

# **REQUEST FOR QUALIFICATIONS**

**No. 22-20**

## **ROCKDALE COUNTY, GEORGIA**

**May 25, 2022**

### **PRE-QUALIFIED FIRMS TO PROVIDE ON-CALL ENGINEERING SERVICES FOR ROCKDALE COUNTY WATER FACILITIES**



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

**INTRODUCTION:**

The objective of this solicitation is to create a list of qualified professional service providers, for one or more of the following categories: 1) Water and Wastewater Treatment Engineering; 2) Water Distribution; 3) Wastewater Collection; 4) Electrical Engineering; 5) Geotechnical Engineering; 6) Surveying and 7) Watershed Assessments. The successful Professional Consultant(s) shall be responsible for providing PROFESSIONAL CONSULTING SERVICES at locations and times specified by Rockdale County; shall be completely responsible for the supervision of such personnel in accordance with contract documents and shall exercise exclusive control over persons employed to fulfill the contract requirements, in accordance with the RFQ (Request for Qualification) specifications and related task order.

Generally, services anticipated include studies, analyses, field investigations, preparation of planning documents, preparation of plans, specifications, estimates, and contract documents for construction and other capital projects, technical support, cost estimation, permitting, studies and investigations and other technical services as required. Work to be performed in accordance with all applicable Federal, State, and local laws, rules and regulations and current industry standards.

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 subsequent to award are to be addressed to the Purchasing Division via email to Meagan Porch, Buyer, at [meagan.porch@rockdalecountyga.gov](mailto:meagan.porch@rockdalecountyga.gov) or the following address:

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](mailto:meagan.porch@rockdalecountyga.gov)

To maintain a "level playing field", and to assure that all Consultants receive the same information, Consultants are requested **NOT** to contact anyone other than the contact above until after the award of the contract. Doing so could result in disqualification of the Consultant.

**STATEMENT OF QUALIFICATION COPIES FOR EVALUATION:**

Two (2) hard copies, one (1) original hard copy, and one (1) Flash Drive in Adobe PDF format will be required for review purposes. (*Original must be clearly marked "Original" and the Copies clearly marked "Copies."*) Flash Drives that are blank or have incorrect information on them will not be acceptable and may be justification for disqualification. Check your Flash Drive(s) to ensure that they have the appropriate material on it before submitting.

All SOQ materials must be completed and enclosed in a sealed envelope prior to submittal. The RFQ number and vendors name must be clearly written on the outside of the envelope. **Incomplete, incorrect, unsealed, unmarked, or improperly submitted proposals may be rejected.**

**TERM:**

The purpose of this RFQ is for Rockdale County to update the list of Qualified Firms that may be contacted for proposal pricing for particular projects with the Rockdale County Water Resources Department. This RFQ is not intended to be an offer, order, or contract and should not be regarded as such, nor shall any obligation or liability be imposed on the County by issuance of this RFQ. A contract would only be negotiated if the County selects a qualified firm to work on a particular project or group of projects. Respondents deemed qualified would remain on the Pre-Qualified List from the date they are selected through June 30<sup>th</sup>, 2026, unless the County has reason to believe that the responses provided by a firm to this RFQ are no longer accurate or adequate. The County may add a future open enrollment opportunity for firms that are not on the list. The County also reserves the right to extend or reduce the currently listed term of the Pre-Qualified List.

**DUE DATE:**

Sealed SOQ's will be received at the Rockdale County Finance Department, Procurement Division, 958 Milstead Avenue, Conyers, GA 30012 no later than **2:00 P.M., local time, Thursday, June 16, 2022.** Statements of Qualifications received after this time will not be accepted.

**QUESTIONS AND CLARIFICATIONS:**

All questions and requests for clarifications concerning this Request for Qualifications must be submitted to the Purchasing Division via email to [meagan.porch@rockdalecountyga.gov](mailto:meagan.porch@rockdalecountyga.gov) or at the above address no later than **2:00 p.m., local time, on Thursday, June 9, 2022.** It shall be the consultant's 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](http://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 and posted to the County's website at [www.rockdalecountyga.gov](http://www.rockdalecountyga.gov), Bid Opportunities. Any discussions or documents will be considered non-binding unless incorporated and issued in an addendum.

***It is the proposer's responsibility to check the Rockdale County website at [www.rockdalecountyga.gov](http://www.rockdalecountyga.gov), Bid Opportunities for any addenda that may be issued, prior to submitting a SOQ for this RFQ.***

**LOCAL VENDOR PREFERENCE POLICY**

The Rockdale County Board of Commissioners adopted a Local Vendor Preference Policy on March 26, 2013. The policy will apply to all qualified Invitations to Bids, Request for Qualifications and Request for Proposals after May 1, 2013. The Local Vendor Preference Policy allows Rockdale County vendors to get an extra 5 points on the evaluation criteria scoring for Request for Proposal. The Policy will give the local bidder the opportunity to match the price of a non-local vendor's bid price if they are low and within 5% of the low bidder's price on Invitation to Bids. A copy of the Policy may be downloaded from the County website at [www.rockdalecountyga.gov](http://www.rockdalecountyga.gov) Bid Opportunities.

**The Local Vendor Preference Policy: Will apply to this RFQ.**

**QUALIFICATIONS OF OFFERORS:**

Consultants must have a current business license from their home-based jurisdiction and provide a copy of that license with the submittal of their SOQ response.

Statement of Qualifications from any offeror that is in default on the payment of any taxes, license fees, or other monies due to Rockdale County will not be accepted.

Any consultant submitting a SOQ must complete the Consultant's Qualification Statement and Questionnaire if provided in this package.

In evaluating Statement of Qualifications, the County may seek additional information from any consultant concerning such consultants' qualifications to construct the Project.

Consultants are to submit at least **three (3) references** from projects with similar experience using the materials and process in this 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 Offeror will provide financial information that would allow proposal evaluators to ascertain the financial stability of the firm.

- If a public company, the Offeror will provide their most recent audited financial report.
- If a private company, the Offeror will provide a copy of their most recent internal financial statement, and/or a letter from their financial institution, on the financial institution's letterhead, stating the Offeror is in good standing with that financial institution.

**SELECTION PROCESS:**

The Rockdale County Procurement Office and Evaluation Committee makes a recommendation for award. The Board of Commissioners will make the actual award of the contract and has the authority to award the contract to a consultant different than the consultant recommended by the Procurement Office and/or Evaluation Committee.

This is a past performance/quality/price trade-off source selection in which competing offeror's past and present performance history and product quality will be evaluated on a basis approximately equal to price. Award will be made to the responsible offeror whose SOQ represents the best value after evaluation in accordance with the factors listed below. Rockdale County Board of Commissioners may reject any or all SOQ's and to waive any technicalities or informalities if such action is in the county's interest.

Rockdale County may evaluate SOQ's and qualify firms without discussions with offerors. Therefore, the offeror's initial SOQ should contain the offeror's best terms from a price and technical standpoint. The County reserves the right to conduct discussions if the County later determines them to be necessary.

**EVALUATION CRITERIA:**

Maintaining the integrity of the RFQ process is of paramount importance for the County. To this end, please do not contact any members of Rockdale County or its staff regarding the subject matter of this RFQ until selection has been made, other than the County's designated procurement contact person identified earlier in this solicitation. Representatives of Rockdale County will read, review, and evaluate the qualifications independently based on the evaluation criteria and may request an interview if needed.

<b>PROPOSAL CONTENT AND EVALUATION CRITERIA</b>	<b>MAXIMUM SCORE</b>
1. Cover Letter	Pass/Fail
2. Insurance Coverage	Pass/Fail
3. Firm Qualifications	30
4. Key Personnel Qualifications	30
5. Client Service	25
6. Supporting Information	10
7. Why Your Firm Should Be Selected	5
<b>Total Points</b>	<b>100</b>

**INTERVIEWS**

Rockdale County reserves the right to schedule and conduct interviews with a shortlist of the selected respondents. Interviews will be informal and will provide respondents with an opportunity to answer any questions the selection team may have on a submission.

**Note:** Any Statement of Qualifications submitted that is incomplete or non-responsive will not be considered.

## **GENERAL INFORMATION**

No Statement of Qualifications received after said time or at any place other than the time and place as stated in the notice shall be considered. No responsibility shall attach to Rockdale County for the premature opening of a SOQ not properly addressed and identified.

### **WITHDRAWAL OF STATEMENT OF QUALIFICATION:**

A consultant may withdraw his SOQ before the SOQ due date, without prejudice to the proposer, by submitting a written request of withdrawal to the Rockdale County Procurement Office.

### **REJECTION OF PROPOSAL:**

Rockdale County may reject any and all Statement of Qualification's and must reject a Statement of Qualification of any party who has been delinquent or unfaithful in any formal contract with Rockdale County. Also, the right is reserved to waive any irregularities or informalities in any SOQ in the proposing procedure. Rockdale County shall be the sole judge as to which SOQ is best, and in ascertaining this, will take into consideration the business integrity, financial resources, facilities for performing the work, and experience in similar operations of the various consultants.

### **STATEMENT OF EXPERIENCE AND QUALIFICATIONS:**

The consultant may be required, upon request, to prove to the satisfaction of Rockdale County that he/she has the skill, experience, necessary facilities, and ample financial resources to perform the contract(s) in a satisfactory manner and within the required time. If the available evidence of competency of any consultant is not satisfactory, the SOQ of such consultant may be rejected. The successful consultant is required to comply with and abide by all applicable federal and state laws in effect at the time the contract is awarded.

### **NON-COLLUSION AFFIDAVIT**

By submitting a SOQ, the Consultant represents and warrants that such SOQ is genuine and not sham or collusive or made in the interest or in behalf of any person not therein named, that the Consultant has not directly or indirectly induced or solicited any other Consultant to put in a sham SOQ, or any other person, firm or corporation to refrain from proposing and that the Consultant has not in any manner sought by collusion to secure to that Consultant any advantage over any other Consultant.

### **INTEREST OF**

By submitting a SOQ, the Consultant 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 SOQ or in the contract which may be made under it, or in any expected profits to arise therefrom.

### **DOCUMENTS DEEMED PART OF THE CONTRACT**

The notice, invitation to consultants, general conditions, and instructions for consultants, special conditions, specifications, SOQ, and addenda, if any, will be deemed part of the contract.

### **GOVERNING LAWS**

This contract is made under and shall be governed and construed in accordance with the laws of the State of Georgia

## STANDARD INSTRUCTIONS

1. The instructions contained herein shall be construed as a part of any statement of qualifications invitation and/or specifications issued by Rockdale County and must be followed by each consultant.
2. The written specifications contained in this SOQ shall not be changed or superseded except by written addendum from Rockdale County. Failure to comply with the written specifications for this SOQ 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 SOQ price.
4. The following number, **RFQ No. 22-20** must be written clearly on the outside of each SOQ envelope in order to avoid prior opening in error.
5. All SOQ's must be received and in-hand at SOQ due date and time. Each consultant assumes the responsibility for having his/her SOQ received at the designated time and place of SOQ due date. SOQs received after the stated time and date may be subject to rejection without consideration, regardless of postmark. Rockdale County accepts no responsibility for mail delivery.
6. Unless otherwise stated, all SOQ's submitted shall be valid and may not be withdrawn for a period of 120 days from the due date.
7. Each SOQ form submitted must include the name of the business, mailing address, the name, title, and signature of the person submitting the SOQ. When submitting a SOQ to Rockdale County the SOQ Form must be submitted in a separate sealed envelope labeled "SOQ Proposal Form".
8. Rockdale County reserves the right to accept a SOQ that is not the lowest price if, in the County's judgment, such SOQ is in the best interest of the County and the public. The County reserves the right to reject any and all Statement of Qualifications.
9. Telephone, Emailed or Facsimile SOQ's will not be accepted.
10. No sales tax will be charged on any orders except for contracts that include construction materials being purchased through a third party.
  - i. Federal I.D. #58-6000882
  - ii. Sales Tax Exempt #58-800068K
11. If applicable, completed questionnaires must be signed manually. Rockdale County reserves the right to accept or reject any Statement of Qualifications on the basis of incomplete or inaccurate answers to the questionnaire.
12. If applicable, warranty information shall be provided.
13. Consultants shall state delivery time after receiving order.
14. Consultants shall identify any subcontractors and include an explanation of the service or product that they may provide.



## **CONSULTANT QUALIFICATIONS AND RESPONSIBILITIES**

### **PREPARATION OF THE RFQ**

SOQs should be submitted in three ring binders, or spiral bound, tabbed for each section outlined below. The total length of the proposal, including cover letter, should be no more than 50 pages. Font size should be no smaller than 11 points. Key personnel resumes should be brief and concise (included in the 40-page limit). Resumes shall be two (2) pages maximum. Section dividers and required forms will not count toward the 50-page limit.

**The Statement of Qualifications must be submitted in the following format:**

1. Cover Letter
2. Insurance Coverage
3. Firm Qualifications
4. Key Personnel Qualifications
5. Quality of Client Service
6. Supporting Information
7. Why Your Firm Should Be Selected

#### **TAB 1: COVER LETTER**

The cover letter should briefly introduce your firm and any sub-consultant team members, as well as:

- Designate your Project Manager and why they were chosen for this assignment.
- Specify the location of your local office from where project activities will be led.
- List the individual with contract signatory to enter into an agreement with Rockdale County; and
- Provide contact information for any follow-up questions regarding this SOQ.
- Identify the service(s) categories your firm wishes to be qualified

#### **TAB 2: INSURANCE COVERAGE**

Rockdale County's required insurance coverage is described in the Insurance section above. This section should provide a statement indicating that the firm has in effect or can obtain insurance coverage required by the county (do not provide certificates with the proposal). If the proposer is unable to provide this coverage, the proposer must describe the insurance coverage that can be provided and explain why the county's preferred coverage cannot be provided. Under such circumstances, proposer shall propose alternative terms and conditions in lieu of the terms and conditions the county has identified above in this RFQ.

The selected firm shall provide satisfactory proof of insurance for all coverage. Moreover, on all insurance the selected consultant shall name the county, its officials, employees, and agents as additional insureds (except workers' compensation, professional liability and professional errors and omissions policies). Affirmatively state that the proposer can comply with these two requirements or explain why such an affirmation cannot be provided.

**TAB 3: FIRM QUALIFICATIONS**

Provide a statement that portrays the firm's qualifications and experience in relation to the described work. The response should address the following:

1. General qualifications and experience for the firm. Please limit information to that which is specific to the local office.
2. Specific areas of expertise applicable to the described work.
3. Similar projects by service category, location, and total project cost, which have been performed by the firm. Include three (3) projects per category for which your firm wishes to be qualified.
4. If including a sub-consultant, include their role in the described work: prime consultant or sub-consultant.

**TAB 4: KEY PERSONNEL QUALIFICATIONS**

Provide a statement that portrays how the qualifications and experience of the firm's proposed key personnel relate to the described work. Only provide information for those personnel that the firm is proposing to perform the work. Under this contract, the response should address the following:

1. Qualifications and experience of principals and proposed key personnel with respect to the work as described in the RFQ. Identify any applicable registrations. Clearly note projects performed by personnel that were performed for another firm.
2. If sub-consultants are included to assemble a project team, their qualifications and experience of proposed key personnel should be described with respect to the relevant category, subcategory, or work.
3. Clearly identify which staff are from the local office. If sub-consultants are included, they should also identify which staff are local.

**TAB 5: QUALITY OF CLIENT SERVICE**

One of the county's interests will be the commitment of the consultant's project team during the life of the contract. The consultant's demonstrated commitment to the contract will be a consideration in future engagements with the consulting firm.

Provide a statement that demonstrated the quality of service provided to clients and provide a minimum of four references with the names, addresses, and telephone numbers of current and past clients for whom the proposer has provided similar professional services. The response should address the following:

1. Availability for meetings, joint field work, and other combined efforts; commitment to timely delivery or work products; and commitment to timely communication with County staff.
2. Internal procedures and/or policies for quality assurance and cost control.
3. Success in minimizing the number of contractual change orders on design and construction projects managed by the firm.
4. Long-term client/firm relationships. Preferably, this information shall be in the form of a matrix reflecting years of repeat work for various clients, preferably those clients also listed as a reference. For example:

**SAMPLE:**

Client	2016	2017	2018	2019	2020	2021
Rockdale County	Wastewater Mainline Replacement	Wastewater Mainline Replacement				
City of Atlanta				WWTP Improvements		
HCWA		18" Waterline Replacement	18" Waterline Replacement			

**Include matrix for each category for which you are submitting for consideration.**

**TAB 6: SUPPORTING INFORMATION**

Examples of supporting materials that should be included with the proposal include:

- Graphs, charts, photos, resumes, plans, reports, or similar documentation experience with each discipline
- Project examples
- Any litigation to which the firm is a party
- Any bankruptcy settlements or unpaid judgements against the firm or its principals
- Any previous contracts that the firm defaulted on and/or was terminated and reasons for the default(s) and/or termination(s)

**TAB 7: WHY YOUR FIRM SHOULD BE SELECTED AS AN ON-CALL**

In no more than one (1) page, please provide a summary of why your firm is the best qualified and should be selected for this project.

## **CONSULTANT QUALIFICATIONS AND RESPONSIBILITIES:**

### **SERVICES CATEGORIES/DISCIPLINE SCOPES OF WORK:**

The Service Categories/Disciplines contemplated under this RFQ are listed below, including a list of anticipated activities. The activities listed are intended to provide information for purposes of this RFQ but may not represent all activities actually assigned. The proposer may select one or more service categories to be qualified as desired. **All professional consultants must be properly licensed in the State of Georgia.**

### **Water Supply, Water and Wastewater Treatment Engineering**

- **Water Supply**
  - Planning, design, permitting, and construction of new and rehabilitation of existing equipment and transmission piping
  - Hydrogeological Modeling and Analyses
  - Field Investigations
  - Planning Updates
  - Permitting Support
  - Operational Efficiency Studies and Investigations
  - Cost Estimation & Budget Support
  - Various Technical Support as Required
  
- **Water Treatment**
  - Planning, design, permitting, and construction of new and rehabilitation of existing water treatment and storage/pump facilities including mechanical, electrical, instrumentation and controls, piping and process systems.
  - Water quality investigations and studies
  - Modeling
  - Facility Assessments
  - Field Investigations
  - Permitting Support
  - Planning Updates
  - Process, Operational, and Energy Efficiency Studies and Investigation
  - Cost Estimation and Budget Support
  - Various Technical Support as Required
  
- **Wastewater Treatment**
  - Planning, design, permitting, and construction of new and rehabilitation of existing wastewater/reuse treatment facilities, including electrical, mechanical, instrumentation and controls, piping and process systems. Potential processes include activated sludge, aerobic digestion, sludge drying and reuse.
  - Water quality investigations and studies
  - Modeling
  - Facility Assessment
  - Field Investigations
  - Permitting Support
  - Planning Updates
  - Process, Operational and Energy Efficiency Studies and Investigations
  - Cost Estimation and Budget Support
  - Various Technical Support as Required

- **Water Distribution and Storage**
  - Planning, design, permitting, and construction of new and rehabilitation of existing water distribution facilities, including electrical, mechanical, instrumentation and controls, piping, and process systems.
  - Water Quality Investigations and Studies
  - Infrastructure/Facility Assessment & Surveys
  - Unaccounted for Water Analyses
  - Hydraulic Modeling
  - Field Investigations
  - Permitting Support
  - Planning Updates
  - Operational and Energy Efficiency Studies and Investigations
  - Cost Estimation and Budget Support
  - Various Technical Support as Required
- **Wastewater Collections**
  - Planning, design, permitting, and construction of new and rehabilitation of existing wastewater collection facilities including gravity collection, force mains, lift stations, including electrical, mechanical, instrumentation and controls, piping, and process systems
  - Inflow/Infiltration Investigations and Studies
  - Infrastructure/Facility Assessments and Surveys
  - Field Investigations
  - Planning Updates
  - Operational and Energy Efficiency Studies and Investigations
  - Cost Estimation and Budget Support
  - Various Technical Support as Required
- **Geotechnical Engineering**
  - Investigations and Analyses
  - Geology Reports in Support of Engineering Designs
  - Materials Sampling and Laboratory Testing
  - Hydrological Investigations
- **Watershed Assessments**
  - Stream Restoration/Rehabilitation
  - Monitoring and Inspections
  - Wetland Determination and Delineation
  - Environmental Permitting
  - Threatened and Endangered Species Assessments
  - Cultural and Archaeological Assessments
- **Electrical Engineering**
  - Electrical, Instrumentation and Control Design and/or Construction Management for County Projects
  - Electrical Studies (Short Circuit, Relay Coordination, Arc Flash Analysis)
- **Surveying**
  - Topographic Surveys
  - Construction Surveys
  - Prepare Legal Descriptions
  - Locate Property Lines, Easements, and Right-of-Way

## RFQ 22-20

Instructions: Complete both parts of this form.

### **PART I: Addenda Acknowledgements (if applicable)**

Each vendor is responsible for determining that all addenda issued by the Rockdale County Finance Department – Purchasing Division have been received before submitting a SOQ.

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

### **PART II: Firm Information:**

Company Name	
Address	
Telephone	
E-Mail	
Representative (print name)	
Signature of Representative	
Date Submitted	

### **Certification of Absence of Conflict of Interest For Development of Specifications or Scope of Work**

*Required for each contract or arrangement to prepare or develop specifications or requirements  
(O.C.G.A. § 36-80-28)*

The undersigned Consultant, who is entering into a contract or arrangement with Rockdale County to prepare or develop specifications or requirements for an invitation for bids, request for proposals, purchase order, or any other type of solicitation for said Rockdale County certifies that:

1. Consultant shall avoid any appearance of impropriety and shall follow all policies and procedures of Rockdale County, as may be related to the project.
2. Consultant discloses below any material transaction or relationship currently known to Consultant that reasonably could be expected to give rise to a conflict of interest, including, but not limited to, that of the Consultant, or the Consultant’s employees, agents or subsidiaries (Include past, present, or known prospective engagements, involvement in litigation or other dispute, client relationships, or other business or financial interest):

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3. Consultant shall immediately disclose any material transaction or relationship subsequently discovered during the pendency of the contract or arrangement.
4. Consultant acknowledges that any violation or threatened violation of the agreement may cause irreparable injury to the Rockdale County, entitling Rockdale County to seek injunctive relief in addition to all other legal remedies.

\_\_\_\_\_  
Signature of Contractor’s Authorized Official

\_\_\_\_\_  
Printed Name & Title of Authorized Official

\_\_\_\_\_  
Date

## REFERENCES

**Instructions:** Type or clearly print all information.

**Reference #1**

Name of Project Owner: \_\_\_\_\_

Project Description and Location: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Contracted Dollar Amount: \_\_\_\_\_

Completed Dollar Amount: \_\_\_\_\_

Scheduled Completion Date: \_\_\_\_\_

Actual Completion Date: \_\_\_\_\_

Contact Person's Name: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Contact Fax: \_\_\_\_\_

Contact E-mail: \_\_\_\_\_

**Reference #2**

Name of Project Owner: \_\_\_\_\_

Project Description and Location: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Contracted Dollar Amount: \_\_\_\_\_

Completed Dollar Amount: \_\_\_\_\_

Scheduled Completion Date: \_\_\_\_\_

Actual Completion Date: \_\_\_\_\_

Contact Person's Name: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Contact Fax: \_\_\_\_\_

Contact E-mail: \_\_\_\_\_



**Reference #3**

Name of Project Owner: \_\_\_\_\_

Project Description and Location: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Contracted Dollar Amount: \_\_\_\_\_

Completed Dollar Amount: \_\_\_\_\_

Scheduled Completion Date: \_\_\_\_\_

Actual Completion Date: \_\_\_\_\_

Contact Person's Name: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Contact Fax: \_\_\_\_\_

Contact E-mail: \_\_\_\_\_

Representative's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SUBCONSULTANTS**

Instructions: Type or clearly print all information.

<b>NAME, ADDRESS, &amp; PHONE NUMBER OF SUBCONSULTANT</b>	<b>SUBCONSULTANT WORK ITEM</b>	<b>DOLLAR VALUE OF SUBCONSULTANT WORK</b>
1.		
2.		
3.		
4.		
5.		
6.		

Representative's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**ROCKDALE COUNTY**  
**LOCAL VENDOR PREFERENCE**

**AFFIDAVIT OF ELIGIBILITY**

*Complete all areas below. Incomplete forms may be rejected.*

1. LEGAL NAME OF FIRM: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Physical Address (if different): \_\_\_\_\_

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

2. Year your business was established in Rockdale County: \_\_\_\_\_

3. Business License:  
License Number: \_\_\_\_\_ County \_\_\_\_\_

4. For transactions which require sales tax, provide the following Reseller information:

Reseller Permit Number: \_\_\_\_\_

Enter the Company Name and Address as it appears on permit:

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

5. Does your business have more than one office in the State of Georgia?

Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes, specify the office location considered as the point-of-sale for sales tax purposes:

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

6. Was the local business required to pay business and/or real property tax for the most recent tax year?

Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes, did the local business pay any of this tax to Rockdale County?

Yes \_\_\_\_\_ No \_\_\_\_\_

\*\*\*\*\*

Under penalty of perjury, the undersigned states that the foregoing statements are true and correct. The undersigned also acknowledges that any person, firm, corporation or entity intentionally submitting false information to the County in an attempt to qualify for local preference shall be prohibited from bidding on Rockdale County products and services for a period of one (1) year.

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

Date: \_\_\_\_\_

Printed Name & Title: \_\_\_\_\_

Phone: \_\_\_\_\_

## CONSULTANTS CHECKLIST

\_\_\_\_\_ **THREE (3) HARDCOPIES (one (1) original, two (2) photocopies) and ONE (1) FLASH DRIVE (containing a copy in Adobe PDF format) of the following documents: all documents shall be fully completed, signed, and dated:**

- \_\_\_\_\_ **RFQ #21-20 Form (See Page 14)**
- \_\_\_\_\_ **Certification of Absence of Conflict of Interest for Development of Specifications or Scope of Work (See Page 15)**
- \_\_\_\_\_ **References (See Pages 16 & 17)**
- \_\_\_\_\_ **Subconsultants (See Page 18)**
- \_\_\_\_\_ **Local Vendor Preference Policy (If Applicable; See Page 19)**
- \_\_\_\_\_ **Any Proposed Deviations from the Scope of Work, Including Necessary Explanations and Conditions**
- \_\_\_\_\_ **Proof of Business License**

**The purpose of this checklist is to remind consultants of the documents generally required for the RFQ submittal. It is the Consultants responsibility to include additional documents requested in the Request for Qualifications that may not be shown on the checklist.**