



**DAWSON COUNTY GOVERNMENT  
REQUEST FOR PROPOSALS  
FOR  
MULTI-JURISDICTIONAL MITIGATION PLAN  
UPDATE**

**SUBMISSIONS ARE DUE AT THE ADDRESS SHOWN BELOW NO LATER THAN**

**MONDAY, MARCH 6, 2017 AT 10:30AM, EST**

**DAWSON COUNTY BOARD OF COMMISSIONERS  
ATTENTION: PURCHASING MANAGER  
25 JUSTICE WAY, SUITE 2223  
DAWSONVILLE, GA 30534**

**RFP # 287-17**

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THE RESPONSIBILITY FOR SUBMITTING A RESPONSE TO THIS RFP ON OR BEFORE THE STATED DATE AND TIME WILL BE SOLELY AND STRICTLY THE RESPONSIBILITY OF THE OFFEROR.

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ISSUE DATE: FEBRUARY 17, 2017

**DAWSON COUNTY, GEORGIA  
REQUEST FOR PROPOSAL  
FOR  
#287-17 MULTI-JURISDICTIONAL MITIGATION PLAN UPDATE**

**SECTION I – GENERAL OVERVIEW**

**A. PURPOSE**

Dawson County Purchasing Department is soliciting **sealed** proposals from qualified vendors to assist in updating the County’s Multi-jurisdictional Mitigation Plan. Vendors must provide updates to the current mitigation plan that comply with the requirements of the Disaster Mitigation Act of 2000 five year update requirements of FEMA. This project is receiving grant funds through GEMA; therefore, the planning process must comply with the Local Hazard Mitigation Planning requirements contained in 44 CRF 201. The Recipient-Sub-recipient Agreement stipulates that Dawson County will include all HAZUS Level II analysis provided by GEMHSA in the risk assessment and utilize the information to update goals, objectives and action steps. The Scope of Work defined in this Request for Proposal (RFP) has been defined in conformance to the FEMA Plan Guidance requirements.

**B. INFORMATION TO VENDORS**

**1. RFP TIMETABLE**

The anticipated schedule for the RFP is as follows:

|  |  |
|--|--|
| RFP Released   | February 17, 2017                            |
| Pre-Proposal Conference Meeting  | No Pre-Proposal Conference Meeting Scheduled |
| Deadline for questions to Dawson County to <a href="mailto:mhawk@dawsoncounty.org">mhawk@dawsoncounty.org</a>                            | Thursday, February 23, 2017, at 1:00 PM, EST |
| Deadline for Addenda and Answers to Questions posted on <a href="http://www.dawsoncounty.org">www.dawsoncounty.org</a> under Bids & RFPs | Wednesday, March 1, 2017 at 1:00PM, EST      |
| Submittal deadline   | <b>Monday, March 6, 2017 at 10:30AM, EST</b> |
| <b>Tentative</b> Award Date  | Thursday, April 6, 2017 at 6:00PM, EST       |

**Chart 1**

There will **not** be pre-proposal meeting held for this solicitation.

**2. BID SUBMISSION**

One (1) original, three (3) copies and one (1) soft copy of the complete signed submittal must be received **MONDAY, MARCH 6, 2017, AT 10:30AM, EASTERN STANDARD TIME**. Proposals must be submitted in a sealed envelope stating on the outside, the vendor's name, address, the solicitation

number #287-17 RFP MULTI-JURISDICTIONAL MITIGATION PLAN  
UPDATE to:

Dawson County Board of Commissioners  
Attention: Purchasing Manager  
**25 Justice Way, Suite 2223**  
Dawsonville, GA 30534

**Hand Delivery**

Hand delivered copies may be delivered to the above address ONLY between the hours of 8: 00AM and 5:00PM EST, Monday through Friday, excluding holidays observed by the Dawson County Government. For a complete listing of holidays please visit [www.dawsoncounty.org](http://www.dawsoncounty.org).

**GPS Location**

Some GPS systems cannot locate the above named address. Vendors may search the following address if trying to visit the Dawson County Government Center: 25 Tucker Avenue, Dawsonville, GA 30534. Tucker Avenue is located on the East side of the Government Center. Upon arrival, please continue one block West on Shoal Creek Road to Justice Way. Parking for the Government Center is available off of Justice Way. Vendors should verify address is in Dawson County and not a surrounding community.

Coordinates: 34°25'23.08"N 34°25'23.08N 84°07'12.05

Vendors are responsible for informing any commercial delivery service, if used, of all delivery requirements and for ensuring that the required address information appears on the outer wrapper or envelope used by such service. NOTE: *Many express mail and delivery services do not guarantee overnight by noon to Dawson County.*

**Submission by US Mail must be sent to the below address:**

Dawson County Board of Commissioners  
Attention: Purchasing Manager  
**25 Justice Way, Suite 2223**  
Dawsonville, GA 30534

The Submittal must be signed by a company officer who is legally authorized to enter into a contractual relationship in the name of the vendor.

3. **CONTACT PERSON**

Vendors are encouraged to contact **Melissa Hawk, Purchasing Manager at (706) 344-3501, by fax at (706) 531-2728 or email [mhawk@dawsoncounty.org](mailto:mhawk@dawsoncounty.org)** to clarify any part of the RFP requirements. All questions that arise prior to the DEADLINE FOR QUESTIONS due date must be directed to the contact person in writing via facsimile or email. Any unauthorized contact shall not be used as a basis for

responding to this RFP and also may result in the disqualification of the vendor's submittal. Answers to any questions received prior to the deadline will be posted on the County website within this solicitation posting.

Vendors may not contact any elected official or other county employee to discuss the bid process or bid opportunities except: 1.) through the Purchasing Director named herein, or 2.) as provided by existing work agreement(s). This policy shall be strictly enforced and the County reserves the right to reject the submittal of any vendor violating this provision.

4. ADDITIONAL INFORMATION/ADDENDA

Dawson County will issue responses to inquiries that result in changes to the Scope of Work and/or any other corrections or amendments will be posted in an addendum prior to the due date posted on the County's website under the bid information. All questions not resulting in an addendum but, solely for clarification will also be posted on the County's website under this solicitation. Vendors should not rely on any representations, statements or explanations other than those made in this RFP or in any addendum to this RFP. Where there appears to be a conflict between the RFP and any addenda issued, the last addendum issued will prevail. Vendors are advised to check the website for addenda before submitting their bids.

**Vendors must acknowledge any issued addenda by including Attachment B-Addenda Acknowledgement with the submittal. Proposals which fail to acknowledge the vendor's receipt of any addendum will result in the rejection of the offer if the addendum contains information which substantively changes the Owner's requirements**

5. LATE SUBMITTAL AND LATE MODIFICATIONS

Submittals received after the due date and time will not be considered. Modifications received after the due date will not be considered. Dawson County Government assumes no responsibility for the premature opening of a proposal not properly addressed and identified, and/or delivered to the proper designation.

6. REJECTION OF PROPOSALS/CANCELLATION

Dawson County Government reserves the right to reject any and all submittals and reserves the right to waive any irregularities or informalities in any submittal or in the submittal procedure, when to do so would be to the advantage of Dawson County. Dawson County reserves the right to cancel this RFP at any time.

7. MINIMUM RFP ACCEPTANCE PERIOD

Submittals shall be valid and may not be withdrawn for a period of 90 days from the date specified for receipt of submittals.

8. NON-COLLUSION AFFIDAVIT

By submitting a response to this RFP, the vendor represents and warrants that such proposal is genuine and not a sham or collusive or made in the interest or in behalf of any person not therein named and that the vendor has not directly or indirectly

induced or solicited any other vendor to put in a sham proposal, or any other person, firm or corporation to refrain from submitting and that the vendor has not in any manner sought by collusion to secure to that vendor any advantage over any other vendor.

By submitting a proposal, the vendor represents and warrants that no official or employee of Dawson County Government has, in any manner, an interest, directly or indirectly in the proposal or in the contract which may be made under it, or in any expected profits to arise there from.

9. COST INCURRED BY VENDORS

All expenses involved with the preparation and submission of the RFP to the Dawson County Board of Commissioners, or any work performed in connection therewith is the responsibility of the vendor(s).

10. RFP OPENING

Only the names of the firms responding to this RFP will be read aloud publicly due to the fact that the proposals will be subject to an evaluation review for accurate qualifications. A list of names of firms responding to the RFP may be obtained from the county's website [www.dawsoncounty.org](http://www.dawsoncounty.org), after the RFP due date and time stated herein. A copy of the final evaluation tabulation to the RFP will be posted to the website after the RFP has been awarded, along with the awarded contractor's name and date of award.

11. OPEN RECORDS

All materials submitted in connection with this RFP will be public documents and subject to the Open Records Act and all other laws of the State of Georgia, the United States of America and the open records policies of Dawson County Board of Commissioners. All such materials shall remain the property of Dawson County and will not be returned to the respondent.

12. TAXES

Dawson County Government is tax exempt. No sales tax will be charged on any products or services. Dawson County cannot exempt any other person/vendor from applicable sales taxes that may be required of them in relations to this project. Selected vendor will be provided with Dawson County's Sales and Use Tax Certificate of Exemption number upon request.

13. VENDOR INFORMATION

All submissions shall include a completed vendor information form, current copy of business license and current W-9. Failure to provide this information could result in the disqualification of the vendor from submitting a proposal.

14. INSURANCE

Selected vendor will be required to provide Dawson County with a Certificate of Insurance for liability and workman's compensation insurance before work can begin on this County project and be effective for the duration of the work as

described in the contract documents, including authorized change orders, plus any period of guarantee as required in the general warranty.

General liability insurance should be at least one million dollars (\$1,000,000) combined single limit per occurrence. Automobile insurance should be at least five hundred thousand dollars (\$500,000) combined single limit per accident for bodily injury or property damage; Workman's Compensation insurance should be as required by the State of Georgia; and Professional Liability insurance should be at least one million dollars (\$1,000,000).

The insurance certificate **must name** Dawson County Government as an **additional insured** for the contracted project.

15. BONDS

**If required**, under SECTION II – SCOPE OF WORK of this document any combination of the following bonds may be requested by Dawson County. A five percent (5%) bid bond, a one hundred percent (100%) payment bond, and a one hundred percent (100%) performance bond. All bonds would be payable to Dawson County Board of Commissioners. Failure to submit appropriate bonding will result in automatic rejection of bid. Bonding company must be authorized to do business in Georgia by the Georgia Insurance Commission, listed in the Department of Treasury's publication of companies holding certificates of authority as acceptable surety on Federal bonds and as acceptable reinsuring companies, and have an A.M. Best rating.

16. ANTI-DISCRIMINATION

Dawson County, in accordance with Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 23 will be afforded full opportunity to submit bids in response to this Request for Proposal and will not be discriminated against on the grounds of race, color, national origin, sex, handicap/disability in consideration of an award.

By submitting their bids, all bidders certify to Dawson County that they will conform to the provisions of the Federal Civil Rights Act of 1964.

In every contract of over \$10,000 the provisions in 1. and 2. below apply:

1. During the performance of this contract, the contractor agrees as follows:
  - a. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex or national origin, except where religion, sex or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for

- employment, notices setting forth the provisions of this nondiscrimination clause.
- b. The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.
  - c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.
2. The contractor will include the provisions of 1. above in every subcontract or purchase order of over \$10,000 so that the provisions will be binding upon each subcontractor or vendor.

Vendors may request this Request for Proposal in another language by contacting Purchasing Manager Melissa Hawk at p)706-344-3501, f)706-531-2728 or via email at [mhawk@dawsoncounty.org](mailto:mhawk@dawsoncounty.org). All bid submissions must be returned in English.

Los proveedores pueden solicitar este Llamado a Licitación en otro idioma contactando Manager de Compras Melissa Hawk en p) 706-344-3501, f) 706-531-2728 o por correo electrónico a [mhawk@dawsoncounty.org](mailto:mhawk@dawsoncounty.org). Todas las propuestas de licitación deben ser devueltos en Inglés.

Anbieter können diese Einladung für Gebote in einer anderen Sprache, indem Sie Purchasing Manager Melissa Hawk bei p verlangen) 706-344-3501, f) 706-531-2728 oder per E-Mail an [mhawk@dawsoncounty.org](mailto:mhawk@dawsoncounty.org). Alle Beiträge müssen Gebot in Englisch zurückgegeben werden.

Les fournisseurs peuvent demander cette invitation pour Surenchère dans une autre langue en contactant Manager des Achats Melissa Hawk p) 706-344-3501, f) 706-531-2728 ou par courriel à [mhawk@dawsoncounty.org](mailto:mhawk@dawsoncounty.org). Toutes les soumissions doivent être retournés en anglais.

17. GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT

Vendors submitting a Qualification package in response to this RFP must provide the following information in the package to indicate compliance with the Georgia Security and Immigration Compliance Act. The form is provided for completion.

- A. A statement that indicates the contractor will conduct itself in compliance with O.C.G.A. §13-10-91 and Rule 300-10-.02 in the execution of the contract.
- B. By completing the affidavit that is provided with this solicitation, the vendor is attesting to the following:
  - a. The affiant has registered with and is authorized to use the federal work authorization program;
  - b. The user identification number and date of authorization for the affiant;



- c. The affiant is using and will continue to use the federal work authorization program throughout the contract period;
- d. Any employee, contractor, or subcontractor of such contractor or subcontractor shall also be required to satisfy the requirements set forth in this paragraph; and
- e. Upon contracting with a new subcontractor, a contractor or subcontractor shall notify Dawson County and shall deliver a completed Subcontractor Affidavit to Dawson County within five (5) working days of entering into a contract or agreement of hire with the subcontractor before the new subcontractor begins any work.

C. Failure to provide the completed and notarized affidavit with the contractor's proposal will result in immediate disqualification as required by the Georgia Security and Immigration Compliance Act.

## **SECTION II – GENERAL CONDITIONS**

### **A. PURPOSE**

Dawson County Purchasing Department is soliciting **sealed** proposals from qualified vendors to assist in updating the County's Multi-jurisdictional Mitigation Plan. Vendors must provide updates to the current mitigation plan that comply with the requirements of the Disaster Mitigation Act of 2000 five year update requirements of FEMA. This project is receiving grant funds through GEMA; therefore, the planning process must comply with the Local Hazard Mitigation Planning requirements contained in 44 CRF 201. The Recipient-Sub-recipient Agreement stipulates that Dawson County will include all HAZUS Level II analysis provided by GEMHSA in the risk assessment and utilize the information to update goals, objectives and action steps. The Scope of Work defined in this Invitation for Bid (IFB) has been defined in conformance to the FEMA Plan Guidance requirements. Details are listed under this section.

### **B. CONTRACT PERIOD**

The term of the contract awarded as a result of this RFP shall be from award until final acceptance of the project by the County.

The contract shall terminate absolutely and without further obligation at such time as appropriated and otherwise unobligated funds are no longer available to satisfy the obligations of the County under this contract.

If, at any time, the County determines it is in its best interest to discontinue use of these services the County reserves the right to cancel this Agreement by giving thirty (30) days advance written notice.

### **C. BACKGROUND**

A Multi-jurisdictional Hazard Mitigation Plan is a representation of the jurisdiction's commitment to reduce risks from both natural and technological hazards, serving as a guide for decision makers as they commit resources to



reducing the effects of these hazards. Natural hazards include all hazards that **are not** caused either directly or indirectly by man and are frequently related to weather events, such as tornados and winter storms. Technological hazards include all hazards that **are** directly or indirectly caused by man, including hazardous materials spills and weapons of mass destruction events, although terrorism is not the particular focus of the current Multi-jurisdictional Hazard Mitigation Plan.

The current Multi-jurisdictional Hazard Mitigation Plan was developed by a local planning committee comprised of County and City staff with knowledge and insight into hazard mitigation efforts at each government, to include fire protections services, police and emergency management services, planning and information services. In addition, several members from the private sector and general population were included in the process to provide further perspective and insight on opportunities and issues facing Dawson County.

An independent contractor/firm will be retained to assist Dawson County in the update of the Multi-jurisdictional Hazard Mitigation Plan.

Project Objective: To provide technical assistance in updating the current Multi-jurisdictional Hazard Mitigation Plan to be approved by the Federal Emergency Management Agency (FEMA).

Project Outcome: The outcome of this project will be the completion of a comprehensive, updated, FEMA-approved Multi-jurisdictional Hazard Mitigation Plan in Dawson County, Georgia.

Projected Timeframe: The project timeline is four hundred and eighty (480) days from contract start date to financial reconciliation and contract closeout.

#### D. SCOPE OF WORK

The County intends to contract with a consultant to act as the facilitator of the planning process as well as the development and the transcription of the plan updates. The Contractor must provide all equipment, materials and labor to complete the scope of work. The duties to be performed by the Contractor to meet the Scope of Work are as follows:

- The Contractor and the County will attend GEMA (GEMHSA/HS) and local level mitigation planning meetings and workshops as they are offered.
- The Contractor will meet with the EMA Director and GEMA in person quarterly during the contract period and phone updates more frequently as needed to discuss the plan development process and construct an invitation list for the larger planning committee.
- The Contractor and the County EMA Director will combine existing data, plans and EMA capabilities into a comprehensive draft report to be discussed by both the Task Force and the larger stakeholder group which will be determined by the Local EMA Director and the Contractor with a vested interest and/or knowledge of the specifics of the current Plan. The draft report will include the base Local Natural Hazard, Risk and

Vulnerability (HRV) analysis provided by GEMA, local data and the Contractor's efforts to create a comprehensive updated plan.

- The Contractor will review all hazards to address any newly identified threats that pose a more significant risk than was apparent when the previously approved plan was prepared. The consultant will discuss new occurrences of hazardous events and update the probability of future occurrences.
- The Contractor will work the Task Force, comprised of the stakeholders described above, to update the current inventory of existing and proposed buildings, infrastructure, and critical facilities in hazard areas.
- The Contractor will update the loss estimate to reflect any changes to the hazard profile and/or the inventory of structures.
- The Contractor will analyze, update and continue development goals, objectives and action steps with the assistance of the task force and stakeholders.
- The Contractor will update the Plan Maintenance and Implementation to include an analysis of whether the previously approved plan's method and schedule for monitoring, evaluating and updating the plan worked and what elements or processes, if any, were changed. The Contractor will discuss the method and schedule to be used over the next five (5) years.
- The Contractor will describe how the community was kept involved during the plan maintenance process over the previous five (5) years, within the planning process section of the plan update and how the Consultant will continue public involvement during the planning period.
- The Contractor will work with the planning committee, comprised of internal staff at Dawson County EMS and other specified individuals from the stakeholder group as described above, and GEMA staff throughout the State and Federal plane review process to ensure that the County has a federally approved updated Multi-jurisdictional Hazard Mitigation Plan by the end of the contract period.
- The Contractor will be responsible for completing reports, as required by the County, including quarterly reports. Although the tentative contract period does not begin until April 3, 2017; the Recipient-Sub-recipient Agreement stipulates that the quarterly reports are due June 30<sup>th</sup>, September 30<sup>th</sup> and December 31<sup>st</sup>. The Director of Dawson County EMS and the Contractor will define all reports necessary throughout the project.

-End of This Section-

## E. County Responsibilities

- The County agrees to have representatives attend and participate in all GEMHSA/HS and local level mitigation planning meetings and workshops. The County will coordinate, as needed, with the GEMA representative to utilize the tools necessary. The County will ensure that the plan meets the most current Federal regulations. Each County will be required to complete the following:
  - Critical Facility Inventory (basic mapping will be established in the Georgia Mitigation Information System), including running reports by jurisdiction for each identified hazard; GEMA Worksheets 3A for each participating jurisdiction for each identified hazard; high level detail for all mitigation action steps as required by GEMA and FEMA; ensure all recommended revisions from their previous FEMA plan review are addressed in the plan update.
- The County will ensure that the plan update is consistent with the most current requirements from FEMA including:
  - Identify all changes to the plan within each section including revisions to the planning process; risk assessment; goals and objectives; plan maintenance process.
  - Update the planning process:
    - Identify jurisdictions that didn't participate in planning for the previous plan but, did participate in the update AND identify jurisdictions that did participate in the planning for the previous approved plan but, did not participate in the update.
    - Describe the process used to review and analyze each section of the plan, as well as the process used to determine if a section warranted an update.
  - Improve the Risk Assessment:
    - Address any newly identified hazards that pose a more significant threat than was apparent when the previous plan was prepared.
    - Discuss new occurrences of hazard events and update the probability of future occurrences.
    - Incorporate new information where data deficiencies were identified in the previous plan. If the data deficiencies remain unresolved, explain why and include a schedule to remediate the issue.
    - Include current inventory of existing and proposed buildings, infrastructure and critical facilities in hazard areas, including existing National Flood Insurance Program (NFIP) repetitive loss structures. The community will determine how far into the future they wish to go in considering proposed buildings and critical facilities based on and timed with the data gathering phase of their comprehensive plan or land use plan update.
    - The loss estimate to be updated to reflect any changes to the hazard profile and/or the inventory of structures. Any

changes to analysis methodologies must be noted. Any previously noted data deficiencies should be updated or explained.

- Include a general overview of land uses and types of development occurring within the community and accent any new information.
- If there are changes in the risk assessment or the vulnerability of the community to the hazards, information must be attributed to the appropriate jurisdiction(s) or to the whole planning area, whichever applies.
- Continue to use all available tool sets and data as the GMIS is enhanced (for example: repetitive losses).
- Analyze, Update and Continue Development of Goals, Objectives and Action Steps:
  - Use this update as an opportunity for jurisdictions to reconsider the goals and objectives. For goals and actions that remain, the plan must document that they were re-evaluated and deemed valid and effective.
  - Goals and objectives shall include the community's strategy for new or continued NFIP participation. Continue to use the STAPLEE Criteria (Social, Technical, Administrative, Political, Legal, Economic and Environmental). If not previously used to assess the value of and develop an understanding of the cost effectiveness of mitigation action steps, incorporate the STAPLEE Criteria. Update action items. If actions remain unchanged, the updated plan must indicate why changes are not necessary.
  - Shall include evaluation and prioritization for any new mitigation action steps.
- Update the Plan Maintenance and Implementation:
  - Must include an analysis of whether the previously approved plan's method and schedule for monitoring, evaluating and updating the plan worked and what elements or processes, if any, were changed. Discuss the method and schedule to be used over the next five (5) years.
  - Describe other planning mechanisms or ordinances in which this plan will be incorporated.
- Information Dissemination:
  - Describe how the community was kept involved during the plan maintenance process over the previous five (5) years, within the planning process section of the plan update.
  - The plan maintenance section shall describe how the community, Dawson County, will involve the public during the plan maintenance process over the next five (5) years.
- Review and Adoption:
  - The plan will be submitted for State review and recommendation prior to adoption.

- Upon recommendation from GEMHSA/HS, the County and participating Municipalities will adopt the plan.
- The adopted plan will be submitted for FEMA review and approval.

**SCOPE OF WORK – PROJECT MILESTONES**

**Major Project Milestones:**

| <b>Milestone</b>   | <b>Time to Complete</b> |
|--|-------------------------|
| Issuance of Sub-grantee/Grantee Agreement                                      | Received                |
| Hire Planning Consultant   | 63 days                 |
| Establish and Form Planning Committee  | 15 days                 |
| Gather Critical Facilities Data  | 60 days                 |
| Hazard Identification and Risk Assessment Update                               | 45 days                 |
| Analyze, Update and Continue Development of Goals, Objectives and Action Steps | 45 days                 |
| Mitigation Strategy Update   | 45 days                 |
| Update the Planning Process  | 60 days                 |
| Submit Plan for GEMA Review and Approval                                       | 30 days                 |
| Submit Plan for FEMA Review and Approval                                       | 60 days                 |
| Plan Adoption and Implementation   | 60 days                 |
| Update Plan Maintenance and Implementation                                     | 60 days                 |
| <b>Total Time to Complete Project</b>  | <b>543 days</b>         |

**Chart 2**

-End of Project Milestones Time Table-

## F. QUALIFICATIONS

This section identifies all information which must be submitted in each proposal.

### Company Background and Structure

The Proposer will provide a general history and description of its company including, but not limited to the number of years in business and number of employees. Include the legal form of the business organization, the state in which incorporated (if corporation), the types of business ventures in which the organization is involved, and the office location that will be the point of contact during the term of any resulting contract.

### Company Experience

The Proposer must be organized for the purpose of providing institutional and/or correctional food service. Proposer shall demonstrate five (5) years of previous experience in providing multi-jurisdictional hazard mitigation planning with proven effectiveness in administering updates existing plans similar to the size and terrain of Dawson Count. Proposer shall provide a narrative describing the services performed by the company that are most similar to those required in this RFP.

### Qualifications of Staff

Identify and include qualifications of key staff who would be assigned to work on the scope within this RFP. Include an organizational chart that depicts how the staff would be structured to perform details herein. Proposers must have qualified and trained staff to successfully complete the contract requirements. The information shall be brief and include the following:

- Identification, qualifications and experience of all persons to be assigned to the project and team organization, and the assignments of responsibilities
- Identification of available support resources
- Identification and qualifications of any subcontract consultants, including resumes or qualifications of individual or the firm, as applicable.
- Commitment that the contractor/firm's team, especially the project manager(s), shall remain in place for the duration of the Multi-jurisdictional Mitigation Plan update process.

### Approach to Scope of Work

Referencing the Scope of Work in Section D, provide a detailed approach to fulfill the requirements of this RFP. At a minimum, proposals must address:

- A description of the contractor/firm's organizational approach to the project.
- This portion of the Proposal shall state how the contractor/firm proposes to achieve the required outcomes through goals, objectives, policies and programs. It shall also indicate how the final projects will be organized, formatted and presented.
- A description of the software to be used for maps and GIS hazard and mitigation analysis, test, graphs, etc. is a must.

- The approach shall also illustrate (through examples of relevant experiences in similar projects) how the contractor/firm will successfully maintain an effective line of communication throughout the process.
- Address all tasks in the Scope of Work, providing general information on all work tasks required to complete the project within the performance period. Include a statement of understanding of work involved, particularly regarding the level of effort required for any portion of the Plan and its update.

The County welcomes innovating suggestions and recommendations from Contractors that will ensure a successful service approach.

### References

Proposers must submit at least five (5) references for persons that the contractor/firm will assign to complete the Scope of Work listed herein. Ideally, references should be government entities within Georgia should be included. The following information for each reference shall be listed:

- Name of government entity
- Address
- Contact person with title
- Phone number of contact person
- Email (highly recommended and preferred method)
- Dates of service
- Range of services

### Financial Stability

Provide financial information that would allow proposal evaluators to ascertain the financial stability of the Proposer.

- If a public company, include a recap of the most recent audited financial report.
- If a private company, provide a recap of the most recent internal financial statement and a letter, on the financial institution's letterhead, stating financial stability.

### Business Litigation

Disclose any involvement by the organization or any officer or principle in any material business litigation within the last five (5) years. The disclosure will include an explanation, as well as the current status and/or disposition of the case.

### Proposed Milestone Time Table

The County has included a proposed milestone time table within this RFP; however, the County is requiring that each proposal has the contractor/firm's proposed milestone time table to achieve the Scope of Work as described herein.



Sample of an Updated Multi-jurisdictional Hazard Mitigation Plan

The proposal must contain a sample of an updated Multi-jurisdictional Hazard Mitigation Plan which clearly shows the Plan before the update and any changes to the Plan after the modifications were approved.

Financial Proposal

Proposers are to use the Vendor’s Price Proposal Form provided within this RFP. All costs to the Dawson County Government must be included on the Price Proposal Form that the contractor/firm will incur to complete all tasks associated with the Dawson County update, review, approval and implementation of the Multi-Jurisdictional Hazard Mitigation Plan.

G. EVALUATION PROCESS

Proposals will be reviewed by the Review Committee for quality and completeness. These proposals will then be scored in each of the following categories using the maximum point values listed in **Chart 3** below.

Proposals will be reviewed and evaluated by the review committee to determine whether the Respondent has met the criteria described in this RFP.

|  |            |
|--|------------|
| Company Background and Structure               | 25         |
| Experience & Qualifications of Dedicated Staff | 25         |
| Approach to Scope of Work & Methodology        | 25         |
| References                                     | 15         |
| Price Proposal                                 | 10         |
| <b>TOTAL POINTS</b>                            | <b>100</b> |

**Chart 3**

Presentations

The top ranking firms *may* be invited to conduct oral interviews. If required, these presentations will be scheduled in advance and limited in time. Presentations will be conducted in Dawson County at a location to be determined.

Dawson County shall be the sole judge of the provider’s ability to meet the requirements set forth. Their decision in determining responsible and responsive provider(s) will be final. Dawson County reserves the right to act in its best interest in this determinations process, to waive all technicalities, and to select the most responsible and responsive provider.

Invoicing

1. Dawson County is Net 30. Any payment terms requiring payment in less than 30 days will be regarded as requiring payment 30 days after invoice or delivery, whichever occurs last. This shall not affect offers of discounts for payment less than 30 days, however.
2. Vendors shall invoice quarterly, by location, including a detailed list of services provided and only after work has been performed (in arrears).
3. All invoices will be paid in the year in which services are provided.

4. Vendor to provide contact information for dedicated team member to provide billing inquiries. More information is included in the Statement of Qualifications portion of this RFP.
5. Invoices should be sent via mail or email to:

Accounts Payable  
25 Justice Way, 2220  
Dawsonville, GA 30534  
[ksmith@dawsoncounty.org](mailto:ksmith@dawsoncounty.org)

#### Pricing

1. Vendors must use the Vendor's Price Proposal Form as provided within this RFP. Vendors are to submit their proposals on the Cost Proposal Form(s) provided.
2. If submitting an alternate, use the form provided clearly labeled as alternate. Make additional copies as needed. Failure to comply may result in disqualification.

#### Administration

The project will be administered by the Dawson County Board of Commissioners with the Dawson County Emergency Services being the main point of contact for all questions related to performance issues during the term of the contract.

#### Permits and Licensing

1. Proof of Licensing: Contractor shall submit proof of professional license, insurance and business license upon award. Contractors, who do not have a Dawson County Business License, will be required to register their business license with the Dawson County Planning & Development Department. Fees may apply and are not a part of this agreement.
2. Successful vendor must hold a valid Business License at time of proposal and a copy must be filed with the Purchasing Director at time of proposal. If awarded to an out-of-county vendor, that vendor must register their business license with the Dawson County Planning and Development Department. *Note: Only the successful vendor needs to register with Dawson County Planning and Development Department. As of January 1, 2017, there is no fee for registering with Dawson County Planning & Development Department.*

### H. PROCEDURES AND MISCELLANEOUS ITEMS

1. All questions shall be submitted in writing (e-mail is acceptable) and shall be communicated in the form of an addenda if the scope specifications are to be affected and posted on the County's website under the bid information, all firms responding to this RFP should check the website before responding to this RFP. All questions not resulting in an addendum but, solely clarification will also be posted on the County's website under this solicitation.
2. All respondents to this RFP shall indemnify and hold harmless the Dawson County Board of Commissioners, and any of their officers and employees from all suits and claims alleged to be a result of this RFP. The issuance of this RFP constitutes only an invitation to present a proposal. The Dawson County Board

of Commissioners reserves the right to determine, at its sole discretion, whether any aspect of a respondent's submittal meets the criteria in this RFP. The Dawson County Board of Commissioners also reserves the right to seek clarifications, to negotiate with any vendor submitting a response, to reject any or all responses with or without cause, and to modify the procurement process and schedule. In the event that this RFP is withdrawn or the project canceled for any reason, the Dawson County Board of Commissioners shall have no liability to any respondent for any costs or expenses incurred in connection with this RFP or otherwise.

3. The RFP is subject to the provisions of the Dawson County Purchasing Policy and any revisions thereto, which are hereby incorporated into this RFP in their entirety except as amended or superseded herein.
4. Failure to submit all the mandatory forms from this RFP package shall be just cause for the rejection of the qualification package. However, Dawson County reserves the right to decide, on a case by case basis, in its sole discretion, whether or not to reject such a bid as non-responsive.
5. In case of failure to deliver services in accordance with the contract terms and conditions, Dawson County, after due oral or written notice, may procure substitute services from other sources and hold the contractor responsible for any resulting additional purchasing and administrative costs. This remedy shall be in addition to any other remedies which Dawson County may have.
6. By submitting a proposal, the vendor is certifying that they are not currently debarred from bidding on contracts by any agency of the State of Georgia, nor are they an agent of any person or entity that is currently debarred from submitting bids on contracts by any agency of the State of Georgia.
7. Any contract resulting from this RFP shall be governed in all respects by the laws of the State of Georgia and any litigation with respect thereto shall be brought in the courts of the State of Georgia. Then contractor shall comply with applicable federal, state, and local laws and regulations.
8. It is understood and agreed between the parties herein that Dawson County shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.

I. BONDS

Bid Bond – **not required**

Payment Bond – **not required**

Performance Bond – **not required**

J. FINAL SELECTION

Following review of all qualified proposals, selection of a suitable vendor, and preliminary contract negotiations, a recommendation will be made to the Dawson

County Board of Commissioners by the project representative. Following Commission approval, the County will complete contract negotiations.

The Dawson County Board of Commissioners reserves the right to accept the response that is determined to be in the best interest of the County. The County reserves the right to reject any and or all proposals.

Every vendor submitting a proposal must complete the forms showing compliance with the **GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT OCGA §13-10-90**. The forms are provided with this RFP package.

-End of This Section-



**RFP #287-17 MULTI-JURISIDIRECTIONAL MITIGATION PLAN UPDATE  
VENDOR'S CHECKLIST**

**Company Name:** \_\_\_\_\_

Please indicate you have completed the following documentation; and submit them in the following order.

**ITEM DESCRIPTION**

|                          |   |
|--------------------------|---|
| <input type="checkbox"/> | Vendor's Checklist  |
| <input type="checkbox"/> | Vendor's Information Form   |
| <input type="checkbox"/> | Vendor's Price Proposal Form  |
| <input type="checkbox"/> | Vendor's Qualifications as detailed in Section D  |
| <input type="checkbox"/> | References as listed under Section D  |
| <input type="checkbox"/> | Execution of Proposal Form  |
| <input type="checkbox"/> | Addenda Acknowledgement Form and Any Addenda Issued   |
| <input type="checkbox"/> | Proposer's Certification and Non-Collusion Affidavit  |
| <input type="checkbox"/> | Drug-Free Workplace Affidavit   |
| <input type="checkbox"/> | Georgia's Security and Immigration Compliance Act Affidavit   |
| <input type="checkbox"/> | <ul style="list-style-type: none"> <li>• Contractor Affidavit</li> <li>• Subcontractor Affidavit (if applicable)</li> </ul> |
| <input type="checkbox"/> | Local Small Business Initiative Affidavit (if applicable)   |
| <input type="checkbox"/> | Proof of Insurance/Certificate of Insurance – Requirements listed on Page 5   |
| <input type="checkbox"/> | Completed W9  |
| <input type="checkbox"/> | Copy of Valid Business License  |
| <input type="checkbox"/> | Copy of Professional licenses (if applicable)   |

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

**THIS PAGE MUST BE COMPLETED AND SUBMITTED AS A PART OF YOUR PROPOSAL**



**RFP #287-17 MULTI-JURISDICTIONAL MITIGATION PLAN UPDATE  
VENDOR'S INFORMATION FORM**

1. Legal Business Name \_\_\_\_\_

2. Street Address \_\_\_\_\_

3. City, State & Zip \_\_\_\_\_

4. Type of Business: \_\_\_\_\_ State of Registration: \_\_\_\_\_

(Association, Corporation, Partnership, Limited Liability Company, etc.)

5. Name & Title of Authorized Signer: \_\_\_\_\_

6. Primary Contact \_\_\_\_\_

7. Phone \_\_\_\_\_ Fax \_\_\_\_\_

8. E-mail \_\_\_\_\_

9. Company Website \_\_\_\_\_

10. Has your company ever been debarred from doing business with any federal, state or local agency?  
Yes \_\_\_\_\_ No \_\_\_\_\_ If Yes, please state the agency name, dates and reason for debarment.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ATTACH COPY OF BUSINESS LICENSE AND A COMPLETED W-9 FORM**  
**THIS PAGE MUST BE COMPLETED AND SUBMITTED WITH PROPOSAL**



**RFP #287-17 MULTI-JURISIDIRECTIONAL MITIGATION PLAN UPDATE  
VENDOR'S PRICE PROPOSAL FORM**

---

COMPANY NAME: \_\_\_\_\_

Vendors shall submit a Price Proposal below. The contractor/firm's cost quotation must include all necessary expenses, to include any and all travel expenses, to complete all tasks associated with the Scope of Work described within this RFP.

|   |   |          |
|---|---|----------|
| <b>Multi-jurisdictional<br/>Hazard Mitigation<br/>Plan Update</b> | <b>TOTAL COST TO THE<br/>COUNTY FOR PROJECT</b> | \$ _____ |
|---|---|----------|

\_\_\_\_\_

Authorized Signature

\_\_\_\_\_

Title

\_\_\_\_\_

Print Name

\_\_\_\_\_

Date

**THIS PAGE MUST BE COMPLETED AND SUBMITTED AS A PART OF YOUR PROPOSAL**

---





**RFP #287-17 MULTI-JURISIDICTIONAL MITIGATION PLAN UPDATE  
EXECUTION OF PROPOSAL**

---

DATE: \_\_\_\_\_

The potential Contractor certifies the following by placing an "X" in all blank spaces:

- \_\_\_ That this proposal was signed by an authorized representative of the firm.
- \_\_\_ That the potential Contractor has determined the cost and availability of all materials and supplies associated with performing the services outlined herein.
- \_\_\_ That all labor costs associated with this project have been determined, including all direct and indirect costs.
- \_\_\_ That the potential Contractor agrees to the conditions as set forth in this Request for Proposal with no exceptions.

Therefore, in compliance with the foregoing **Request for Proposals**, and subject to all terms and conditions thereof, the undersigned offers and agrees, if this proposal is accepted within sixty (60) days from the date of the opening, to furnish the services for the prices quoted within the timeframe required.

\_\_\_\_\_  
Business Name

\_\_\_\_\_  
Authorized Signature Date

\_\_\_\_\_  
Typed Name & Title

**THIS PAGE MUST BE COMPLETED AND SUBMITTED AS A PART OF YOUR PROPOSAL**



**RFP #287-17 MULTI-JURISIDIRECTIONAL MITIGATION PLAN UPDATE  
DRUG FREE WORKPLACE**

---

I hereby certify that I am a principle and duly authorized representative of:

\_\_\_\_\_

Whose address is:

\_\_\_\_\_

And it is also that:

1. The provisions of Section § 50.24.1 through § 50.24.6 of the Official Code of Georgia Annotated, relating to the "Drug Free Workplace Act" have been complied with in full; and,

2. A drug free workplace will be provided for the CONTRACTOR'S employees during the performance of the contract; and,

3. Each subcontractor hired by the CONTRACTOR shall be required to ensure that the subcontractor's employees are provided a drug free workplace. The CONTRACTOR shall secure from that subcontractor the following written certification: "As part of the subcontracting agreement with \_\_\_\_\_

\_\_\_\_\_, \_\_\_\_\_ certifies to the CONTRACTOR that a drug free workplace will be provided for the subcontractor's employees during the performance of this contract pursuant to paragraph (7) of subsection (b) of the Official Code of Georgia Annotated Section § 50.24.3"; and,

4. It is certified that the undersigned will not engage in unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana during the performance of the contract.

\_\_\_\_\_ Date

\_\_\_\_\_ Signature

**THIS PAGE MUST BE COMPLETED AND SUBMITTED AS A PART OF YOUR PROPOSAL**



**RFP #287-17 MULTI-JURISIDIRECTIONAL MITIGATION PLAN UPDATE  
ADDENDA ACKNOWLEDGEMENT**

---

The vendor has examined and carefully studied the Request for Proposals and the following Addenda, receipt of all of which is hereby acknowledged:

Addendum No. \_\_\_\_\_

Addendum No \_\_\_\_\_

Addendum No. \_\_\_\_\_

Addendum No. \_\_\_\_\_

\_\_\_\_\_  
Authorized Representative (Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Representative/Title  
(Print or Type)

**Vendors must acknowledge any issued addenda. Proposals which fail to acknowledge the vendor's receipt of any addendum will result in the rejection of the offer if the addendum contained information which substantively changes the Owner's requirements.**

**THIS PAGE MUST BE COMPLETED AND SUBMITTED AS A PART OF YOUR PROPOSAL**

---



**RFP #287-17 MULTI-JURISIDIRECTIONAL MITIGATION PLAN UPDATE  
PROPOSER’S CERTIFICATION AND STATEMENT OF NON-COLLUSION**

---

I \_\_\_\_\_certify that this proposal is made without prior understanding, agreement or connection with any corporation, firm or person submitting a proposal for the same services and is in all respects fair and without collusion or fraud. I understand that collusive bidding is a violation of state and Federal law and can result in fines, prison sentences and civil damages awards.

I certify that this proposal has been prepared independently and the price submitted will not be disclosed to another person.

I certify that there has been no contact or communication by the proposer or the proposer’s associates with any County staff, or elected officials since the date this **RFP #287-17 MULTI-JURISIDIRECTIONAL MITIGATION PLAN UPDATE** was issued except: 1) through the Purchasing Department, 2) at the Pre-Proposal Conference (if applicable) or 3) as provided by existing work agreement(s). **The County reserves the right to reject the proposal submitted by any proposer violating this provision.**

I agree to abide by all conditions of this proposal and certify that I am authorized to sign this proposal.

**COMPANY NAME:** \_\_\_\_\_

\_\_\_\_\_  
Authorized Representative (Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Representative/Title  
(Print or Type)

---

**THIS PAGE MUST BE COMPLETED AND SUBMITTED AS A PART OF YOUR PROPOSAL**

## **Georgia Security & Immigration Compliance (GSIC) Act Affidavit**

As per the Georgia Senate Bill 529 and Senate Bill 447, the Georgia Department of Labor has promulgated new rules for the implementation of Section 2. O.C.G.A. §13-10-91 and Chapter 300-10-01-.02 state that no Georgia Public Employer shall enter into a contract for *the physical performance of services within the State of Georgia* unless the Contractor registers and participates in a federal work authorization program to verify the work eligibility information of all of its new employees.

The Employment Eligibility Verification “E-Verify” site operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security is the electronic federal work authorization program to be utilized for these purposes.

The website is <https://e-verify.uscis.gov/enroll/>

By executing the attached Contractor Affidavit, Contractor verifies its compliance with O.C.G.A. §13-10-91 stating affirmatively that the individual, firm or corporation which is contracting with the Dawson County Board of Commissioners has registered and is participating in this federal work authorization program in accordance with the applicability provisions and deadlines established in this Statute.

Contractor further agrees that should it employ or contract with any Sub-Contractor(s) for the physical performance of services pursuant to the contract with the Dawson County Board of Commissioners, Contractor will secure from the Sub-Contractor(s) verification of compliance with O.C.G.A. §13-10-91 on a Sub-Contractor Affidavit and shall provide a copy of each such verification to the Dawson County Board of Commissioners at the time the Sub-Contractor(s) is retained to perform such services.

### **PLEASE COMPLETE THE AFFIDAVIT TO FOLLOW AND RETURN IT TO:**

Melissa Hawk  
Dawson County Purchasing Manager  
25 Justice Way, Suite 2223  
Dawsonville, GA 30534

Fax: (706) 531-2728  
Email: [mhawk@dawsoncounty.org](mailto:mhawk@dawsoncounty.org)



**IMMIGRATION AND SECURITY FORM  
(GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT)**

|   |  |
|---|--|
| <b>Contractor's Name:</b>                     |  |
| <b>County Solicitation/<br/>Contract No.:</b> |  |

**CONTRACTOR AFFIDAVIT**

By executing this affidavit, the undersigned Contractor verifies its compliance with O.C.G.A. §13-10-91, stating affirmatively that the Contractor identified above has registered with and is participating in a federal work authorization program\*, in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with the County, Contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. § 13-10-91 on the attached Subcontractor Affidavit. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the County at the time the subcontractor(s) is retained to perform such service.

\_\_\_\_\_  
EEV / E-Verify™ Company Identification Number

\_\_\_\_\_  
BY: Authorized Officer or Agent  
(Contractor Name)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title of Authorized Officer or Agent of Contractor

\_\_\_\_\_  
Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS  
THE \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_\_\_

[NOTARY SEAL]

\_\_\_\_\_  
Notary Public

My Commission Expires:

\*any of the electronic verification of work authorization programs 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. 99-603

**IMMIGRATION AND SECURITY FORM  
(GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT)**

|   |  |
|---|--|
| <b>Contractor's Name:</b>                     |  |
| <b>County Solicitation/<br/>Contract No.:</b> |  |

**ADDITIONAL INSTRUCTIONS TO CONTRACTOR:** Identify all subcontractors used to perform under the county contract. In addition, you must attach a signed and notarized affidavit (third page of this form) from each of the subcontractors listed below. The contractor is responsible for providing a signed and notarized affidavit to the County within five (5) days of the addition of any new subcontractor used to perform under the identified County contract.

|                           |  |
|---------------------------|--|
| <b>Contractor's Name:</b> |  |
| <b>Subcontractors:</b>    |  |
|                           |  |
|                           |  |
|                           |  |
|                           |  |





**IMMIGRATION AND SECURITY FORM  
(GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT)**

|   |  |
|---|--|
| <b>Contractor's Name:</b>                     |  |
| <b>Subcontractor's<br/>(Your) Name:</b>       |  |
| <b>County Solicitation/<br/>Contract No.:</b> |  |

**SUBCONTRACTOR AFFIDAVIT**

By executing this affidavit, the undersigned Subcontractor verifies its compliance with O.C.G.A. §13-10-91, stating affirmatively that the Subcontractor which is engaged in the physical performance of services under a contract with the Contractor identified above on behalf of the County identified above has registered with and is participating in a federal work authorization program\*, in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

\_\_\_\_\_  
EEV / E-Verify™ Company Identification Number

\_\_\_\_\_  
BY: Authorized Officer or Agent  
(Subcontractor Name)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title of Authorized Officer or Agent of Contractor

\_\_\_\_\_  
Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS  
THE \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_\_\_

[NOTARY SEAL]

\_\_\_\_\_  
Notary Public

My Commission Expires:

\*any of the electronic verification of work authorization programs 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. 99-603



**Dawson County Board of Commissioners**  
**“VOLUNTARY”**

**Title VI Statistical Data Form**

Used For Government Monitoring Purposes

Dawson County Board of Commissioners is committed to broad-based competition on all bids. We are gathering the following information for recordkeeping in compliance with federal regulations. All information will be considered strictly private and confidential and will be used for Title VI of the Civil Rights Act of 1964 purposes only. Your responses are strictly voluntary and will help in developing and monitoring nondiscrimination enforcement programs. This form is not part of the bid document and has no emphasis on decision of award, if you prefer not to reply that is acceptable. **Failure to complete this form will not affect your chances of award.** Your cooperation is appreciated.

**Instruction for submission: DO NOT INCLUDE WITH BID PROPOSAL. Form should be submitted separately in a non-identifying envelope addressed to the Dawson County Purchasing Department, 25 Justice Way, Suite 2223, Dawsonville, GA 30534. Please write in bid name and number for project tracking purposes.**

**NAME & NUMBER OF RFP: #287-17 MULTI-JURISDICTIONAL MITIGATION PLAN UPDATE**

**Please place an “X” on the line that apply**

|  |  |   |
|--|--|---|
| Owner Gender:  | <input type="checkbox"/> Male  | <input type="checkbox"/> Female                           |
| Owner Race/Ethnicity:                                | <input type="checkbox"/> White/Caucasian   | <input type="checkbox"/> Hispanic or Latino               |
|  | <input type="checkbox"/> Black or African American   | <input type="checkbox"/> American Indian or Alaska Native |
|  | <input type="checkbox"/> Native Hawaiian or<br>Other Pacific Islander  | <input type="checkbox"/> Asian                            |
|  |  | <input type="checkbox"/> Two or More Races                |
| Disability:  | Any person who (1) has a physical or mental impairment that substantially limits one or more major life activities; (2) has a record of such impairment; or (3) is regarded as having such impairment. |   |
|  | <input type="checkbox"/> Yes   | <input type="checkbox"/> No                               |
| Minority Owned Business:                             | <input type="checkbox"/> Yes   | <input type="checkbox"/> No                               |
| Disadvantaged Business Enterprise (DBE) Company?     | <input type="checkbox"/> Yes   | <input type="checkbox"/> No                               |
| Number of Employees:                                 | _____  |   |
| Staff Race/Ethnicity make-up:<br>(Provide % on line) | <input type="checkbox"/> White/Caucasian   | <input type="checkbox"/> Hispanic or Latino               |
|  | <input type="checkbox"/> Black or African American   | <input type="checkbox"/> American Indian or Alaska Native |
|  | <input type="checkbox"/> Native Hawaiian or Other Pacific Islander   | <input type="checkbox"/> Asian                            |
|  |  | <input type="checkbox"/> Two or More Races                |

**Dawson County Government is committed to serve the public efficiently, preserve our heritage, safeguard the environment, protect citizens and improve the quality of life.**