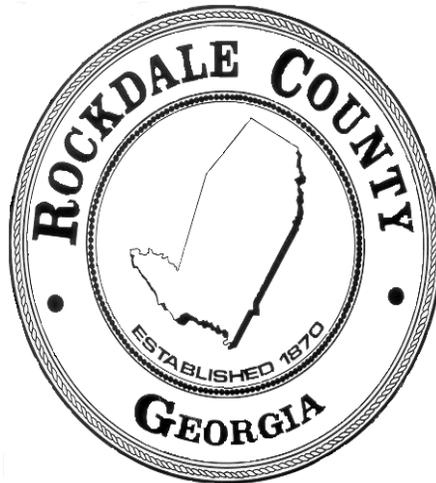


ROCKDALE COUNTY, GEORGIA

June 12, 2019

STORMWATER PROFESSIONAL AND TECHNICAL SERVICES

**REQUEST FOR QUALIFICATIONS (RFQ)
19-16**



**ROCKDALE COUNTY FINANCE DEPARTMENT
PROCUREMENT OFFICE
958 MILSTEAD AVENUE
CONYERS, GA 30012
770-278-7552**

INTRODUCTION:

By issuing this Request for Qualifications (RFQ), Rockdale County is requesting a statement of qualifications (hereafter referred to as a "response") for **Stormwater Professional and Technical Services (RFQ #19-16)**. Instructions for preparation and submission of a response are contained in this packet. Responses must be typed or printed in ink.

Rockdale County provides equal opportunity for all businesses and does not discriminate against any person or business because of race, color, religion, sex, national origin, handicap or veteran's status. This policy ensures all segments of the business community have access to supplying the goods and services needed by Rockdale County.

PURCHASING CONTACT FOR THIS REQUEST:

All questions concerning this RFQ and all questions arising before the evaluation of responses are to be addressed to:

Rockdale County Finance Department
Purchasing Division
Attn: Meagan Porch
958 Milstead Avenue
Conyers, GA 30012
Phone: (770) 278-7557, Fax (770) 278-8910
E-mail: meagan.porch@rockdalecountyga.gov

To maintain a "level playing field", and to assure that all respondents receive the same information, respondents **SHALL NOT** contact anyone other than the person listed above until after the list of prequalified consultants is established by the Rockdale County Board of Commissioners. **Respondents who fail to comply with this instruction may be disqualified.**

RESPONSE COPIES FOR EVALUATION:

One (1) original hardcopy, three (3) copies and one (1) Flash Drive containing the response in Adobe PDF format will be required for review purposes. All materials must be completed and enclosed in a sealed envelope prior to submittal. The RFQ number (**RFQ 19-16**) must be clearly written on the outside of the envelope. **Incomplete, incorrect, unsealed, unmarked, or improperly submitted responses may be rejected.**

SUBMITTAL LOCATION AND DEADLINE:

Sealed responses will be received at the Rockdale County Finance Department, 958 Milstead Avenue, Conyers, GA 30012 no later than **2:00 P.M., local time, Thursday, July 11, 2019**. Responses received after this time will not be accepted.

PRELIMINARY CONFERENCE:

Not applicable

QUESTIONS AND CLARIFICATIONS:

All questions and requests for clarifications concerning this RFQ must be submitted to the Purchasing Division via email to meagan.porch@rockdalecountyga.gov or at the above address no later than **2:00 p.m., local time, on Thursday, June 27, 2019**. It shall be the proposers responsibility to seek clarification as early as possible prior to the due date and time. Written responses from the County to the questions it receives will be in an addendum and posted to the County's website at www.rockdalecountyga.gov, under Bid Opportunities. Questions or requests for clarifications received after this deadline will not receive a response.

ADDENDA:

Answers to questions submitted that materially change the conditions and specifications of this RFQ will be issued in an addendum. Any discussions or documents will be considered non-binding unless incorporated and issued in an addendum.

Respondents should check with the Procurement Office frequently during the process to verify that they have received all issued addenda. Respondents have the responsibility of making sure that they have received all issued addenda. Addenda are posted on the County's website at www.rockdalecountyga.gov. Click on the link for **Bid Opportunities**, and then click on the link for **Current Bids / RFP / RFQ**. Addenda will be listed under the entry for **RFQ # 19-16, Stormwater Professional and Technical Services**.

QUANTITIES

Not applicable.

CONTRACT TERM:

Not applicable.

QUALIFICATIONS OF RESPONDENTS:

Respondents must have a current business license and provide a copy of that license with the submittal of its response. Responses from any respondent that is in default on the payment of any taxes, license fees, or other monies due to Rockdale County will not be accepted. In evaluating responses, the County may seek additional information from any respondent regarding its qualifications to perform the expected services. Additional qualifications are presented in the section titled "Evaluation Criteria Notes" on pages 11 through 13 of the RFQ.

PROPRIETARY INFORMATION

Careful consideration should be given before submitting confidential information to Rockdale County. The Georgia Open Records Act permits public scrutiny of most materials collected as part of this process. **Please clearly mark any information that is considered a trade secret**, as defined by the Georgia Trade Secrets Act of 1990, O.C.G.A. §10-1-760 et seq., as trade secrets are exempt from disclosure under the Open Records Act. Rockdale County does not guarantee the confidentiality of any information not clearly marked as a trade secret.

FINANCIAL STABILITY

The respondent will provide financial information that would allow evaluators to ascertain the financial stability of the respondent. Such information may include, but are not limited to, recent financial statements and letters from financial institutions.

GENERAL NOTES

1. The term "County" shall generally mean "Rockdale County, Georgia", but also will be used to refer to Rockdale County's Department of Stormwater Management, Finance Department, Board of Commissioners, and other personnel responsible for the procurement and administration of stormwater professional and technical services.
2. The term "RFQ" shall specifically mean "Request for Qualifications", but will also be used to refer to this particular document in its entirety.
3. The terms "stormwater professional and technical services" and "requested services" shall both refer to the services outlined in the List of Potential Services (please see the section titled "List of Potential Services" on pages 9 and 10 of the RFQ).
4. The term "respondent" shall mean one company or multiple companies responding to the RFQ as a single, unified business entity. This term will be applicable regardless of the type of business arrangement that is utilized to provide the requested services (e.g. sole proprietorship, corporation, partnership, joint venture). Please see General Notes #5 and #18 regarding constituent companies.
5. The term "constituent company" shall be used to refer to one of multiple companies which provides any of the requested services for the respondent.
6. The term "response" shall mean all documentation submitted by a particular respondent as a statement of its qualifications, in addition to any information about such respondent obtained during the evaluation process, whether it is discovered by the County or provided by references (please see the section titled "Evaluation Criteria Notes" on pages 11 through 13 of the RFQ for more information).
7. The terms "key person" and "key personnel" shall refer to an employee or employees of the respondent who are expected to make a significant contribution toward the execution of the requested services.
8. The term "designated representative" shall mean a single employee of the respondent who is expected to be the main point of contact between the County and the respondent, and who will be responsible for coordinating any future work. Please see General Note #18 for more information about the designated representative.
9. The terms "classification", "classified", and their variants shall refer to the process by which the County determines how each respondent is to be considered (i.e. prequalified consultant, disqualified consultant, or suspended consultant), but shall also be used to refer to the results of such process.
10. The term "prequalified consultant" shall be used to refer to a particular respondent that is capable of satisfactorily providing the requested services, as determined by the County.
11. The term "disqualified consultant" shall be used to refer to a particular respondent that is incapable of satisfactorily providing the requested services, as determined by the County. Please see General Note #20 for more information.
12. The term "suspended consultant" shall be used to refer to a particular consultant that has had its prequalified status revoked by the County, as a result of disciplinary action. Please see General Note #21 for more information.
13. The term "County's procurement process" will be used to refer to the procedure that the County will use to acquire the requested services. This procedure will generally conform to the following sequence of events:
 - a. Phase I: The County will publically advertise the RFQ, which includes the List of Potential Services.

- b. Phase II: The County will evaluate all responses, and will determine which respondents are capable of providing the requested services. The County will inform each respondent of its classification. Respondents will be assigned to one or more of the following categories:
 - i. Prequalified consultant for List A
 - ii. Prequalified consultant for List B
 - iii. Prequalified consultant for List C
 - iv. Disqualified consultantOnly prequalified consultants will remain eligible for further consideration. Any information submitted by a respondent prior to its classification (i.e. prior to the conclusion of this particular phase) will be used for evaluation purposes, but such information will not become contractual.
 - c. Phase III: Whenever possible, the County will send a Request for Bid (RFB), Request for Proposal (RFP), or similar competitive bidding package, to multiple prequalified consultants for a particular task or project. Such bidding package will contain a specific scope of services. However, the County reserves the right to request work from a single prequalified consultant for a particular task or project (i.e. utilizing a non-competitive procurement process). All information submitted by a prequalified consultant after its classification (i.e. after the conclusion of the previous phase) may become contractual.
 - d. Phase IV: The County will evaluate all bids, proposals, or similar bidding documents submitted by the prequalified consultants, and will award the contract for a particular task or project to a single prequalified consultant, or multiple prequalified consultants, at the County's convenience.
14. A consultant's prequalified, disqualified, or suspended status shall only apply to the procurement of the requested services, and shall neither facilitate nor hinder its ability to perform other work for the County. Prequalified consultants should be aware that they are not guaranteed any future work with the County. Similarly, disqualified consultants and suspended consultants will not necessarily be prevented from doing future work with the County.
15. At the time of writing, it is not yet known what specific services will be required to complete a particular task or project, nor is it known how many different tasks or projects will result from this RFQ or when they will be requested. The List of Potential Services is the best representation of what services the County presently desires. However, due to the current uncertainty about scopes, schedules, and costs, the County wishes to withhold all specific information about its resources and needs until after the list of prequalified consultants has been established.
16. The County may use information from responses to formulate a specific scope of services for each particular task or project, according to the County's needs and available funding. All responses shall become the sole property of the County, and the County reserves the right to utilize any portion of the responses, at its convenience.
17. The County reserves the right to modify the entirety or any portion of the List of Potential Services in the process of developing the specific scope of services for a particular task or project. The respondent may choose to allocate its personnel and resources in anticipation of the potential workload described in the List of Potential Services; however, the respondent does this at its own risk. The County shall not be held liable for any costs or damages associated with the respondent's failure to be awarded subsequent work.

18. The County understands that a respondent may have to consist of multiple companies to be able to provide the requested services. However, the County will require all prequalified consultants, regardless of their business structure, to provide the requested services in a seamless and efficient manner. The following notes are intended to help the prequalified consultant in fulfilling this requirement:
- a. Regarding the designated representative:
 - i. The County will only communicate with a prequalified consultant's designated representative, so it is imperative that the designated representative has a good understanding of the requested services and is able to coordinate the work effectively.
 - ii. The County understands that a prequalified consultant may need to change its designated representative occasionally, due to personnel changes or leaves of absence (e.g. vacations, illness). If such a change is necessary, the prequalified consultant shall notify the County as soon as possible via e-mail, and include the contact information for the new designated representative.
 - b. Regarding constituent companies:
 - i. The County will expect each prequalified consultant to operate as a single, unified business entity which is fully capable of satisfactorily providing the requested services. Therefore, if the respondent consists of multiple companies, all such companies must work collaboratively and competently.
 - ii. The County understands that a prequalified consultant may need to replace its constituent companies or add new constituent companies occasionally, due to personnel changes, financial reasons, etc. If such a change is necessary, the prequalified consultant shall notify the County as soon as possible via e-mail, and include the following documentation:
 1. A brief explanation of the change.
 2. Name of the constituent company that is being replaced, if applicable.
 3. Contact information for the new constituent company.
 4. Any other information about the new constituent company, as the prequalified consultant deems appropriate (e.g. résumés, billing rates, financial statements).
 - iii. To allow the prequalified consultant the most freedom to change its constituent companies as it deems necessary, the County will automatically approve any such changes. However, the prequalified consultant will be held responsible for any shortcomings or problems that may result, and may be subject to revocation of its prequalified status. Please see General Note #21, for more information about revocation.
19. The County currently intends that the prequalified consultants will maintain their status for a period of 5 years from the time the respondents are classified, unless such status is revoked (please see General Note #21). The County also currently intends to limit the list of prequalified consultants, to include only those business entities that originally responded to this RFQ; that is, any responses submitted after the classification phase will be ignored, and those business entities will not be eligible for classification until the initial 5-year period has expired. Additionally, the County currently intends to re-advertise this RFQ, or a similar document, at the conclusion of the initial 5-year period to establish a new list of prequalified consultants. However, the County reserves the right to take any of the following actions, at its convenience:

- a. Modify the duration (i.e. amount of time) for which the list of prequalified consultants is valid.
 - b. Modify the procedure by which consultants are evaluated, classified, and/or reclassified.
 - c. Evaluate future responses from business entities that did not originally respond to this RFQ, for the purpose of determining their classification.
 - d. Evaluate future responses from prequalified consultants, for the purpose of determining their classification in a different category than which they are already prequalified (e.g. a consultant only prequalified for List A submits a response for the County's consideration to also be prequalified for List B).
 - e. Nullify the entire list of prequalified consultants.
20. Respondents classified as disqualified consultants shall remain disqualified until the County re-advertises this RFQ, or advertises a similar document which solicits statements of qualification for the requested services.
21. The County may revoke a consultant's prequalified status, and reclassify them as a suspended consultant, as a disciplinary action for any of the following reasons:
- a. The prequalified consultant provides unsatisfactory work, whether it is determined to be negligent, inaccurate, incomplete, or not performed in a timely manner.
 - b. The prequalified consultant is found to be dishonest, uncooperative, confrontational, or otherwise unprofessional in its interactions with the public, the County, the County's contractors, or other consultants.
 - c. The prequalified consultant is not responsive to the County's communication.
 - d. The prequalified consultant does not notify the County in a timely manner of changes regarding its designated representative or its constituent companies.
 - e. The prequalified consultant has experienced a change in its business structure or operation which significantly impairs its ability to perform satisfactory work, regardless of whether such changes were made intentionally; for example:
 - i. The prequalified consultant loses a significant number of personnel due to layoffs or resignations.
 - ii. The prequalified consultant reassigns its key personnel to other office locations or other positions/roles which are not conducive to the execution of the requested services.
 - iii. The prequalified consultant replaces its key personnel or constituent companies with others which are significantly less capable of performing their duties.
 - iv. The prequalified consultant does anything else that causes the County to doubt the consultant's capability of satisfactorily providing the requested services.
 - f. The prequalified consultant is found to be financially undependable or unsustainable; for example:
 - i. The prequalified consultant performs work in a way which requires frequent change orders.
 - ii. The prequalified consultant habitually submits questionable invoices.
 - iii. The prequalified consultant has unreasonably high rates/charges.
 - iv. The prequalified consultant does anything else to cause the County to doubt the validity of the consultant's financial practices.
 - g. The prequalified consultant has been found to be involved in any illegal or unscrupulous activity, regardless of whether such activity is related to the County in any way.

22. The following stipulations shall apply to suspended consultants, unless amended by the County:
- a. The County will issue a written revocation notice to a newly suspended consultant, detailing the perceived deficiency or offense which warranted the revocation of its prequalified status.
 - b. A suspended consultant may dispute its status upon receiving the revocation notice, by submitting a written appeal to the Director of Stormwater Management.
 - i. If the suspended consultant agrees with the County's assessment, the consultant's appeal shall explain why such deficiency or offense occurred, and shall describe what corrective measures have been taken to prevent a similar deficiency or offense from occurring in the future (e.g. changes in policies, budgets, schedules, personnel, constituent companies). The consultant should be aware that any such appeal submitted prior to the full implementation of the corrective measures will be considered invalid and will be ignored.
 - ii. If the suspended consultant does not agree with the County's assessment, the consultant's appeal shall explain why such assessment is incorrect.
 - c. The Director of Stormwater Management will review all valid appeals, and issue a written decision on behalf of the County to the consultant within 30 days of receiving an appeal. The adequacy of the appeal and the resulting classification of the consultant will be at the sole determination and discretion of the Director of Stormwater Management.
 - d. A suspended consultant will remain suspended until one of the following conditions is satisfied:
 - i. A period of at least 5 years has passed since the consultant was suspended.
 - ii. The County re-advertises this RFQ, or advertises a similar document which solicits statements of qualification for the requested services.
 - iii. The suspended consultant successfully appeals its suspension, and is reclassified by the County as a prequalified consultant.
 - iv. The suspended consultant is otherwise reclassified by the County as a prequalified consultant.
 - e. The County reserves the right to immediately interrupt (i.e. temporarily discontinue work associated with) any contract that it has with a suspended consultant, if deemed appropriate by the County. Any such contract will remain in an inactive state until the consultant's prequalified status is reinstated, or until the County terminates the contract.
 - f. The County reserves the right to immediately terminate any contract that it has with a suspended consultant, if deemed appropriate by the County.
 - g. The County reserves the right to take legal action to recoup any damages resulting from a suspended consultant's actions, if deemed appropriate by the County.

LIST OF POTENTIAL SERVICES

The following information is provided as an example of the services that will be needed by the County. A specific scope of services will be developed for any contract resulting from the County's procurement process.

List A: General Services:

At minimum, the Consultant will be expected to provide the following services and products:

- Topographic, cadastral, and bathymetric surveying
- Identification and delineation of streams, wetlands, specimen trees, endangered species, graves, and other regulated features
- Utility location, mapping, and coordination
- Geotechnical investigations, testing, analysis, and reports
- Inspection and assessment of existing stormwater infrastructure
- Water quality monitoring, testing, modeling, and reporting
- Precipitation and stream gauging and reporting
- Hydraulic and hydrologic analyses and reports
- Cost-benefit and life cycle analyses
- Design of channels, culverts, storm sewer structures, energy dissipators, detention ponds, water quality measures, and other drainage infrastructure
- Fluvial morphology, sediment transport, and scour analyses
- Stream restoration design and permitting
- Flood studies and floodplain permitting (e.g. FEMA LOMR and CLOMR)
- Erosion, sedimentation, and pollution control design and permitting
- Tree protection and replacement plans
- Geotechnical, structural, utility, and transportation engineering
- Landscape architecture
- Preparation of plans, reports, and specifications
- Federal, State, and local permit coordination
- Conducting public meetings and meetings with County personnel
- Assisting with the procurement of engineering and construction services
- Construction cost estimation, scheduling, and coordination
- Construction management, inspection, and quality assurance
- As-built verification surveys, analyses, and reports

List B: Dam and Reservoir Services:

At minimum, the Consultant will be expected to provide the following services and products:

- All items mentioned in List A, above
- Dam breach analyses, dam inspection reports, and emergency action plans
- Design of labyrinth weirs, gated weirs, chute spillways, siphons, toe drains, slurry cutoff walls, slope stability monitoring devices, and structures and practices commonly encountered in the construction and rehabilitation of dams and reservoirs
- Any other service or product necessary to satisfy the requirements of the Georgia Safe Dams Program (GSDP)

List C: Specialty and Support Services:

The Consultant will be expected to complete a particular task or project, as needed by the County. The following services and products are provided as examples:

- One or more items mentioned in List A or B, above
- Services necessary to complete, modify, or evaluate previously-performed work for Rockdale County (e.g. updating old construction plans, overseeing repairs, post-construction monitoring)
- NPDES Permit compliance (e.g. SWMP, SWPPP, MS4, ISGP)
- Construction plan review and permitting
- Stormwater utility master planning and administrative services (e.g. level of service determination, funding analysis, ordinance and policy creation, process improvement, project prioritization, financial management, public relations)
- Geographic information system (GIS) database and mapping services
- Remote photography and data acquisition (e.g. LIDAR, CCTV)
- Forensic investigations and litigation support services
- Land acquisition services (e.g. title research, appraisal, negotiation, closing)

Prequalification of respondents will be made according to the procedure described in this RFQ. Rockdale County may reject any or all responses and waive any technicalities or informalities if such action is in the County's interest.

Rockdale County may choose to classify respondents solely according to the written portions of the responses. Therefore, the written portion of the response should contain the respondent's best available information. The County reserves the right to conduct discussions with respondents if the County later determines them to be necessary.

The County intends to prequalify respondents who have been determined to be the most advantageous to the County, taking into consideration all of the evaluation criteria.

EVALUATION CRITERIA NOTES

The information provided in this section is intended to assist the respondent regarding the various criteria that will be evaluated by County personnel. The following descriptions directly correspond to the factors listed in the section titled "Evaluation Methodology" on page 13 of the RFQ:

1. The respondent must clearly indicate whether they wish to be classified as a prequalified consultant for List A only, for List B only, for both List A and List B, or for List C only. Additionally, the respondent shall provide documentation to verify that they satisfy the following requirements:

List A Respondents: The respondent's designated representative shall be a professional engineer or registered landscape architect licensed in the State of Georgia who has extensive experience in the design and permitting of stormwater infrastructure. Also, the respondent, in its entirety, must possess the licensure and expertise necessary to fulfill all services outlined in List A of the List of Potential Services.

List B Respondents: The respondent's designated representative shall be a professional engineer or registered landscape architect licensed in the State of Georgia who has extensive experience in the design and permitting of dams. Additionally, the respondent's designated representative shall be, or work under the direct supervision of, a person on the "Engineer of Record for Hydrologic / Hydraulic / Civil Engineering" list or the "Engineer of Record for Geotechnical Engineering" list maintained by the Georgia Safe Dams Program (GSDP). Also, the respondent, in its entirety, must possess the licensure and expertise necessary to fulfill all services outlined in List B of the List of Potential Services.

List C Respondents: The respondent's designated representative shall have the licensure and/or expertise necessary to fulfill one or more of the services outlined in List C of the List of Potential Services, or other related services. If the respondent desires to be prequalified due to previously performing work for Rockdale County, the respondent shall provide specific information about that work (e.g. project name, location, date, scope).

Information which is not relevant to the provision of the requested services will be ignored. **Please be aware that any respondent which fails to provide sufficient evidence of the necessary licensure and expertise may receive a score of zero (0) for all evaluation factors.**

2. The respondent shall provide a detailed list of available key personnel, office facilities, equipment, and other resources that will be dedicated to the fulfillment of the work described in the List of Potential Services. The respondent shall also provide the information regarding its financial stability (please see the section titled "Financial Stability" on page 3 of the RFQ for more information). If the respondent consists of multiple companies, the respondent may, at its discretion, provide information regarding resources and financial stability for any or all of its companies.

3. The respondent shall provide at least one (1) electronic copy of its construction plans, engineering reports, or other work (collectively hereafter referred to as a "submittal"), to provide an example of the respondent's capabilities and experience. At the respondent's discretion, submittals for multiple projects may be provided if the documentation associated with a single project would not sufficiently demonstrate the respondent's experience with the work mentioned in the List of Potential Services. The respondent is encouraged, though, to avoid redundancy as much as possible when providing multiple submittals (i.e. providing multiple submittals with similar objectives is not recommended). Please be aware that if a respondent consists of multiple companies, it is not necessary for all such companies to have participated in the creation of the submitted plans and reports; however, the respondent should choose to submit plans and reports which demonstrate continuity of key personnel and working relationships, whenever possible.
4. The respondent shall provide the following information regarding its references and legal history:
 - a. The respondent shall provide a list of at least five (5) references for whom relevant work has been performed. The list of references shall satisfy the following requirements:
 1. The respondent shall provide at least one (1) reference who is familiar with a project mentioned in response to Evaluation Criteria Note #1 or #3.
 2. If the respondent consists of multiple companies, the respondent shall provide at least one (1) reference for each of its companies.
 3. All references shall include the person's name, position title, company/organization name, mailing address, telephone number, and e-mail address. The respondent is also encouraged to provide some indication of how the reference is familiar with the respondent's work (e.g. specific projects, contracts).
 - b. The respondent shall report any legal action (e.g. judgments, settlements) incurred as a result of its work within the past five (5) years. The respondent should provide a brief description of the background and status of each legal issue. However, if the respondent has not incurred any such legal action within this period of time, the respondent should provide a statement affirming this fact.
5. The respondent shall provide a table of all labor billing rates and reimbursable expenses that are expected to be used in the execution of the List of Potential Services. Any such cost data submitted in response to this RFQ will not be contractual, but should reflect the best estimate of the respondent's expected costs. Please be aware that the magnitude of the respondent's costs will not be compared to those of the other respondents for the purpose of determining a score (i.e. lower costs will not yield a higher score); rather, only the completeness of the submitted cost data will serve as the basis of the score. If the respondent consists of multiple companies, the respondent should provide cost data for each of its companies.
6. The respondent shall provide a brief overview and history of the company or companies of which the respondent is comprised. If not indicated elsewhere in the response, the respondent should also provide sufficient information to answer the following questions:
 - a. How long have key personnel worked for their respective employers?
 - b. How long have key personnel worked in their respective positions/roles?
 - c. If the respondent consists of multiple companies, how long and under what circumstances have such working relationships existed?

7. Any respondent that fails to provide any of the information required above and elsewhere in the RFQ may have its response rejected for being noncompliant.
8. The County reserves the right to verify the accuracy of any information provided in the response. Any respondent that intentionally exaggerates, omits, or otherwise falsifies information in its response will be removed from consideration, have its prequalified status revoked, or have its contract terminated, depending upon when the offense is discovered.

EVALUATION METHODOLOGY

All complete responses will be evaluated according to the following factors:

Factor	Evaluation Weight
Licensure and Relevant Work Experience	40%
Dedicated Resources and Financial Stability	20%
Example Plans and Reports	15%
References and Legal Issues	15%
Cost Data	5%
Overview and History	5%

INSURANCE

Not applicable.

BONDS

Not applicable.

PERMITS

Not applicable.

AWARD OF CONTRACT

Not applicable.

CONTRACT ADMINISTRATION

Not applicable.

GENERAL INFORMATION

No responses received after the deadline or at any place other than the submittal location stated in the RFQ shall be considered. No responsibility shall attach to Rockdale County for the premature opening of a response not properly addressed and identified.

WITHDRAWAL OF RESPONSE:

A respondent may withdraw its response before the deadline, without prejudice to the respondent, by submitting a written request of withdrawal to the Rockdale County Procurement Office.

REJECTION OF RESPONSE:

Rockdale County may reject any and all responses, and must reject a response of any party who has been delinquent or unfaithful in any formal contract with Rockdale County. Also, the County reserves the right to waive any irregularities or informalities in any response in the classification procedure. Rockdale County shall be the sole judge as to which responses are best, and in ascertaining this, will take into consideration the business integrity, resources for performing the work, and experience in similar operations of the various respondents.

STATEMENT OF EXPERIENCE AND QUALIFICATIONS:

A respondent that has been classified as a prequalified consultant may be required, upon request, to prove to the satisfaction of Rockdale County that they have the skill, experience, necessary facilities and ample financial resources to perform the requested work in a satisfactory manner and within the period of time specified in any contract resulting from this RFQ. If the available evidence of competency of the prequalified consultant is not satisfactory, the bid or proposal of such consultant may be rejected. The prequalified consultant is required to comply with and abide by all applicable federal and state laws in effect at the time the resulting contract is awarded.

NON-COLLUSION AFFIDAVIT:

By submitting a response, the respondent represents and warrants that:

- Such response is genuine and not sham, collusive, or made in the interest or in behalf of any person not therein named
- The respondent has not directly or indirectly induced or solicited any other respondent to put in a sham response
- The respondent has not directly or indirectly induced or solicited any other person, firm or corporation to refrain from responding.
- The respondent has not in any manner sought by collusion to secure any advantage over any other respondent.

INTEREST OF:

By submitting a response, the respondent represents and warrants that a Commissioner, Administrator, employee, nor any other person employed by Rockdale County has, in any manner, an interest, directly or indirectly, in the response or in the contract which may be made under it, or in any expected profits to arise there from.

DOCUMENTS DEEMED PART OF THE CONTRACT:

The notice, invitations to respondents, general conditions, and instructions for respondents, special conditions, specifications, response, and addenda, if any, will be deemed part of the contract.

STANDARD INSTRUCTIONS

1. The instructions contained herein shall be construed as a part of any response invitation and/or specifications issued by Rockdale County and must be followed by each respondent.
2. The written specifications contained in this RFQ shall not be changed or superseded except by written addendum from Rockdale County. Failure to comply with the written specifications for this RFQ may result in disqualification by Rockdale County.
3. All goods and materials shall be F.O.B. Destination Conyers, Georgia and no freight or postage charges will be paid by Rockdale County unless such charges are included in the response price.
4. The following **RFQ #19-16** must be written clearly on the outside of each response envelope in order to avoid prior opening in error.
5. All responses must be received and in-hand at the deadline. Each respondent assumes the responsibility for having its response received at the designated time and place of the deadline. Responses received after the deadline may be subject to rejection without consideration, regardless of postmark. Rockdale County accepts no responsibility for mail delivery.
6. Unless otherwise stated, all responses submitted shall be valid and may not be withdrawn for a period of 90 days from the deadline.
7. Each response form submitted must include the name of the business, mailing address, the name, title and signature of the person submitting the response. When submitting a response to Rockdale County the first page of your response package should be the response form, unless the response form is requested to be in a separate envelope.
8. Rockdale County reserves the right to classify respondents as prequalified consultants regardless of their billing rates if, in the County's judgment, the prequalification of such respondents is in the best interest of the County and the public. The County reserves the right to reject any and all responses.
9. Telephone, Telegraphic or Facsimile responses will not be accepted.
10. No sales tax will be charged on any orders.
Federal I.D. #58-6000882
Sales Tax Exempt #58-800068K
11. If applicable, completed questionnaires must be signed manually. Rockdale County reserves the right to accept or reject any response on the basis of incomplete or inaccurate answers to the questionnaire.
12. If applicable, warranty information shall be provided.
13. Respondents shall state delivery time after receiving order.
14. Respondents shall identify any subcontractors, and include an explanation of the service or product that they may provide.

RESPONSE FORM FOR RFQ # 19-16

Instructions: Complete all THREE parts of this bid form.

PART I: Bid Summary

Not Applicable

PART II: Addenda Acknowledgements (if applicable)

Each respondent is responsible for determining that all addenda issued by the Rockdale County Finance Department have been received before submitting a response.

Addenda	Date Received	Initials
"1"		
"2"		
"3"		
"4"		
"5"		
"6"		

PART III: Respondent Information:

Business Entity Name	
Address	
Telephone	
E-Mail	
Designated Representative's Printed Name	
Designated Representative's Signature	
Date Submitted	

IMMIGRATION AND SECURITY FORM

O.C.G.A. § 13-10-91 requires contractors interested in public works contracts to file an affidavit that the contractor and its subcontractors have registered and participate in a federal work authorization program intended to insure that only lawful citizens or lawful immigrants are employed by the contractor or subcontractor.

In order to insure compliance with the Immigration Reform and Control Act of 1986 (IRCA), D.L. 99-603 and the Georgia Security and Immigration Compliance Act OCGA 13-10-90 et.seq., Contractor must warrant and affirm that the Contractor has complied with the Immigration Reform and Control Act of 1986 (IRCA), D.L. 99-603 and the Georgia Security and Immigration Compliance Act by registering at <https://e-verify.uscis.gov/enroll/StartPage.aspx?JS=YES>; and verifying information of all new employees; and by executing any affidavits required by the rules and regulations issued by the Georgia Department of Labor set forth at Rule 300-10-1-.01 et.seq.

By executing this affidavit, the undersigned Contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm, or corporation which is contracting with Rockdale County, Georgia has registered with and is participating in a federal work authorization program [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], in accordance with the applicability provisions and deadlines established in O.C.G.A. § 13-10-91, and Contractor warrants that it will continue to use the federal work authorization program throughout the contract period.

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 Rockdale County, Georgia, Contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. § 13-10-91 on the Subcontractor Affidavit provided in Georgia Department of Labor Rule 300-10-01-.08 or a substantially similar form. The Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to Rockdale County, Georgia at the time the subcontractor(s) is retained to perform such service.

Signature

Title

Firm Name: _____

Street/Mailing Address: _____

City, State, Zip Code: _____

Telephone Number: _____

Email: _____

Employer Identification Number: _____

Date of Authorization: _____

**Affidavit Verifying Status
for County Public Benefit Application**

By executing this affidavit under oath, as an applicant for the award of a contract with Rockdale, County Georgia, I _____. [Name of natural person applying on behalf of individual, business, corporation, partnership, or other private entity] am stating the following as required by O.C.G.A. Section 50-36-1:

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 Code Section 16-10-20 of the Official Code of Georgia.

Signature of Applicant: _____ Date _____

Printed Name: _____

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE
___ DAY OF _____, 20__.

* _____
Alien Registration number for non-citizens

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 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.

I certify that this response is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a response for the same, 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 damage awards. I agree to abide by all conditions of this Request for Qualifications #19-16 and certify that I am authorized to sign this response for the respondent.

This _____ Day of _____ 2019.

Respondent Name (Please Type or Print)

Person Authorized to Sign:

Name: _____

Name: _____

Street: _____

Title: _____

City: _____

Telephone Number: () _____

State: _____ Zip: _____

Signature: _____

Email: _____