



## **REQUEST FOR PROPOSALS**

**TO PROVIDE VALUATION AND APPRAISAL SERVICES  
FOR THE SPALDING COUNTY WATER AND SEWERAGE  
FACILITIES AUTHORITY AND THE CITY OF GRIFFIN  
JOINT WATER AUTHORITY COMMITTEE**

RFP # 2021 - 2025

Advertise Date: 06/04/2021

Proposals Due: 07/12/2021

Spalding County Government  
P.O. Box 1087  
119 E. Solomon Street  
Griffin, GA 30224  
<http://www.spaldingcounty.com>  
(770) 467-4226

The purpose of this Qualifications-Based Request for Proposal (RFP) is to establish a list of qualified, professional water and wastewater utility appraisers interested in contracting with the Spalding County Water and Sewerage Facilities Authority (SCWSFA), on behalf of the Joint Water Authority Committee (“Committee”), to provide professional consulting, appraisal, and valuation services.

The JWAC is comprised of members from the SCWSFA Board, and the City of Griffin (“COG”). Refer to *Attachment A* for a detailed Scope of Services associated with this RFP.

For simplicity, the SCWSFA will be the “Contract Agent” for this RFP. However, the COG will be an equal partner and will be involved in all consultant evaluations and final selection.

To be considered responsive, interested individuals, contractors, and business entities (“Proposers”) must bid in accordance with the requirements, specifications, commercial terms, and provisions described and set forth herein.

Firms that respond to this RFP and are determined by the selection committee to be sufficiently qualified may be deemed eligible and invited to interview for these services. All respondents to this RFP are subject to instructions communicated in this document and are cautioned to completely review the entire RFP and follow the instructions carefully. **The Spalding County Water and Sewerage Facilities Authority (the “Contract Agent”), on behalf of the Joint Water Authority Committee, reserves the right to reject any or all RFP submittals and to waive technicalities and informalities.**

Proposals will be accepted until 2:00 PM on 07/12/2021. A total of eight (8) copies of the proposal and one electronic copy should be submitted via mail or hand-delivery to Spalding County, P.O. Box 1087, 119 East Solomon Street, Room 104, Griffin, Georgia 30224; Attention: Terri Bass, Purchasing Agent

*Proposals received after 2:00 pm, Monday July 12, 2021, will **NOT** be considered.*

This RFP is set out in the following format:

**SECTION 1: GENERAL PROJECT INFORMATION**

**SECTION 2: SELECTION METHOD**

**SECTION 3: SCHEDULE OF EVENTS**

**SECTION 4: SELECTION CRITERIA**

**SECTION 5: INSTRUCTIONS FOR PREPARING QUALIFICATION-BASED PROPOSALS**

**SECTION 6: INSTRUCTIONS FOR SUBMITTAL OF QUALIFICATION-BASED PROPOSALS**

**SECTION 7: TERMS AND CONDITIONS**

**ATTACHMENT A: SCOPE OF WORK**

# QUALIFICATIONS-BASED REQUEST FOR PROPOSALS

## SECTION 1: GENERAL PROJECT INFORMATION

### Background

As part of the most recent water contract negotiations, the SCWSFA and the COG agreed to establish a Joint Water Authority Committee. The Committee's sole purpose is to determine the viability of merging both entities into a Joint Water Authority.

The SCWSFA owns a municipal water and wastewater system that purchases 100% of its water from the COG. In addition to the COG being the sole water provider to SCWSFA, the SCWSFA contracts all its water systems operation, billing, and maintenance functions with the COG. In 2020, the SCWSFA purchased approximately 808 million gallons (MG) from the COG.

The SCWSFA's water system includes but not limited to four (4) elevated storage water tanks, approximately 523 miles of water mains (various sizes), and associated appurtenances. As of 2020, the SCWSFA had approximately 14,200 connections.

The SCWSFA wastewater utility consists of one (1) treatment plant, two (2) lift stations, approximately 3 miles of gravity sewer (various sizes), approximately one (1) mile of force main sewer (various sizes) and associated appurtenances. Currently, the SCWSFA is working on a plan to decommission the treatment plant by December 2021. When the plant is decommissioned, all existing sewer flow will be diverted to the COG for treatment. At that time, the SCWSFA will deed over the infrastructure to the COG for ownership and maintenance.

The COG owns and operates a municipal water and wastewater utility that serves the COG and surrounding areas. Pertaining to the water utility, the COG is a regional water provider that provides water to the COG residents as well as having wholesale contracts with Spalding County, Lamar County, Coweta County, Pike County, Butts County, and Meriwether County. The COG's water system includes two (2) raw water pump stations, two (2) water reservoirs and associated pump stations, two (2) water treatment plants, approximately 205 miles of water mains (various sizes), three (3) elevated storage tanks, and associated appurtenances. In 2020, the COG produced 3,287 MG.

The COG's wastewater utility consists of three (3) wastewater treatment plants, one (1) land application facility, approximately 21 lift stations, approximately 218 miles of gravity sewer (various sizes) with associated appurtenances, and 18 miles of force main sewer (various sizes) with associated appurtenances.

Both the SCWSFA and the COG have agreed to provide all readily available information, required for valuation, to the chosen consultant.

## **SECTION 2: SELECTION METHOD**

### **Method of Communication**

All general communication of relevant information regarding this solicitation will be made via the Spalding County website and the Georgia Procurement Registry website. All firms are responsible for checking the Spalding County website (<https://www.spaldingcounty.com/>) or the Georgia Procurement Registry website (<https://ssl.doas.state.ga.us/gpr/>) on a regular basis for updates, clarifications, and announcements. Spalding County reserves the right to communicate via e-mail with the primary contact listed in the RFP. Other specific communications will be made as indicated in the remainder of this RFP.

### **Selection**

Based on the Qualification-Based Proposals submitted in response to this RFP, the Selection Committee will rank the submissions in order by the most qualified firms using individual scores. Depending on the number and quality of the submissions, the Selection Committee may choose to shortlist a minimum of two (2) firms for further consideration.

All firms must meet the minimum requirements as listed in Section 5 below.

### **Finalist Notification**

Firms will receive a notification from the Contract Agent outlining the findings of the Selection Committee. In this communication, the Contract Agent may either notify the firms of intended selection or provide instruction for additional information or interview. Criteria for the remainder of the selection process will be communicated in the Finalist Notification.

### **Interview**

At the discretion of the Selection Committee, an interview may be requested with at least two (2) finalist firms. Each finalist firm shall be notified in writing and informed of the place, date, and time for the interview session. Detailed interview instructions and requirements of the finalists will be provided in the Notification to Finalist. A majority of the Selection Committee members will be present during the interviews. **Firms shall not address any questions, prior to the Interview, to anyone other than the Contract Agents designated contact.**

**NOTE: Scoring and ranking from the previous qualification round will NOT be used in the final selection round.**

### **Final Selection**

Upon completion of the selection process by the Selection Committee, the firms will be ranked in descending order of recommendation using the sum of individual rankings from the Selection Committee members. Negotiations will then be initiated with the top-ranked firm to finalize the terms and conditions of the contract. In the event a satisfactory agreement cannot be reached with the highest-ranking firm, the Contract Agent will formally terminate the negotiations in writing and enter into negotiations with the second highest-ranking firm, and so on in turn until a mutual agreement is established and the Contract Agent awards a contract.

### SECTION 3: SCHEDULE OF EVENTS

The following Schedule of Events represents the Contract Agents best estimate of the Schedule that will be followed in the selection process. All times indicated are prevailing times in the Atlanta, Georgia area. The Contract Agent reserves the right to adjust the Schedule as necessary.

<b>Response to RFP</b>		
a. The Contract Agent issues public advertisement of RFP # 2021 - 2025	06/04/2021	-----
b. Deadline for submission of written questions and requests for clarification. Responses will be posted to the Spalding County website within 48 hours following deadline.	07/02/2021	5:00 PM
c. Deadline for submission of RFP	07/12/2021	2:00 PM
d. Joint Water Authority Evaluation Committee completes evaluation of RFP submissions	07/20/2021	-----
e. The Contract Agent issues notification and other information to finalist firms	07/21/2021	-----
f. (If Needed) Joint Water Authority Evaluation Committee conducts interviews with finalist firms beginning on:	TBA	TBA
g. Joint Water Authority Evaluation Committee makes recommendation to the Spalding County Water and Sewerage Facilities Authority Board and the City of Griffin	TBA	TBA

## SECTION 4: SELECTION CRITERIA

### Criteria for Evaluation of Qualification-Based Proposal

The Selection Committee will evaluate all firms using the following criteria:

- Firms will be evaluated based on possession of high ethical and professional standing
- Recent experience in completing similar studies
- Experience and versatility in performing a wide range of planning and technical services
- Qualification of personnel, stability of the firm and its workforce
- Ability to complete work on time and within budget
- Financial soundness of the firm
- Ability to produce deliverables in an acceptable electronic format

15% Factor	<u>Stability and resources</u> of the prime firm, including the firm's history, growth, resources, litigation history, financial information and other evidence of stability.
50% Factor	Team's relevant <u>qualifications and approach</u> , including the evidence of qualification and experience of the team's key staff and the evidence of the ability of team in effective services in programs comparable in complexity, size, and function to clients such as government entities and similarly-structured organizations. This includes degree of apparent relevant competencies of the principal professional(s) and lead staff in municipal valuation, modeling, and related experience, and evidence of competence.
20% Factor	Team's apparent <u>suitability</u> to provide services for project, including the team's apparent fit to the project type and/or needs of the JWAC, any special or unique qualifications for the project, past and projected workloads (available resources), quality assurance procedures, and any special or unexpected services offered by the team which might be suitable for the program.
15% Factor	Overall Schedule

## SECTION 5: INSTRUCTIONS FOR PREPARING QUALIFICATION-BASED PROPOSALS

The Qualification-Based Proposals must be submitted in accordance with the instructions provided in Section 6, must be categorized, and numbered as outlined below, and must be responsive to all requested information:

### Minimum Requirements

Firms must perform these minimum requirements in order to be fully considered.

ALL FORMS ARE TO BE COMPLETED BY PRIME AND ANY SUB CONSULTANTS.

1. Complete the Certification Form (*"Exhibit I" enclosed with RFP*), and provide a notarized original within the firm's Qualification-Based Proposal. *(This one-page form submission shall not be considered part of the required page limit specified in Section 6.)*
2. Complete the SAVE (Systematic Alien Verification of Entitlement) Affidavit enclosed with RFP), and provide a notarized original within the firm's Qualification-Based Proposal. *(This one-page form submission shall not be considered part of the required page limit specified in Section 6.)*
3. Complete the Immigration and Security Form and the Affidavit Verifying Status for County Public Benefit Application (enclosed with RFP), and provide a notarized original within the firm's Qualification-Based Proposal. *(These form submissions shall not be considered part of the required page limit specified in Section 6.)*
4. Complete the W-9 form (enclosed with the RFP) and provide original within the firm's Qualification-Based Proposal. *(This one-page form submission shall not be considered part of the required page limit specified in Section 6.)*

#### **A. Stability and Resources**

1. Provide basic company information: company name, address, name of primary proposing contact, telephone number, fax number, e-mail address, and company website (if available). If the firm has multiple offices, the qualifications statement shall include information about the parent company and branch office separately. Identify office from which the project will be managed. Provide form of ownership, including state of residency or incorporation, and number of years in business. Is the firm a sole proprietorship, partnership, corporation, Limited Liability Corporation or other structure?
2. Briefly describe the history and growth of your firm. Provide general information about the firm's personnel resources, including disciplines and numbers of employees and locations and staffing of offices. Provide backlog curve and availability charts for the Project Manager and any other key personnel.
3. Provide a brief summary of all subconsultants' history, resources and disciplines. State the expected role for each subconsultant as part of the team.
4. Has the firm been involved in any litigation in the past five (5) years? Describe your experience with litigation with clients. List any active or pending litigation and explain. List any indictments the firm/principals have been issued.
5. Provide a Statement of Disclosure, which will allow the JWAC to evaluate possible conflict of interest. Respondents must provide, in their own format, a statement of all potential legal or otherwise significant conflict of interest possibly created by the respondents being considered in the selection process or by the respondent's involvement in the project. Respondents should provide information as to the nature of relationship(s) with parties in such potential conflict.
6. Provide name of insurance carrier, types and levels of coverage, and deductible amounts per claim.
7. Provide a statement as to whether the submitting firm or the subconsultants have ever been removed from a contract or failed to complete a contract as assigned in the past five (5) years.

**B. Qualifications and Approach**

1. Provide professional qualifications and description of experience for key project staff. Provide a maximum of one (1) page resume for all key project leaders. Describe relevant experience pertaining to their key role as part of this contract. If a key leader or subject matter expert is not local to the area, detail the communication and coordination plan for their involvement in the project. All listed team members are expected to be active participants in the project.
2. Provide an organizational chart listing the Principal-In-Charge, Project Manager, Key Team Leaders and relevant support staff. Denote the firm for each individual.
3. Provide a schedule or timeline of activities including estimated meeting dates and total project duration.
4. Provide information on the team's (prime and subconsultant) experience with projects of similar type, size, function and complexity. Describe no more than five (5) and no less than three (3) accounts, in order of most relevant to least relevant, which demonstrates the firm's capabilities to perform services for the JWAC. For each account, the following information should be provided.
  - a. Client name, location and dates during which services were performed.
  - b. Clear description of overall project and services performed by your firm.
  - c. Exact length of service performed by your firm and overall project budget.
  - d. Client's stated satisfaction in service of your firm. (Include letters from clients if available)
  - e. Client(s) current direct contact information.
  - f. Letters of reference from at least two (2) of those clients for whose projects were of similar size and scope. (Letters of reference should describe the work completed and contain some specific examples on how quality products were delivered on schedule and within budget.)

**C. Suitability**

1. Provide any information that may serve to differentiate your firm from other firms in suitability for and approach to the project's scope of work. Furnish evidence of the firms fit to the project and/or needs of the JWAC, any special or unique qualifications for the project. Supply current and projected workloads, logistical capabilities for working in proximity to project location, quality assurance procedures, and any special services offered by the firm that may be particularly suitable for this project.
2. Provide any Non-discrimination and Equal Employment Opportunity (EEO) policies of the firm.

**D. Innovation**

1. Describe your approach to innovation for this project and how you feel innovation should be best applied.
2. Given your understanding of the JWAC, provide some examples of innovative concepts that may be applicable and possibly explored further by this contract.
3. Describe your depth of knowledge and application experience of any innovative practices or concepts you have listed and how they may be valuable or important to the JWAC.



## **SECTION 6: INSTRUCTIONS FOR SUBMITTAL OF QUALIFICATION-BASED PROPOSALS**

### **Proposals**

One (1) original and seven (7) copies of the proposal shall be prepared, for a total of **eight (8) sets**. One complete copy must be provided electronically via CD or flash drive as a .pdf file. Each proposal shall be identical and include a transmittal letter signed by a duly authorized officer of the firm. Proposals must be on standard (8 ½" x 11") paper. The pages of the qualification proposals must be numbered. A table of contents, with corresponding tabs, must be included to identify each section. **Responses are limited to thirty (30) pages or less (preferably fifteen [15] double-sided pages) using a minimum of size 11 font.** Any exhibits, affidavits or other enclosure information called for may be included in an Appendix and will not count toward the page limit. One (1) page of the RFP shall be devoted to an Organization Chart. This page shall be single-sided and not exceed 11" x 17" in size. Additional information should not be added on this page. **NOTE: This page is included in the 30 page limit.** Each Qualification-Based Proposal shall be prepared simply and economically, providing straightforward, concise delineation of respondent's capabilities. Fancy bindings, colored displays and promotional materials are left to the discretion of the bidder. Emphasis must be on completeness, relevance and clarity of content.

All pages shall be included in the page limit except for the front cover, cover letter, table of contents, tab dividers, reference letters, DBE/WBE certifications, exhibits, affidavits, and back cover.

Proposals must be sealed in an opaque envelope or box and reference **RFP 2021 - 2025** and the words **"QUALIFICATION-BASED PROPOSAL"** must be clearly indicated on the outside of all the envelopes or boxes. Statements of Qualifications must be **physically received by the Spalding County Purchasing Department** prior to the deadline indicated in the Schedule of Events (Section 3 of RFP) at the exact address below:

Spalding County Government  
Attn: Terri Bass, Purchasing Agent  
P.O. Box 1087  
119 E. Solomon Street  
Griffin, GA 30224

### **No proposals will be accepted after the time and date set for receipt.**

Qualification-Based Proposals submitted via facsimile or e-mail will be rejected. All expenses for preparing and submitting proposals are the sole cost of the party submitting the response. The Contract Agent is not obligated to any party to reimburse such expenses. All proposals upon receipt become the property of the JWAC. Labeling information provided in proposals "proprietary" or "confidential" or any other designation of restricted use will not protect the information from public view. Subject to the provisions of the Open Records Act, the details of the proposal documents will remain confidential until final award. The Contract Agent reserves the right, in its sole discretion, to waive any technicalities associated with this submittal process if deemed in the best interest of the JWAC. Note: No fee proposals will be included as part of the submitted documents. Upon selection of finalist, fee proposals will be requested, and the Contract Agent will negotiate fees at that time.

### **Debriefings**

Debriefings may be allowed at the discretion of JWAC. Post-award debriefings may be requested by a principal of the firm, but will not be conducted until after the contract has been awarded. If a firm is notified of non-selection at any time during the procurement process, a Pre-award debriefing may be requested.

### **Contact for Questions and Request for Clarification**

Questions about any aspect of the RFP, or the project, shall be submitted in writing (e-mail is preferable) to:

Spalding County Government  
Attn: Terri Bass, Purchasing Agent  
P.O. Box 1087  
119 E. Solomon Street  
Griffin, GA 30224  
Email: [tbass@spaldingcounty.com](mailto:tbass@spaldingcounty.com)

The deadlines for submission of questions relating to the RFP are the times and dates shown in the *Schedule of Events – Section 3*. From the issue date of this solicitation until a successful proposer is selected and the selection is announced, respondents are not allowed to communicate about this solicitation for any reason with any members or employees of Spalding County, City of Griffin, and members of the Joint Water Authority Committee. For violation of this provision, the Contract Agent shall reserve the right to reject the proposal of the offending proposer.

### **SECTION 7: TERMS AND CONDITIONS**

1. Spalding County shall in all solicitations or advertisements for subcontractors or employees placed by or behalf of the county, state that all qualified applicants will receive consideration for employment without regard to age, handicap, religion, creed or belief, political affiliation, race, color, sex or national origin. Spalding County shall not discriminate against any qualified client or recipient of services provided on the basis of age, handicap, religion, creed or belief, political affiliation, race, color, sex or national origin. Spalding County shall cause forgoing provisions to be included in all subcontracts for any work covered by this project so that such provisions will be binding upon each subcontractor, provided that the foregoing provisions shall not apply to subcontracts for less than ten thousand dollars (\$10,000).
2. Firms shall comply with the applicable provisions of the Hatch Act which limits the political activity of employees.
3. Firms shall establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
4. Firms shall comply with Executive Order 11246, entitled "Equal Employment Opportunity," as amended by Executive Order 11375, and as supplemented in U.S. Department of Labor regulations (41 CFR Part 60).
5. Firms shall comply with all applicable standards, orders, or requirements issued under section 306 of the Clean Air Act (42 U.S.C. 1857 (h)), section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR Part 15).

The following certifications shall also be required for the selected firm(s):

1. Prohibition Against Use of Funds to Influence Legislation (Lobbying). No part of any funds under this program shall be used to pay the salary or expenses of any agent acting on behalf of Spalding County, to engage in any activity designed to influence legislation or appropriations pending before Congress as stated in 49 CFR 20.
2. Debarment and Suspension. Compliance with non-procurement debarment and suspension rules in 49 CFR 29.
3. Drug-Free Workplace. Certification of compliance with the requirements for a Drug-Free Workplace, as described in Section 50-24-3 of the Official Code of Georgia.

4. Certification of compliance with the Georgia Security and Immigration Requirements at O.C.G.A 13-10-91.

**Right to Cancel or Change RFP**

The Contract Agent reserves the right to cancel any and all Request for Qualification-Based Proposals where it is determined to be in the best interest of the JWAC to do so. The Contract Agent reserves the right to increase, reduce, add, or delete any item in this solicitation as deemed necessary.

It is the responsibility of all firms interested in submitting a Proposal for this RFP to routinely check the posting on the Spalding County website and the Georgia Procurement Registry website for any addendums to this RFP.

**AUDIT AND ACCOUNTING SYSTEM REQUIREMENTS**

The Contract Agent reserves the right to reject any proposal with firms that do not meet the following requirements:

1. Firm(s) should have an accounting system in place to meet requirements of 48 CFR Part 31 and, in the case of non-profit organizations, OMB Circular A-122.
2. The prime is responsible for being reasonably assured that all subs presented as part of the proposed team are similarly in compliance with the above requirements.

EXHIBIT I  
CERTIFICATION FORM

I, \_\_\_\_\_, being duly sworn, state that I am \_\_\_\_\_

(title) of \_\_\_\_\_ (firm) and hereby duly certify that I have read and understand the information presented in the attached proposal and any enclosure and exhibits thereto.

I further certify that to the best of my knowledge the information given in response to the Request for Qualifications is full, complete and truthful.

I further certify that the proposer and any principal employee of the proposer has not, in the immediately preceding five (5) years, been convicted of any crime of moral turpitude or any felony offense, nor has had their professional license suspended, revoked or been subjected to disciplinary proceedings.

I further certify that the proposed has not in the immediately preceding five (5) years been defaulted in any federal, state or local government agency contract and further, that the proposer is not now under any notice of intent to default on any such contract.

I acknowledge, agree and authorize and certify that the proposer acknowledges, agrees and authorizes, that Spalding County may, by means that it deems appropriate, determine the accuracy and truth of the information provided by the proposer and that the County may contact any individual or entity named in the RFP for the purpose of verifying the information supplied therein.

I acknowledge and agree that all of the information contained in the RFP is submitted for the express purpose of inducing Spalding County to award a contract.

*A material false statement or omission made in conjunction with this proposal is sufficient cause for suspension or debarment from further contracts, or denial of rescission of any contract entered into based upon this proposal thereby precluding the firm from doing business with, or performing work for, Spalding County. In addition, such false statement or omission may subject the person and entity making the proposal to criminal prosecution under the laws of the State of Georgia of the United States, including but not limited to O.C.G.A. §16-10-20, 18 U.S.C §§1001 or 1341.*

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

Sworn and subscribed before me

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

\_\_\_\_\_  
NOTARY SEAL

My Commission Expires: \_\_\_\_\_

## 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 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 Spalding 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 Spalding 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. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to Spalding 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: \_\_\_\_\_

Federal Work Authorization User Identification Number: \_\_\_\_\_

Date of Authorization: \_\_\_\_\_

SUBSCRIBED AND SWORN

BEFORE ME ON THIS THE

\_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_\_.

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

My commission Expires: \_\_\_\_\_

**Request for Taxpayer  
Identification Number and Certification**

► Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

**Give Form to the  
requester. Do not  
send to the IRS.**

Print or type.  
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.  <input type="checkbox"/> Individual/sole proprietor or single-member LLC  <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____ <b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.  <input type="checkbox"/> Other (see instructions) ► _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  Exempt payee code (if any) _____  Exemption from FATCA reporting code (if any) _____  <i>(Applies to accounts maintained outside the U.S.)</i>
5 Address (number, street, and apt. or suite no.) See instructions.	Requestor's name and address (optional)
6 City, state, and ZIP code	
7 List account number(s) here (optional)	

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number	
or	
Employer identification number	

**Part II Certification**

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

<b>Sign Here</b>	Signature of U.S. person ►	Date ►
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**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

**Purpose of Form**

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (Interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
  - Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
  - Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
  - Form 1099-S (proceeds from real estate transactions)
  - Form 1099-K (merchant card and third party network transactions)
  - Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
  - Form 1099-C (canceled debt)
  - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding*, later.



## S.A.V.E. Affidavit Verifying Status for Business Transactions with SPALDING COUNTY GOVERNMENT

By executing this affidavit under oath, as an applicant for a Spalding County Government Business License or Occupational Tax Certificate, Alcohol License, Taxi Permit, or other public benefit as referenced in O.C.G.A. Section 50-36-1, I am stating the following with respect to my application for a Spalding County Government **public benefit** (Purchase Orders, etc), I am stating the following for:

\_\_\_\_\_  
(Name of person applying on behalf of business, corporation, partnership, or other private entity)

As a representative of:

\_\_\_\_\_

\_\_\_\_\_  
(Name, Address and Phone # of the business, corporation, partnership, or other private entity must be identified)

Check only one:

- 1) ☐ I am a United States citizen
- 2) ☐ I am a legal permanent resident of the United States 18 years of age or older, please include Alien Registration Number below signature \*
- 3) ☐ I am a 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 \*

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

\_\_\_\_\_  
Number and Document Source

*In making the above statement 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 OCGA Section 16-10-20.*

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_ \*Alien Registration number for non-citizens

### NOTARIZATION REQUIRED:

Sworn to and subscribed before me  
THIS THE \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

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

### APPLICANT'S IDENTIFICATION\*\*:

ID type: \_\_\_\_\_

Number: \_\_\_\_\_

Expiration: \_\_\_\_\_

State of issuance: \_\_\_\_\_

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

**\*\* A copy of a 'secure & verifiable' ID (driver license, passport, state-issued ID, etc. ) must accompany this form.**

## **ATTACHMENT A**

### **SCOPE OF WORK**

#### **Task 1 – Project Purpose**

A joint water authority committee was established to conduct a study to review the viability of a joint water and sewer authority. The joint water and sewer authority would merge the City of Griffin Water and Sewer System (COG) and the Spalding County Water and Sewerage Facilities Authority (SCWSFA). In order to properly evaluate the viability of the joint authority, both systems must be independently valued to determine each entities total valuation.

#### **Task 2 – Project Introduction and Research**

1. Conduct interviews and discussions with assigned COG and SCWSFA personnel to gain a more thorough understanding of the details of each system;
2. Discussions with the COG and SCWSFA concerning existing business plans, future performance estimates and budgets;
3. Analysis of the historical condition and operating results of the appropriate entity;
4. Analysis of the economic, industry, and competitive environment;
5. Analysis of mutual agreements, customer relationship, and any other strategic contractual arrangements;
6. Analysis and documentation regarding customer attrition rates and economic lives;
7. Consideration of valuation discounts and/or premiums;
8. Consideration of generally accepted valuation approaches, such as: Income, Market, and Cost approaches;
9. Prepare and deliver exhibits and/or reports satisfying various needs and expectations;

#### **Task 2 – Valuation Assessment**

1. Value both systems using the following approaches:
  - a. Income Approach
  - b. Market Approach
  - c. Cost Approach
2. Valuation deliverables for each system to consist of:
  - a. Description of the background of the transaction and other relevant issues;
  - b. Description of information sources, methods, assumptions, conclusion of value, and representations;
  - c. Description of business entity valued;
  - d. Description and inventory of asset valued;
  - e. Description and inventory of liability valued;
  - f. Description of the method(s) applied to value each asset and/or liability;
  - g. Description of any assets or liabilities that were not identified and valued; and
  - h. Prepare detailed exhibits supporting the above analyses and conclusions.



### **Task 3 – Report and Presentation**

1. Prepare written report to summarize the results of the study. Report shall include, at minimum, the following sections:
  - a. Scope of the study;
  - b. Assumptions and limiting conditions;
  - c. Water and Sewer System descriptions;
  - d. Valuation methodologies used;
  - e. Value calculations (by individual approach);
  - f. Other considerations;
  - g. Determine final blended valuation for each utility;
  - h. Conclusion and recommendations.

### **Other Considerations that will need to be addressed include but not limited to:**

- Transaction structure can impact value of each asset;
- Some old (and new) development related infrastructure may not appear on the balance sheet or infrastructure ledger;
- Outstanding long-term debt and debt like items need to be considered and valued;
- Contingent liabilities;
- Near term and long term capital expenditures;
- Consideration of potential intangible assets controlled by the water and wastewater systems, such as: customer relationships, water concession agreements, government approvals and licenses, databases, strategic agreements, internally-developed technology, trade names, and any other intangible assets;
- Age and condition of infrastructure.