-108, ASHFORD PARK SPLASHPAD
CONSTRUCTION ITEMS BID SCHEDULE

A.	Granite seat walls	143	lf	\$0.00	\$0.00	See Detail 4/SD1
B.	Gravel #57 for Reinforced sod, 4" x 1850 sf	23	cy	\$0.00	\$0.00	See Detail 1/LS2
9 Granite Columns						
A.	8' column A	1	ea	\$0.00	\$0.00	See Detail 1/SD2
B.	10' column B w Shower	1	ea	\$0.00	\$0.00	See Detail 2/SD2
C.	10' column C	1	ea	\$0.00	\$0.00	See Detail 3/SD2
D.	8' column D w Activator and Phone	1	ea	\$0.00	\$0.00	See Detail 4/SD2
10 Site Furnishings						
A.	Relocate swing bench	1	ea	\$0.00	\$0.00	See Detail 6/SD2
B.	Bench	1	ea	\$0.00	\$0.00	See Detail 9/SD1
C.	Picnic table	4	ea	\$0.00	\$0.00	See Detail 7/SD1
D.	Trash/Recycling receptacle	1	ea	\$0.00	\$0.00	See Detail 8/SD1
E.	Drinking fountain	1	ea	\$0.00	\$0.00	See Detail 1/PV3
11 Pavilion						
See drawings by Polygon						
A.	Pavilion - complete pre-engineered package, purchase & delivery	1	ea	\$0.00	\$0.00	See Sheets PV1-PV3
B.	Pavilion - concrete slab 20' x 28' (See Appendix)	560	sf	\$0.00	\$0.00	See Detail 3-PV3
C.	Granite base on posts	8	ea	\$0.00	\$0.00	See Detail 2-PV3
D.	Pavilion - 4' concrete sidewalk around slab	450	sf	\$0.00	\$0.00	See Detail 3-PV3
E.	Pavilion - complete intallation	1	job	\$0.00	\$0.00	See Sheets PV1-PV3
12 Utilities						
A.	Water service - complete	1	job	\$0.00	\$0.00	See Sheet U1
a.	1" meter and valve	1	ea	\$0.00	\$0.00	See Sheet U1
b.	1" back flow preventer	1	ea	\$0.00	\$0.00	See Sheet U1
c.	1" tap and saddle	1	ea	\$0.00	\$0.00	See Sheet U1
d.	1" pvc water service line to splash pad vault from street	1	job	\$0.00	\$0.00	See Sheet U1
e.	1" copper pipe and coupling	1	job	\$0.00	\$0.00	See Sheet U1
f.	3/4" pvc water line to pavilion water fountain	1	job	\$0.00	\$0.00	See Sheet U1
g.	hose bid at the reservoir tank	1	ea	\$0.00	\$0.00	See Sheet U1
B.	Sanitary sewer - complete	1	job	\$0.00	\$0.00	See Sheet U1
a.	Sewer Connection County Fee	1	fee	\$0.00	\$0.00	See Specifications
b.	3" pvc reservoir overflow to existing sewer MH	1	job	\$0.00	\$0.00	See Sheet U1
c.	3" pvc backwash pit drain line to existing sewer MH	1	job	\$0.00	\$0.00	See Sheet U1
d.	3" pvc reservoir drain line from bottom to daylight	1	job	\$0.00	\$0.00	See Sheet U1
C.	Storm sewer - complete	1	job	\$0.00	\$0.00	See Sheet U1
a.	6" pvc storm line and connection to existing MH	1	job	\$0.00	\$0.00	See Sheet U1
b.	6" trench drain	1	job	\$0.00	\$0.00	See Details 7 & 8/SD2

EXHIBIT G
RFQ NO. 20-108, ASHFORD PARK SPLASHPAD
CONSTRUCTION ITEMS BID SCHEDULE

	c. 6" perforated drain line behind seat walls	1	job	\$0.00	\$0.00	See Detail 4/SD1
	d. 6" pvc drain from splash pad to vault	1	job	\$0.00	\$0.00	See Sheet U1
	D. Electrical service on the Site - complete	1	job	\$0.00	\$0.00	See Sheet E1-2
	a. GFCI outlets (2) on lowest seated wall	2	ea	\$0.00	\$0.00	See Sheet E1-2
	b. GFCI outlets (2) at pavilion	2	ea	\$0.00	\$0.00	See Sheet E1-2
	c. Timer switch at pavilion	1	ea	\$0.00	\$0.00	See Sheet E1-2
	d. Fans (2) and connection at pavilion	2	ea	\$0.00	\$0.00	See Sheet E1-2
	e. Connect from meter to splash pad panel	1	job	\$0.00	\$0.00	See Sheet E1-2
	f. Coorrdiante w Ga. Power for service & conduit from pole to meter	1	job	\$0.00	\$0.00	See Sheet E1-2
	g. Coorrdiante w Ga. Power to set service poles	1	job	\$0.00	\$0.00	See Sheet E1-2
	E Phone Service - complete					
	a. Phone line to splash pad emergency phone on column D	1	job	\$0.00	\$0.00	See Sheet U1
13	Splash Pad - complete	1	job	\$0.00	\$0.00	See Sheets S2, SD1-4
	A. Splash pad 2500 gallon reservoir tank & connections	1	job	\$0.00	\$0.00	See Detail 3/SD4
	B. Splash pad reservoir tank top extension	1	job	\$0.00	\$0.00	See Detail 3/SD4
	C. Splash pad concrete pad	1	job	\$0.00	\$0.00	See Detail 4/SD3
	D. Splash pad special surface treatmet - complete	1	job	\$0.00	\$0.00	See Detail 4/SD3
	E. Splash pad equipment Vault and connections	1	job	\$0.00	\$0.00	See Detail 3/SD4
	F. Splash pad equipment, pumps, lines, spray fixtures -complete	1	job	\$0.00	\$0.00	See Detail 2/SD4
	G. Splash pad footwash and shower on column B	1	job	\$0.00	\$0.00	See Detail 2 / SD2
	H. Obtain permit from DeKalb County Board of Health	1	job	\$0.00	\$0.00	See Specs and Appendix
	I. Site Inspection by WaterSplash during installation and punch out.	2	Trip	\$0.00	\$0.00	See Section 01400
14	Site Signage					
	A. Splash pad rules sign	1	ea	\$0.00	\$0.00	See Detail 10/SD2
	B. Emergency phone sign	1	ea	\$0.00	\$0.00	See Detail 4/SD2
	C. Relocated park rules sign	1	ea	\$0.00	\$0.00	See Detail 6/SD2
15	Landscaping					See Sheet LS1-3
	A. Soil cultivation	1	job	\$0.00	\$0.00	see specification 02900
	B. Aged hardwood mulch 4" thick x 5,500 sf	68	cy	\$0.00	\$0.00	See Detail 4/SD2
	C. Liriope muscari - 4" pots @ 12" oc	1,050	job	\$0.00	\$0.00	See Detail 6/SD2
	D. Bermuda Sod - Tiff 'Sports Turf'	11,650	sf	\$0.00	\$0.00	See Detail 6/SD2
	E. Sod over gravel reinforcement 'Sports Turf'	1,700	sf	\$0.00	\$0.00	See Detail 1/LS2
	F. a. Existing Tree Protection	1	job	\$0.00	\$0.00	See Sheet TPR1
	G. b. Temporary design build Irrigation for plant warranty	1	job	\$0.00	\$0.00	See Sheet LS2-3
16	Fine Grading - Site	1	job	\$0.00	\$0.00	See Specifications
	A. Remove all construction debris & clean site	1	job	\$0.00	\$0.00	See Specifications

EXHIBIT G
RFQ NO. 20-108, ASHFORD PARK SPLASHPAD
CONSTRUCTION ITEMS BID SCHEDULE

17	Allowance Quantitiy Items					
	A. Topsoil for plant beds	50	cy	\$0.00	\$0.00	see specification 02900
	B. Sod	100	sf	\$0.00	\$0.00	See Sheet LS1-3
	C. Excavation, removal and disposal of Unsatisfactory Soils and:					
	a. Replace with satisfactory structural sol fill material	50	cy	\$0.00	\$0.00	See specification 02200
	b. Replace with GAB	50	cy	\$0.00	\$0.00	See specification 02200
	c. Replace with #57 stone or surge stone	50	cy	\$0.00	\$0.00	See specification 02200
	D. Additional silt fence	200	lf	\$0.00	\$0.00	See sheets ER1-2
18	Other unlisted Items as identified by the bidder					See ITB in Project Manual
	A			\$0.00	\$0.00	
	B			\$0.00	\$0.00	
	C			\$0.00	\$0.00	
	Sub-total of Construction Items				\$0.00	
14	Conditions, Overhead and Fee		%		\$0.00	Percent of Subtotal
	TOTAL LUMP SUM BID				\$0.00	Transfer Total to Bid Form
	Note:					
	<i>Quantities and formulas are given only as a convenience to the contractor to help explain the project.</i>					
	<i>Landscape Architect assumes no liability for the quantities and instructs the contractor</i>					
	<i>to take his own quantities as verification. Contractor must bid the project to complete what</i>					
	<i>is shown on the Construction Drawings. Drawings take precedent over the Bid List Quantities.</i>					
	<i>Contractor to check formulas in the cells when using this spreadsheet.</i>					

EXHIBIT G
RFQ NO. 20-108, ASHFORD PARK SPLASHPAD
COST PROPOSAL

TOTAL COST \$ _____

ADDITIONAL COST \$ _____

**Cost shall be placed in a separate envelope marked RFQ 20- 108, Ashford Park Splashpad
Cost Proposal.**

End of Exhibit G.

Exhibit H

Ashford Park Splashpad Construction Plans & Specifications

