



Oconee County Board of Commissioners

Request for Qualifications and Proposal (RFQP)

RFQP #FY1703-16

Design of Proposed Osborne Road Elementary School Right-of-Way Improvements

ACCEPTANCE TIME/DATE: Prior to **10:00 AM Thursday, March 30, 2017** "Local Time"

ACCEPTANCE PLACE Oconee County Board of Commissioners
Finance Department - Division of Procurement
23 N. Main Street, Suite 206
Watkinsville, Georgia 30677

A **MANDATORY PRE-SUBMITTAL MEETING** will be held on **Thursday, March 23, 2017 at 10:00 AM** in Room B102 of the Govt. Annex, 1291 Greensboro Hwy, Watkinsville, GA 30677 for clarification of any questions on the specifications.

QUESTIONS regarding this RFQP shall be received no later than **10:00 AM on Monday, March 27, 2017**.

REQUESTS FOR INFORMATION related to this Solicitation should be directed to:

Karen T. Barnett, CPPB
Purchasing Officer
(706) 769-2944
(706) 310-3574 (Fax)
E-mail address: kbarnett@oconee.ga.us

OPENING OF SoQ: Rm 103, Oconee County Courthouse, 23 N. Main St., Watkinsville, GA 30677

This document can be downloaded from our web site:
<https://vrapp.vendorregistry.com/Bids/View/BidsList?BuyerId=1def60c9-84e7-4661-be40-b4c46b28eeb1>

Issue Date: March 9, 2017



RFQP #FY1703-16
Design of Proposed Osborne Road Elementary School Right-of-Way
Improvements

Request for Qualifications and Proposal

Advertisement

Section 1: Background 1

Section 2: Project Overview..... 1-2

Section 3: Consultant Services..... 2-5

Section 4: Procurement Process 5-6

Section 5: SoQP Submission Requirements 6-9

Section 6: SoQP Evaluation and Selection 9-11

Section 7: Conditions for Respondents 11-14

Attachments

- A. Offeror’s Checklist & Required Forms**
- B. Existing and Proposed Conditions for School Site**

Exhibit

- A. Oconee County Insurance Requirements**

March 9, 2017
Oconee County Board of Commissioners
23 N Main Street
Watkinsville, GA 30677
Request for Qualifications and Proposal (RFQP) #FY1703-16

Design Services
Proposed Osborne Road Elementary School Right-of-Way Improvements

Interested firms will provide a statement of qualifications/proposal (SoQP) to the office of the Purchasing Officer, Oconee County Board of Commissioners (OCBOC), Suite 206, 23 N. Main Street, Watkinsville, GA. 30677, until **10:00 AM on Thursday, March 30, 2017** for the design and permitting of right of way improvements to SR53, Osborne Road, and VM Osborne Road in Oconee County, Georgia. This project is associated with the construction of a new elementary school at this location. Please see the RFQP documents for full specifications.

At that time, date, and place given above, in Suite 103, the sealed proposals will be publicly opened and only the names of the respondents will be read aloud. The RFQP documents and forms can be obtained from the Office of the Purchasing Officer or the Oconee County Website at www.oconeecounty.com. No bonds are required for this RFQP.

A mandatory pre-submittal meeting will be held at **10:00 AM on Thursday, March 23, 2017** in Room B102 of the Government Annex at 1291 Greensboro Highway, Watkinsville, GA. All interested parties are required to attend. The purpose of this meeting is to allow potential offerors an opportunity to present questions to staff and obtain clarification of the requirements of the proposal document. Because Oconee County considers such a meeting to be critical to understanding the proposal requirements, attendance at the pre-submittal meeting is mandatory to qualify as an offeror. Minutes of the meeting will be published as an addendum and posted on the Oconee County Website.

Questions regarding this RFQP should be directed to Ms. Karen Barnett, CPPB, Purchasing Officer via Email at kbarnett@oconee.ga.us and shall be received no later than **10:00 AM on Monday, March 27, 2017**.

OCBOC reserves the right to reject any and all proposals and to waive any irregularities and informalities in procedure.

By Oconee County Board of Commissioners
The Honorable John Daniell

Section 1: Background

1.1 Introduction

This is a request for qualifications and proposal (RFQP) for the design of the right-of-way improvements associated with the proposed elementary school located at GA Hwy. 53 and Osborne Rd. (See attached plans). This RFQP invites statements of qualifications including a separate sealed cost proposal (SoQP) according to the requirements set forth in this document. The SoQPs will be reviewed and evaluated using the selection process described herein.

Upon completion of the evaluation process, **Oconee County Board of Commissioners (Owner)** will select a Respondent to award, or enter into negotiations for award of the Project.

This RFQP is subject to revision after the date of issuance via written addenda. Any such addenda will be posted on the Owner's web site (not distributed directly to potential Respondents). It is each Respondent's responsibility to obtain all RFQP addenda prior to submitting its SoQP.

The Owner will not be liable for any costs incurred by any Respondent or any other party in developing or submitting an SoQP.

1.2 RFQP Organization

This RFQP consists of the following Sections, Attachments, and Exhibit:

- Section 1: Background
- Section 2: Project Overview
- Section 3: Consultant Services
- Section 4: Procurement Process
- Section 5: SOQP Submission Requirements
- Section 6: SOQP Evaluation and Selection
- Section 7: Conditions for Respondents
- Attachment A: Mandatory Forms
- Attachment B: Existing and Proposed Conditions for School Site
- Exhibit A: Oconee County Insurance Requirements

Section 2: Project Overview

2.1 Purpose

The purpose of this project is to evaluate the roadways that encompass the proposed elementary school located at 7921 Hog Mountain Rd., Statham, GA 30666. The existing and proposed conditions for the school site are attached to this RFQP. In essence, the consultant firm will propose and design necessary right-of-way improvements associated with the proposed school. The project will focus on addressing safety issues, level of service, roadway realignments, and proper stormwater treatment.

Emphasis will be placed on the following issues:

- Current road geometry and future road geometry (V.M. Osborne Rd. and Osborne Rd. realignment)
- Surveying services (topo, right-of-way and easement plats)
- Utility relocation
- Storm drain
- Driveways
- Auxiliary turn lanes
- Traffic signage and devices
- Detailed construction cost estimates
- GDOT permitting
- NPDES permitting

2.2 Projected Deliverables

- Conceptual layouts of recommendations, including cost estimates.
- Any collected traffic data and information (ITE projections, tube counts, etc.)
- Right-of-Way and easement plats.
- Hydrology report
- 3 sets of construction plans (site Plan, Grading Plan, Roadway plan and profiles, Storm Drain Plan and Profiles, Utility Plans, Striping Plans, Erosion and Sediment Control Plans, Intersection and entrance details, etc.)
- Electronic files. (PDF's, CAD files, spreadsheets)

Section 3: Consultant Services

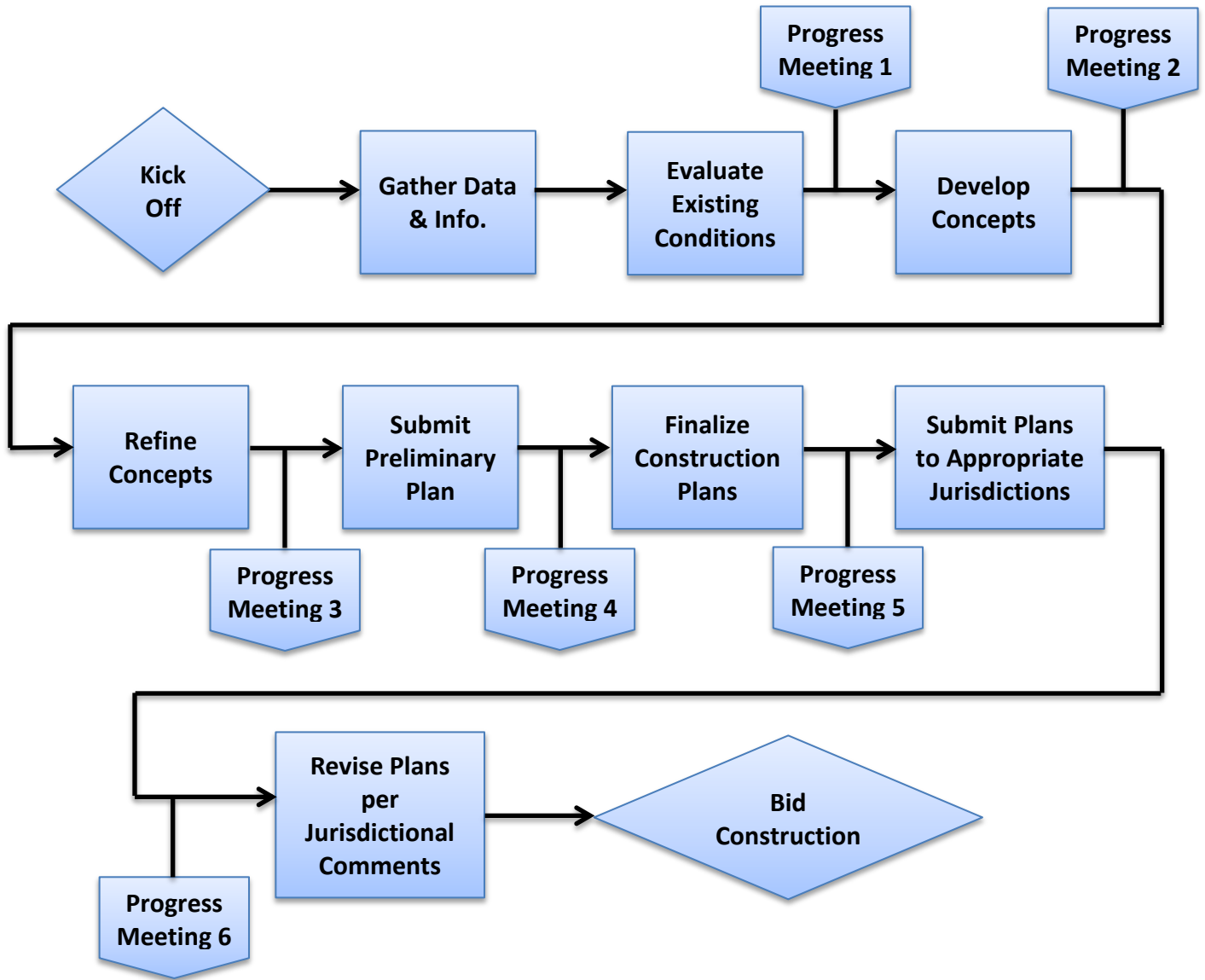
3.1 Scope of Services

The scope of services consists of the following tasks:

1. **Kick-off meeting and project area visit:** Conduct a kick-off meeting in which we will discuss the project approach, scope of work, schedule, deliverables, and immediate steps. The kick-off meeting will be followed by a site visit.
2. **Data and information gathering:** Evaluate existing GDOT and Oconee County documents. Evaluate plans for proposed elementary school. Collect sufficient tube counts; turn movement studies, etc. to properly evaluate existing conditions if necessary.
3. **Summaries of Existing Conditions:** Analyze existing traffic and stormwater operations. Assess future conditions in relation to the proposed school. The assessment of future traffic conditions will be based on the proposed school and the background growth within the area. Prepare summaries of the results.
4. **Develop Concepts:** Develop potential improvements and perform an evaluation based on traffic and stormwater needs. Summarize the results of the evaluation. Concepts shall be in compliance

with all of Oconee County's incorporated Standards. (GDOT, UDC, ITE, MUTCD, Georgia Stormwater Management Manual, NPDES, etc.)

5. **Refinement, Concepts, and Costs:** Refine the potential improvements based on stakeholder input. Prepare conceptual layouts and construction cost estimates. All construction cost estimates associated with the proposed GA. Hwy 53 right-of-way improvements shall be kept separate from that of the County right-of-way improvements. Evaluate the refined improvements and summarize results.
6. **Preliminary Plan:** Finalize concepts and costs, and prepare a Preliminary Site plan. The Preliminary Site Plan will be reviewed by Oconee County before moving forward with the construction plans.
7. **Construction Plans and Documents:** Upon approval of Preliminary Site Plan, finalize construction plans, and submit a full set to Oconee County for review. Consultants should also submit all right-of-way plats and hydrology studies.
8. **Coordinate with Appropriate Jurisdictions:** Upon County approval of the construction plans, the consultant will submit to and coordinate with appropriate agencies (GDOT, EPD). This may include coordination with utility companies.
9. **Plan Revisions per Jurisdictional Comments:** Consultant shall report all comments from regulatory agencies to Oconee County. Upon County approval, the consultant will revise and resubmit plans. Revisions should be accounted for in the total design cost. The finalized deliverables will be presented to the County upon approval of all regulatory agencies.
10. **Bid Construction:** The bid for the construction of the right-of-way improvements will be based on the submitted and approved construction plans. Oconee County may request the consultant's assistance on design clarification during the bidding process.
11. The attached flow chart summarizes the project approach. Progress meetings will be required but, what is shown on the flow chart is a general layout. The amount of progress meetings and when they occur are subject to change.



3.2 Roles and Responsibilities

Owner: The Owner will collaborate and cooperate with the Consultant and will fulfill its responsibilities in a timely manner to facilitate the Consultant's timely and efficient performance of services. Owner responsibilities include:

- Conduct a mandatory pre-submittal meeting.
- "Kick-off" meeting and study area visit.
- Review submissions and provide comments to Consultant.
- Provide data and information regarding the Project that will assist the consultant in the Work.
- Fund the Project.
- Assist Consultant in obtaining governmental information as needed.

Section 4: Procurement Process

4.1 Communications and Owner Contacts

The Owner Contact(s) will act as the sole point of contact for this RFQP and shall administer the RFQP process. All communications shall be submitted by email, and shall specifically reference this RFQP. All questions or comments should be directed to the Owner Contact(s) as follows:

Ms. Karen Barnett, CPPB
Purchasing Officer
Oconee County Finance Department
23 North Main Street
Watkinsville, Georgia 30677

Phone: (706) 769-2944
Fax: (706) 310-3574

Email: kbarnett@oconee.ga.us

Any explanation desired by a potential Respondent regarding the meaning or interpretation of the RFQP or associated attachments must be requested five (5) days prior to the opening, unless otherwise specified.

No oral communications from the Owner Contact(s) or other individual is binding. With the exception of the Owner Contact(s), no contact with Owner staff, board members or any public official concerning the Project during the procurement process is allowed. Violation of this provision may result in disqualification of Respondent.

The Owner's Contact(s) may designate alternate contacts, such as Owner's Representative or other

County staff, in order to address specific inquiries.

4.2 Procurement Schedule

The current procurement schedule is as follows and is subject to change at any time:

Issue RFQP	March 9, 2017
Mandatory Pre-Submittal Meeting	March 23, 2017; 10 AM
Questions Deadline	March 27, 2017; 10 AM
Submit SoQP	March 30, 2017; 10 AM
Interviews (If required)	March 31, 2017
SoQP evaluation / selection	April 3, 2017
Award Consultant Contract	April 4, 2017

4.3 Mandatory Pre-Submittal Meeting

A **MANDATORY** pre-submittal meeting will be held at **10:00 AM on Thursday, March 23, 2017** in Room B102 at the Government Annex, 1291 Greensboro Highway, Watkinsville, Georgia 30677. All interested parties are required to attend. The purpose of this meeting is to allow potential Respondents an opportunity to present questions to staff and obtain clarification of the requirements of the proposal document. Because Oconee County considers such a meeting to be critical to understanding the proposal requirements, attendance at the pre-submittal meeting is mandatory to qualify as a Respondent. Minutes of the meeting will be published as an addendum and posted on the Oconee County Website.

Section 5: SoQP Submission Requirements

5.1 Submittal Place and Deadline

Four paper documents (one original and three copies), and 1 digital version of the SoQP (in PDF format on memory stick), must be mailed or hand-delivered with a cost proposal submitted in a separate sealed envelope no later than **March 30, 2017 at 10:00 AM local time**, addressed to:

Ms. Karen Barnett, CPPB
Purchasing Officer
23 North Main Street
Suite 206,
Watkinsville, Georgia 30677

Qualification Statements forwarded by facsimile or e-mail will not be accepted.

The County may choose not to accept a submittal of a Respondent who is in default on the payment of taxes, licenses or other monies due to the County.

Each Respondent assumes full responsibility for timely delivery of its SoQP at the required location. Any SoQP received after the submittal deadline will be deemed non-responsive and returned. **The delivered package containing the SOQP documents must display “SoQP Enclosed – Design of Proposed Osborne Road Elementary School Right-of-Way Improvements” on the outside.**

The Respondent shall furnish and sign all information required by the RFQP Documents. The person signing the documents must initial erasures or other changes. An authorized agent of the company must sign documents.

Attach a sealed cost proposal inside the back cover page of the SoQP with the Project Name and “Cost Proposal” clearly marked on the outside of the envelope.

5.2 Submission Content

The content requirements set forth in this RFQP represent the minimum content requirements for the SoQP. It is the Respondent’s responsibility to include information in its SoQP to present all relevant qualifications and other materials. The SoQP, however, should not contain standard marketing or other general materials. It is the Respondent’s responsibility to modify such materials so that only directly relevant information is included in the SoQP.

The SoQP must include the following information in the order listed:

- Transmittal Letter
- Part 1 – Executive Summary
- Part 2A – Consultant Profile
- Part 2B – Project Team
- Part 3 – Experience
- Part 4 – Project Approach
- Part 5 – Project Schedule
- Part 6 – Cost Proposal (Sealed Envelope)
- Appendix A – Resumes
- Appendix B – Required Forms

5.2.1 Transmittal Letter

Respondents must submit a transmittal letter (maximum one page) on the Respondent’s letterhead. It must be signed by a representative of the Respondent who is authorized to sign such material and to commit the Respondent to the obligations contained in the SoQP. The transmittal letter must include the name, address, phone number and e-mail address for the Respondent Contact, and must specify who would be the Consultant’s signatory to any contract documents executed with the Owner. The transmittal letter may include other information deemed relevant by the Respondent.

5.2.2 Part 1 – Executive Summary

The executive summary (maximum one page) must include a concise overview of the key elements of the SOQP and must summarize and refer to information in the SoQP concerning satisfaction of the Preferred Qualifications Requirements.

5.2.3 Part 2A – Consultant Profile and Project Team Qualifications

A complete description of the Consultant team must be provided in Part 2A of the SoQP. Information concerning Key Personnel should be provided in Part 2B of the SoQP. The Consultant Profile should include the following information.

- **General**

Provide general information about the Consultant, such as lines of business and service offerings, locations of home and other offices, number of employees (professional and non-professional), years in business, and evidence of required licenses, certifications and credentials.

- **Project office location**

Identify the proximity of the Consultant's office to the project area and any potential for conflict of interest.

- **Completion of contracts** - Has the Consultant failed to complete any contract, or has any contract been terminated for convenience or due to alleged poor performance or default within the past 10 years? If so, describe the circumstances.

- **Violation of laws** - Has the Consultant been convicted of any criminal conduct or been found in violation of any federal, state, or local statute, regulation, or court order concerning antitrust, public contracting, employment discrimination or prevailing wages within the past 10 years? If so, describe the circumstances.

If any of the above questions are answered in a manner that indicates that any of these unfavorable factors or events are present, it is the Respondent's responsibility to: (1) describe in detail the unfavorable factor or event; and (2) provide sufficient information to demonstrate that the unfavorable factor or event will not adversely impact the Consultant's ability to perform its contractual commitments.

The Respondent must notify the Owner of any changes subsequent to submission of the SOQP and before the selection process is completed (and, in the case of the selected Respondent, before executing the County's Professional Service Agreement).

5.2.4 Part 2B – Project Team and Qualifications

The composition, organization, and management of the Project Team must be described in the subsection as follows:

Consultants:

- Identify any other firms (such as Subconsultants) included on the Project Team and responsibilities during the Project.

Key Personnel

- Identify all Key Personnel (and their firm affiliations) on the Project Team and describe their

specific qualifications and responsibilities with regard to the Project.

- Indicate the commitment of all Key Personnel in terms of an estimated percentage of time during each phase of the Project.
- Provide resumes for all Key Personnel in Appendix A (Resumes). Resumes must be limited to **two** pages per individual and include:
 - Academic and professional qualifications
 - Professional registrations (as applicable)
 - Experience as it relates to the Project and to the individual's specified role on the Project.

5.2.5 Part 3 – Experience and Capabilities

The SoQP must describe the performance history and experience of the Firm and Project Team on similar projects. The Respondent shall submit descriptions of reference projects to demonstrate relevant experience. Provide a discussion on how the cumulative relevance of the referenced projects should lead the Owner to conclude that the Consultant has previous experience similar to all of the elements of the Project. The Consultant's experience and capabilities should include the following:

Experience-

- Previous relevant experience of Respondent (numbers of projects, sizes of projects)
- Previous relevant experience of Key Personnel
- Relevant past work of prospective firm and proposed sub-consultant(s)

Capabilities-

- The demonstrated ability to meet Owner's vision, scope, budget and schedule on previous projects
- Respondent's apparent resources and capacity to meet the needs of this project
- Past performance of firm and its proposed consultant(s)

5.2.6 Part 4 – Project Understanding and Approach

Describe your team's understanding of the Project and a discussion of how that understanding should allow the Owner to conclude that the Consultant team is knowledgeable of this type of Project.

5.2.7 Part 5 – Project Schedule

Provide a project schedule for the scope of work presented in the RFQP.

5.2.8 Part 6 – Cost Proposal

Provide a firm cost estimate for the scope of work presented in the RFQP. Provide a description of how the Consultant team expects to be compensated (hourly with estimated maximum, lump sum, etc.)

Section 6: SoQP Evaluation and Selection

6.1 General

The SoQPs will be reviewed and evaluated by the Owner's selection committee according to the requirements and criteria outlined in this Section. During the SoQP evaluation process, written questions or requests for clarifications may be submitted to one or more Respondents regarding its SoQP or related matters. Also, the Owner may require that one or more of the Respondents participate in an interview.

6.2 Responsiveness

Each SoQP will be reviewed to determine whether it is responsive to the RFQP. Failure to comply with the requirements of this RFQP may result in rejection of the SoQP as non-responsive. At its sole discretion, however, the selection committee may waive technicalities and informalities, and may request clarification or additional information to address any questions that may arise in regard to whether an SoQP is responsive.

6.3 Preferred Qualification Requirements

Each responsive SoQP will be reviewed to determine whether it meets the Preferred Qualification Requirements outlined in this subsection and whether the Respondent is responsive. The SoQP shall demonstrate the following:

- **Project Understanding** -The Consultant should demonstrate excellent understanding of the Scope of Services to allow the Owner to conclude that the Consultant team can effectively address the Owner's expectations.
- **Project Approach** - The Consultant team should demonstrate their capacity to creatively develop and implement a Project approach that will accomplish the Owner's objectives within the budgetary and scheduling constraints derived from the understanding of the Project by the Consultant Team.

6.4 Evaluation Criteria

The selection committee will evaluate and rank the responsive SOQPs that satisfy the Preferred Qualification Requirements by applying the weighted comparative evaluation criteria set forth below.

Criteria Description	Value
Team and Qualifications	10
Experience	25
Capabilities	25
Project Understanding and Approach	20
Project Schedule	10
Cost Proposal	10

6.5 Selection

After the evaluation process is complete, the top- ranked Respondent will be either selected for contract award on the basis of the Consultant Contract or offered the opportunity to negotiate the final terms of the Consultant Contract. If the Owner determines that the top-ranked Respondent's proposed final terms of the Consultant Contract are not advantageous to the Owner, the Owner may choose to either select or negotiate with the next-ranked Respondent.

Section 7: Conditions for Respondents

7.1 Conflict of Interest

Identify any persons known to the Respondent who would be obligated to disqualify themselves from participation in any transaction from or in connection with the Project pursuant to Georgia general statutes regarding State and Local Government conflicts of interests.

7.2 Proprietary Information

All materials submitted to the Owner become public property and are subject to the Georgia Open Records Act (O.C.G.A. § 50-18-90 et seq.) If the SoQP contains proprietary information that the Respondent does not want disclosed, each page containing such information must be identified and marked "PROPRIETARY" at the time of submittal. The Owner will, to the extent provided by law, endeavor to protect such information from disclosure. Failure to identify proprietary information will result in all unmarked sections being deemed non-proprietary and available upon public request. Respondents shall not be permitted to mark entire SoQP as proprietary.

7.3 Rights of the Owner

In connection with this procurement process, including the receipt and evaluation of SoQPs and award of the Consultant Contract, the Owner reserves to itself (at its sole discretion) all rights available to it under applicable law, including without limitation, with or without cause, and with or without notice, the right to:

- Cancel, withdraw, postpone, or extend this RFQP, in whole or in part, at any time prior to the execution of the Consultant Contract, without incurring any obligations or liabilities.
- Reject all proposals or any proposal that is nonresponsive or not responsible and to waive technicalities and informalities.
- Suspend and terminate the procurement process or terminate evaluations of SoQPs received.
- Permit corrections to data submitted with any SoQP.
- Hold meetings and interviews, and conduct discussions and correspondence, with one or more of the Respondents to seek an improved understanding of any information contained in an SoQP.
- Seek or obtain, from any source, data that has the potential to improve the understanding and evaluation of the SoQPs.
- Conduct an independent investigation of any information, including prior experience, included in

an SoQP by contacting project references, accessing public information, contacting independent parties, or any other means.

7.4 Addenda

If any revisions to the RFQP or procurement process become necessary or desirable, the Owner may issue written addenda. **The Owner will not transmit addenda to potential Respondents.**

The Owner will post all addenda on the Owner Project website at the following address:

<https://vrapp.vendorregistry.com/Bids/View/BidsList?BuyerId=1def60c9-84e7-4661-be40-b4c46b28eeb1>

It is the Respondent's responsibility to obtain all addenda prior to submitting its SoQP.

7.5 Mandatory Forms

Oconee County may make any investigations deemed necessary to determine Bidder's ability to perform the Work, and Bidder shall furnish all information and data requested by the County. The County reserves the right to reject any bid from any Bidder that the County considers not properly qualified to carry out Agreement obligations or able to satisfactorily complete the Work on schedule. Each Bid Submittal shall contain the following documents in completed form (County forms must be used without substitution unless otherwise stated):

Respondent's Check List, to include:

- Addenda Acknowledgement Form, if Applicable
- Respondent's Information Form
- Local Business Initiative Affidavit
- Execution of Proposal
- Non-Collusion Affidavit –By submitting a response, the Respondent represents and warrants that such proposal is genuine and not a sham or collusive or made in the interest or in behalf of any person not therein named and that the Respondent has not directly or indirectly induced or solicited any other contractors to put in a sham proposal, or any other person, firm or corporation to refrain from submitting and that the contractor has not in any manner sought by collusion to secure to that contractor any advantage over any other contractor.

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

- Drug-Free Workplace Affidavit

- Georgia Security and Immigration Security Compliance Act Affidavit (sometimes referred to as the Contractor or E-Verify Affidavit)- All Bidders Shall Submit a Contractor/E-Verify Affidavit - Contractors doing business with the government shall provide a contractor affidavit with their bid or proposal or it shall be deemed non-responsive.
- Copy of Current Certificate of Insurance – Bidder must include a copy of their company's current Certificate of Insurance that illustrates the level of coverage the Bidder carries. The Certificate can be a current file copy and does not need to include any “additional insured” language for the County.

SEE ATTACHMENT “A” FOR MANDATORY FORMS

7.6 Required Documents After Award

- Occupational Tax License - Applicant shall provide evidence of a valid Oconee County occupation tax license if the applicant maintains an office within the unincorporated area of Oconee County. Incorporated, out of County, and out of State applicants are required to provide evidence of a license to do business in any town, ordinance, or resolution.
- Certificate of Insurance - Contractor shall have insurance provider email a Certificate of Insurance that illustrates the level of coverage the applicant carries. The Certificate needs to include an “additional insured” language for the County.

SEE EXHIBIT “A” FOR OCONEE COUNTY INSURANCE REQUIREMENTS.

- Subcontractor affidavits - The contractor must obtain affidavits from their subcontractors swearing that the subcontractor is registered for and participates in the E-Verify program. The affidavits must be provided to Oconee County within five business days of the subcontractor being hired to work on the Oconee County project.
- W-9

7.7 Georgia Security and Immigration Compliance Act

Consultants submitting a proposal in response to this RFQP must provide the following information in the submittal to indicate compliance with the Georgia Security and Immigration Compliance Act. The form is provided for completion.

- A statement that indicates the Consultant will conduct itself in compliance with O.C.G.A. §13-10-91 and Rule 300-10-.02 in the execution of the contract.

By completing the affidavit that is provided with this solicitation, the Consultant is attesting to the following:

- The affiant has registered with and is authorized to use the federal work authorization program;
- The user identification number and date of authorization for the affiant;

- The affiant is using and will continue to use the federal work authorization program throughout the contract period;
- Any employee, Consultant, or Subconsultant of such Consultant shall also be required to satisfy the requirements set forth in this paragraph; and

Upon contracting with a new Subconsultant, a Consultant shall notify Oconee County and shall deliver a completed Subcontractor Affidavit to Oconee County within five (5) working days of entering into a contract or agreement of hire with the Subcontractor before beginning work.

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

7.8 Exemption from Taxes

The Consultant shall not charge the County for Georgia State Sales or Use Taxes or Federal Excise Tax on the finished goods or services provided under the Agreement. Nothing in this section shall prohibit the Consultant from including its own sales tax expense in connection with the Agreement in its Agreement price.

7.9 Equal Employment Opportunity Clause (Incorporated by Reference)

"The Equal Employment Opportunity Clause required under Executive Order 11246, the affirmative action commitment for disabled veterans and veterans of the Vietnam era, set forth in 41 CFR 60-250.4, the affirmative action clause for handicapped workers, set forth in 41 CFR 60-741.4, and the related regulations of the Secretary of Labor, 41 CFR Chapter 60, are incorporated by reference in this RFQP. By submitting SoQP, vendor certifies that it complies with the authorities cited above and that it does not maintain segregated facilities or permit its employees to perform services at locations where segregated facilities are maintained, as required by 41 CFR 60-1.8."

(End of RFQP Documents)



Oconee County Board of Commissioners

ATTACHMENTS

- A. Respondent's Checklist & Required Forms**
- B. Existing and Proposed Conditions for School Site**



Oconee County Board of Commissioners

ATTACHMENTS

A. Respondent's Checklist & Required Forms



RFQP #FY1703-16

**Design of Proposed Osborne Road Elementary School Right-of-Way
Improvements
RESPONDENT'S CHECKLIST**

Company Name: _____

ITEM DESCRIPTION

Offeror's Checklist

1. Required Forms:

- Addenda Acknowledgement Form
- Respondent's Information Form
- Local Business Initiative Affidavit
- Execution of Proposal
- Respondent's Certification and Non-Collusion Affidavit
- Drug-Free Workplace Affidavit
- Georgia's Security and Immigration Compliance Act Affidavit
 - Contractor Affidavit
 - Subcontractor Affidavit (if applicable)
- Copy of Current Certificate of Insurance

2. Required Information per Section 5.0:

- Transmittal Letter
- Part 1 – Executive Summary
- Part 2A – Consultant Profile
- Part 2B – Project Team
- Part 3 – Experience
- Part 4 – Project Approach
- Part 5 – Project Schedule
- Part 6 – Cost Proposal (Sealed Envelope)
- Appendix A – Resumes

Authorized Signature

Title

Print Name

Date

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



RFQP #FY1703-16

**Design of Proposed Osborne Road Elementary School Right-of-Way
Improvements
Addenda Acknowledgement**

The Respondent has examined and carefully studied the Request Qualifications and Proposal and the following Addenda, receipt of all of which is hereby acknowledged:

Addendum No./Date _____

Addendum No./Date _____

Addendum No./Date _____

Addendum No./Date _____

Authorized Representative (Signature)

Date

Authorized Representative Name/Title
(Print or Type)

Email

Respondents must acknowledge any issued addenda. Proposals which fail to acknowledge the Contractor's receipt of any addendum may result in the rejection of the proposal if the addendum contains information that substantively changes the Owner's requirements.

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



RFQP #FY1703-16

**Design of Proposed Osborne Road Elementary School Right-of-Way
Improvements**

1. Legal Business Name _____

2. Physical Address _____

3. Billing Address _____

4. Type of Business: _____ County Business is Located: _____

5. Name & Title of Authorized Signer: _____

6. Primary Contact for RFQP _____

7. Phone _____ Cell _____

8. E-mail _____ Company Website _____

9. Has your company ever been debarred from doing business with any federal, state or local agency?

Yes _____ No _____ If Yes, please state the agency name, dates and reason for debarment.

THIS PAGE MUST BE COMPLETED AND SUBMITTED WITH PROPOSAL



RFQP #FY1703-16

Design of Proposed Osborne Road Elementary School Right-of-Way Improvements

*Legal Name of Business: _____

1. Mailing Address:

Physical Address: (if different)

2. Year business was established in Oconee County: _____

3. Occupational Tax License number issued and County/City where issued: _____

4. Business Type (circle one): Corporation Partnership Sole Proprietorship

5. Does your business have more than one office in Oconee County? Yes No

If yes, specify the location(s): _____

6. Is your business' principal base of operations in Oconee County? Yes No

7. Does your business have any locations outside of Oconee County? Yes No

If yes, specify the locations(s): _____

8. Bank (branch in Oconee County): _____

CERTIFICATION: I hereby certify under penalty of perjury that the information, which I have provided, on this form is true, and correct, that I am authorized to sign on behalf of the business set out above, and if requested by the County will provide, within 10 days of notice, the necessary documents to substantiate the information provided on this form.

Attest: _____

*Authorized Signature: _____

Sworn to and subscribed before me this _____

*Print Name: _____

day of _____, 20_____

*Title: _____

Commission Expires: _____

(Seal)

*Non-Local Business _____
(Check Here)

Mandatory Document – Complete all areas above and return with your proposal. If your business is NOT local, please complete only those areas marked with an asterisk ()*



RFQP #FY1703-16

**Design of Proposed Osborne Road Elementary School Right-of-Way
Improvements
Execution of Proposal**

DATE: _____

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

___ That this proposal was signed by an authorized representative of the firm.

___ That the potential Contractor has determined the cost and availability of all materials and supplies associated with performing the services outlined herein.

___ That all labor costs associated with this project have been determined, including all direct and indirect costs.

___ That the potential Contractor agrees to the conditions as set forth in this Request for Proposal with no exceptions.

Therefore, in compliance with the foregoing **Request for Qualifications and Proposal**, and subject to all terms and conditions thereof, the undersigned offers and agrees, if this proposal is accepted within ninety (90) days from the date of the opening, to furnish the services for the prices quoted within the time frame required.

(Typed or Printed) **Business Name**

Authorized Signature

Date

(Typed or Printed) **Name & Title**

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



RFQP #FY1703-16

Design of Proposed Osborne Road Elementary School Right-of-Way Improvements

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

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

I certify that there has been no contact or communication by the Contractor or the Contractor’s associates with any County staff, or elected officials since the date this **RFQP #FY1703-16 Design of Proposed Osborne Road Elementary School Right-of-Way Improvements** was issued except: 1) through the Purchasing Office 2) at the Pre-Conference Meeting (if applicable) or 3) as provided by existing work agreement(s). **The County reserves the right to reject the SoQP submitted by any Contractor violating this provision.**

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

COMPANY NAME: _____

Authorized Representative (Signature)

Date

Authorized Representative Name/Title
(Print or Type)

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



RFQP #FY1703-16

**Design of Proposed Osborne Road Elementary School Right-of-Way
Improvements
Drug-Free Workplace**

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

Whose address is:

And it is also that:

1. The provisions of Section § 50.24.1 through § 50.24.6 of the Official Code of Georgia Annotated, relating to the "Drug Free Workplace Act" have been complied with in full; and,
2. A drug free workplace will be provided for the CONTRACTOR'S employees during the performance of the contract; and,
3. Each subcontractor hired by the CONTRACTOR shall be required to ensure that the subcontractor's employees are provided a drug free workplace. The CONTRACTOR shall secure from that subcontractor the following written certification: "As part of the subcontracting Agreement with _____,

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

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

Date

Signature

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



RFQP #FY1703-16

**Design of Proposed Osborne Road Elementary
School Right-of-Way Improvements**

Georgia Security & Immigration Compliance (GSIC) Act Affidavit

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

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

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

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

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

PLEASE COMPLETE THE ATTACHED AFFIDAVIT AND RETURN IT TO:

Karen T. Barnett, CPPB
Oconee County Purchasing Officer
23 N. Main Street, Suite 206
Watkinsville, GA 30677
Fax: (706) 310-3574
Email: kbarnett@oconee.ga.us



RFQP #FY1703-16

**Design of Proposed Osborne Road Elementary School Right-of-Way Improvements
Immigration and Security Form
Georgia Security & Immigration Compliance (GSIC) Act Affidavit**

Contractor's Name:	
County Solicitation Number	RFP#FY1703-16

CONTRACTOR AFFIDAVIT

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

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

EEV / E-Verify TM Company Identification Number

BY: Authorized Officer or Agent
(Contractor Name)

Date

Title of Authorized Officer or Agent of Contractor

Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS
THE _____ DAY OF _____ 20____

[NOTARY SEAL]

Notary Public

My Commission Expires:

*any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603



RFQP #FY1703-16

**Design of Proposed Osborne Road Elementary School Right-of-Way
Improvements**

Immigration and Security Form

Georgia Security & Immigration Compliance (GSIC) Act Affidavit

Contractor's Name:	
Subcontractor's (Your) Name:	
County Solicitation Number:	RFP#FY1703-16

SUBCONTRACTOR AFFIDAVIT

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

EEV / E-Verify TM Company Identification Number

BY: Authorized Officer or Agent
(Subcontractor Name)

Date

Title of Authorized Officer or Agent of Subcontractor

Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS
THE _____ DAY OF _____ 20____

[NOTARY SEAL]

Notary Public

My Commission Expires:

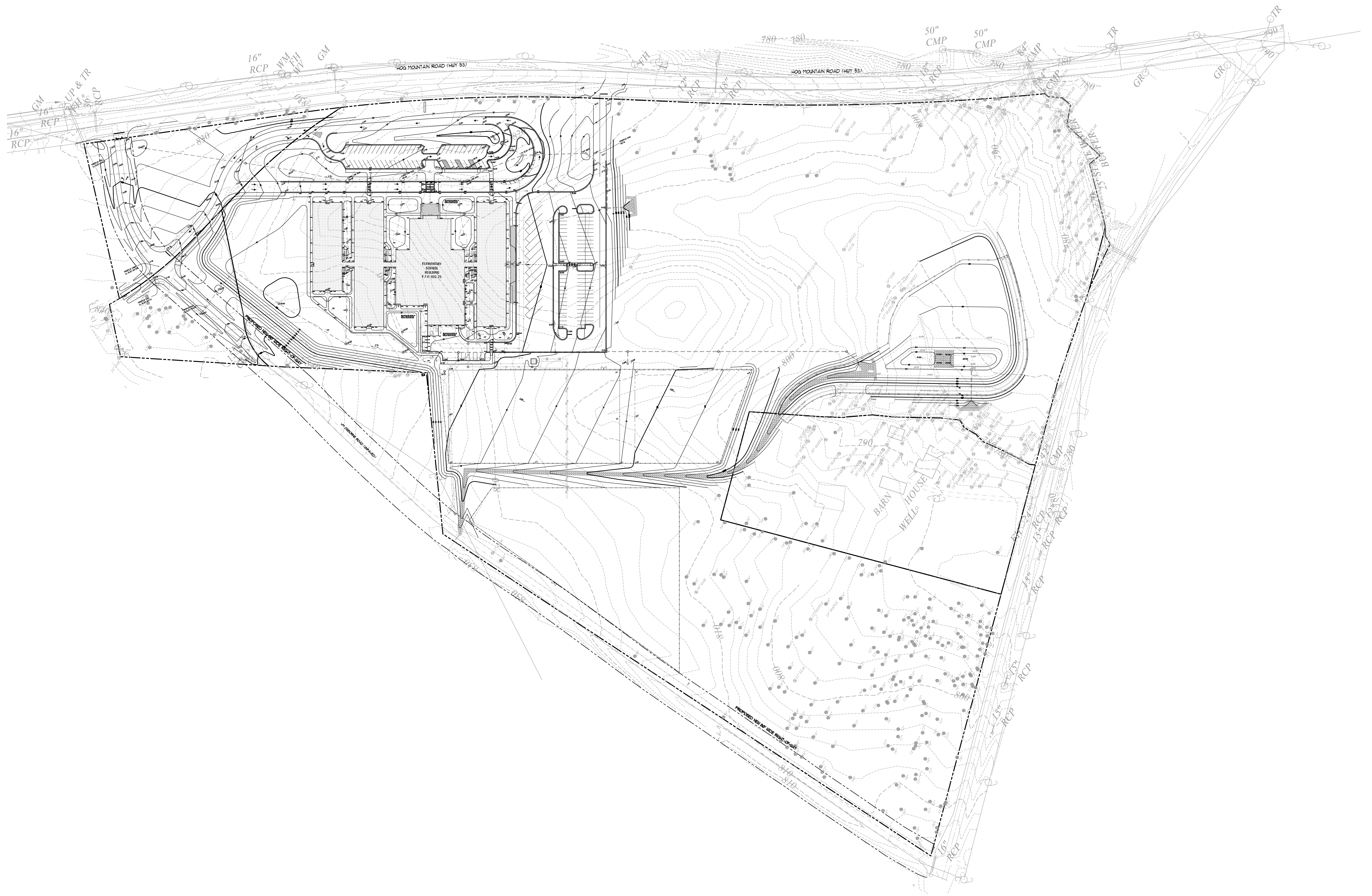
*any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603



Oconee County Board of Commissioners

ATTACHMENTS

B. Existing and Proposed Conditions for School Site



BASELINE SURVEYING & ENGINEERING, INC.

P.O. BOX 269
 WATKINSVILLE, GA 30677
 WWW.BASELINEGA.COM
 PHONE: 706-769-6610

CERTIFY TO:
 TOM LITTLE
 224th GEORGIA MILITIA DISTRICT
 OCONEE COUNTY
 PHYSICAL ADDRESS:
 7921 HOG MOUNTAIN ROAD
 STATHAM, GEORGIA 30666

REVISIONS	DATE

DATE
 11/15/16

PROJECT
 16-774S

BOUNDARY & TOPOGRAPHIC SURVEY

SHEET
 1 OF 1

EXPIRES 12-31-2016

NEW ELEMENTARY SCHOOL #7
 7921 HOG MOUNTAIN ROAD
 STATHAM, GEORGIA 30666

EDITION
 BIDDING

PROJECT NO.: 216021
 DRAWN BY: BAM
 CHECKED BY: JMT
 APPROVED BY: JMT
 PLOT DATE: 01/30/2017
 ©2017 ALL RIGHTS RESERVED LINDSAY POPE BRAVFIELD CLIFFORD & ASSOCIATES, INC.

TOPOGRAPHIC & BOUNDARY SURVEY

C001



VICINITY MAP
 NOT TO SCALE

PROJECT DATA

- PROFESSIONAL CONTACT: BASELINE SURVEYING & ENGINEERING
 MATTHEW D. ULMER, G.A. RES#3089
 P.O. BOX 269 WATKINSVILLE, GA 30677
 MATT@BASELINEGA.COM
 706-614-1932
- TOTAL PROJECT ACREAGE: 36.52 ACRES
 - TAX PARCEL # A 01 053B, A 01 053C, A 01 053D, A 01 051E
 - NO ATTEMPT WAS MADE TO LOCATE UTILITIES OR IMPROVEMENTS ON OR ADJACENT TO THE SUBJECT PROPERTY EXCEPT AS SHOWN HEREON.
 - THIS SURVEY WAS DONE WITHOUT THE BENEFIT OF A COMPLETE TITLE SEARCH.
 - ZONED A-1
 - THE APPROXIMATE LOCATION OF AN "OLD CEMETERY" WAS SHOWN ON A PLAT FOR CLARE G. MCDONALD DATED AUGUST 20TH, 1991 BY GLENN DOWNS ENGINEER AND SURVEYOR R.L.S. 1746. NO OTHER EVIDENCE OF A CEMETERY WAS FOUND ON THE SUBJECT PROPERTY AT THE TIME OF THE SURVEY. PER ORAL TESTIMONY OF MR. THOMAS CASPER, THE GRAVE WAS RELOCATED OFF OF THE SUBJECT PROPERTY AS SHOWN HEREON.
 - THIS PLAT HAS BEEN PREPARED IN CONFORMITY WITH THE TECHNICAL STANDARDS FOR PROPERTY SURVEYS IN GEORGIA AS SET FORTH IN CHAPTER 180-7 OF THE RULES OF THE GEORGIA BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS AND LAND SURVEYORS AND IN THE GEORGIA PLAT ACT O.C.G.A. SECTIONS 15-6-67, AUTHORITY O.C.G.A. SECTIONS 15-6-67, 43-1-4, 43-1-6, 43-19, 43-15-2.
 - REFERENCE PLAT: PLAT OF SURVEY FOR CLARE G. MCDONALD DATED AUGUST 20, 1991 BY GLENN DOWNS ENGINEER AND SURVEYOR R.L.S. 1746
 - BUILDING SETBACK LINES - OCONEE COUNTY - A-1 ZONING FRONT: 35' FROM CENTER OR 40' FROM R/W OF MAJOR THOROUGHFARE 55' FROM CENTER OR 30' FROM R/W OF MINOR THOROUGHFARE SIDE: 25' REAR: 25'

LINE	BEARING	DISTANCE
L1	S 81°30'15" E	92.95'
L2	S 69°22'34" E	71.03'
L3	S 10°08'22" W	9.50'
L4	S 30°18'39" E	33.26'
L5	S 64°17'50" W	24.85'
L6	S 64°10'25" W	48.64'
L7	S 06°52'35" W	104.98'
L8	N 74°06'59" W	31.55'
L9	S 40°02'16" W	151.49'
L10	S 68°49'37" W	152.40'
L11	N 27°37'07" W	14.69'
L12	N 08°18'54" W	71.20'
L13	N 11°37'11" W	48.22'
L14	N 09°10'00" E	34.79'
L15	N 05°38'16" W	31.45'
L16	N 23°38'11" E	20.63'
L17	N 29°55'07" W	45.12'
L18	N 34°32'58" W	110.51'
L19	N 29°36'54" W	49.90'
L20	N 40°28'03" W	73.17'
L21	N 33°24'57" W	49.77'
L22	N 31°39'26" W	165.67'
L23	N 32°03'59" W	39.45'
L24	N 42°22'40" E	99.44'
L25	N 42°22'40" E	25.82'
L26	N 81°30'15" W	92.95'
L27	N 69°22'34" W	71.03'
L28	S 54°24'14" W	21.76'
L29	S 23°56'05" W	22.28'

CURVE	RADIUS	ARC LENGTH	CHORD LENGTH	CHORD BEARING	DELTA ANGLE
C1	151.83'	136.83'	132.25'	N 27°48'28" E	51°38'12"
C2	1260.17'	205.78'	205.55'	S 76°06'31" E	9°21'23"
C3	3777.44'	595.29'	594.67'	S 37°42'05" E	9°01'45"
C4	3779.58'	605.79'	605.51'	S 36°07'57" E	6°00'20"
C5	3779.58'	205.34'	205.33'	S 40°08'43" E	2°02'08"
C6	151.83'	136.83'	132.25'	S 27°48'28" W	51°38'12"
C7	829.13'	26.92'	26.92'	S 65°53'20" E	1°51'37"
C8	829.13'	191.43'	191.01'	S 73°26'00" E	13°13'44"
C9	3532.74'	126.76'	126.75'	S 81°28'20" E	2°03'21"
C10	1260.17'	205.78'	205.55'	N 76°06'31" W	9°21'23"
C11	3532.74'	126.76'	126.75'	N 81°28'20" W	2°03'21"
C12	829.13'	191.43'	191.01'	N 73°26'00" W	13°13'44"
C13	3777.44'	114.25'	114.25'	S 43°05'00" E	1°43'59"
C14	1620.46'	117.49'	117.46'	S 79°11'55" W	4°09'15"

SYMBOL LEGEND

- CALCULATED POINT
- IRON MARKER FOUND
- 1/2" IRON PIN SET
- CONCRETE MONUMENT
- FENCE
- SEWER LINE
- OVERHEAD POWER
- UNDERGROUND PHONE
- OVERHEAD POWER
- GAS LINE
- PINE TREE (WIDTH LABELED)
- POWER POLE

NO PORTION OF THE SUBJECT PROPERTY LIES WITHIN THE 100 YEAR FLOOD PLAIN AS SHOWN ON FLOOD INSURANCE RATE MAP # 13129C0600D, DATED SEPTEMBER 2, 2009.

MATTHEW D. ULMER
 REGISTERED LAND SURVEYOR #3089

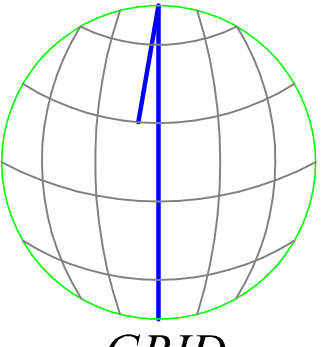
FIELD SURVEY CLOSURE STATEMENT
 THE FIELD DATA UPON WHICH THIS PLAT IS BASED HAS A CLOSE PRECISION OF ONE FOOT IN 235,000 FEET, AND AN ANGULAR ERROR OF 3" PER ANGLE POINT, AND WAS NOT ADJUSTED.
 ALL LINEAR AND ANGULAR MEASUREMENTS WERE OBTAINED USING A TOPCON TOTAL STATION MODEL GPT 3002.
 THE FIELD WORK WAS COMPLETED ON NOVEMBER 10, 2016.

PLAT CLOSURE STATEMENT
 THIS PLAT HAS BEEN CALCULATED FOR CLOSURE, AND IS FOUND TO BE ACCURATE WITHIN ONE FOOT IN 195,000 FEET.

MATTHEW D. ULMER
 GEORGIA REGISTERED LAND SURVEYOR #3089
 P.O. BOX 269
 WATKINSVILLE, GA 30677
 706-614-1932
 THIS PLAT IS NOT VALID OR RECORDABLE UNLESS SAID SURVEYORS SIGNATURE APPEARS IN ORIGINAL BLUE INK OVER THE STAMP.
 IN MY OPINION, THIS PLAT IS A CORRECT REPRESENTATION OF THE LAND PLATTED AND HAS BEEN PREPARED IN CONFORMITY WITH MINIMUM STANDARDS AND REQUIREMENTS OF GEORGIA LAW.

PLAT ABBREVIATIONS

- IPF - IRON PIN FOUND
- OPS - IRON PIN SET
- PT - PAINTED TREE
- FR - FIBER OPTIC RISER
- R/W - RIGHT OF WAY
- C/L - CENTERLINE
- P.O.C. - POINT OF COMMENCEMENT
- P.O.R. - POINT OF BEGINNING
- SSMH - SANITARY SEWER MANHOLE
- WM - WATER METER
- WM - WATER METER
- FH - FIRE HYDRANT
- PP - POWER POLE
- N/F - NOW OR FORMERLY
- DB - DEED BOOK
- PAGE - PAGE
- OHE - OVERHEAD ELECTRIC
- PB - PLAT BOOK
- LL - LAND LIGHT
- GCB - GATE CONTROL BOX
- FES - FENCE
- TR - TELEPHONE RISER
- DWCB - DOUBLE WING CATCH BASIN
- H/W - HEAD WALL
- OC - OUTLET CONTROL STRUCTURE
- JB - JUNCTION BOX
- DR - DRAIN
- TR - TRANSFORMER
- EM - ELECTRIC METER
- EMJ - ELECTRIC MANHOLE
- GEN - GENERATOR
- SC - SANITARY SEWER
- BSL - BUILDING SETBACK LINE
- FIRM - FEDERAL INSURANCE RATE MAP
- SL - SIGNIFICANT OBSERVATION



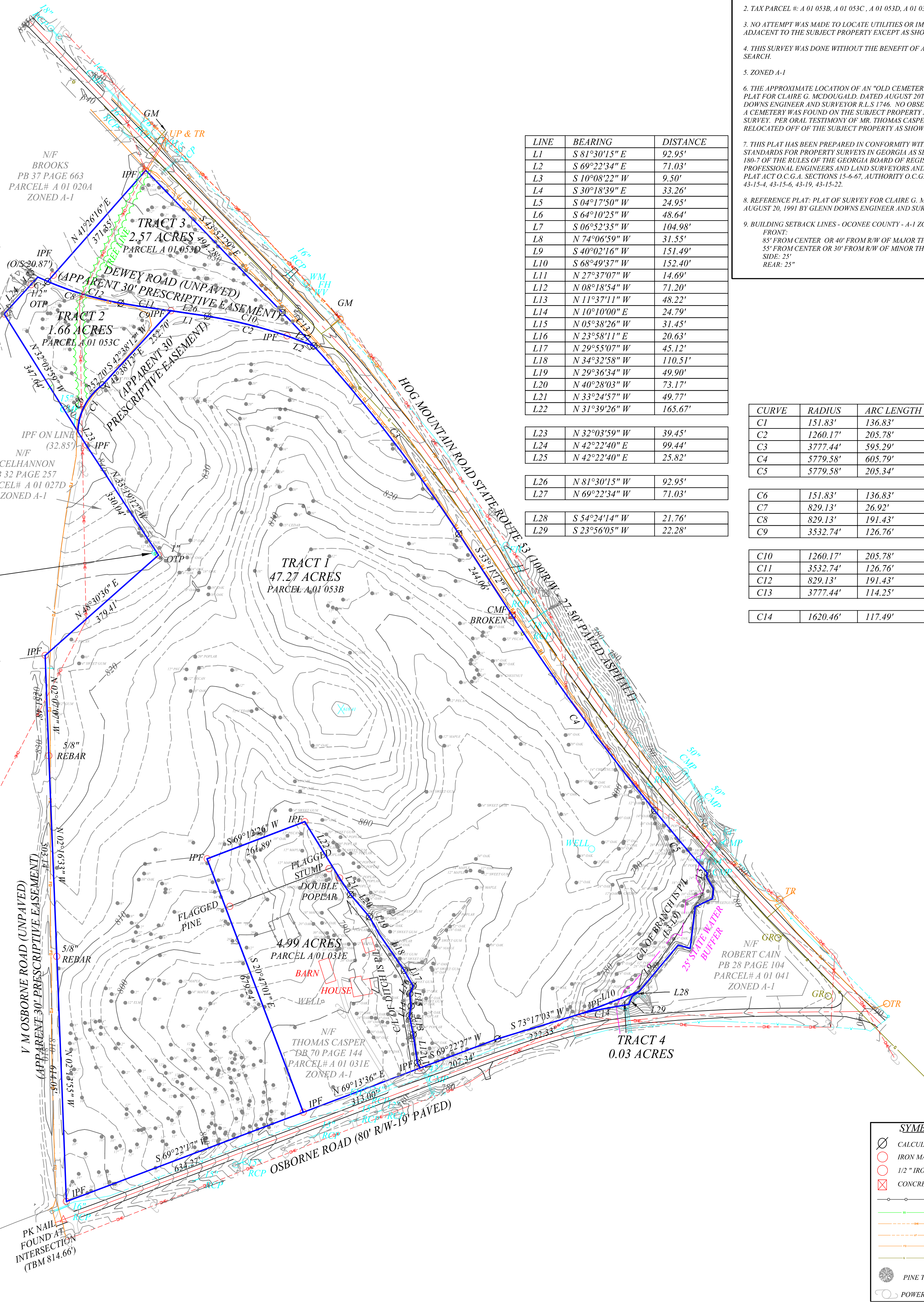
GRAPHIC SCALE
 0' 75' 150' 300' 450'
 1 INCH = 150 FEET

GRID NORTH
 BEARINGS ARE BASED ON NORTH AMERICAN DATUM OF 1983
 GEORGIA STATE PLANS COORDINATE SYSTEM
 PROJECTIONS ZONE 18
 ELEVATION BASED ON NORTH AMERICAN VERTICAL DATUM OF 1988

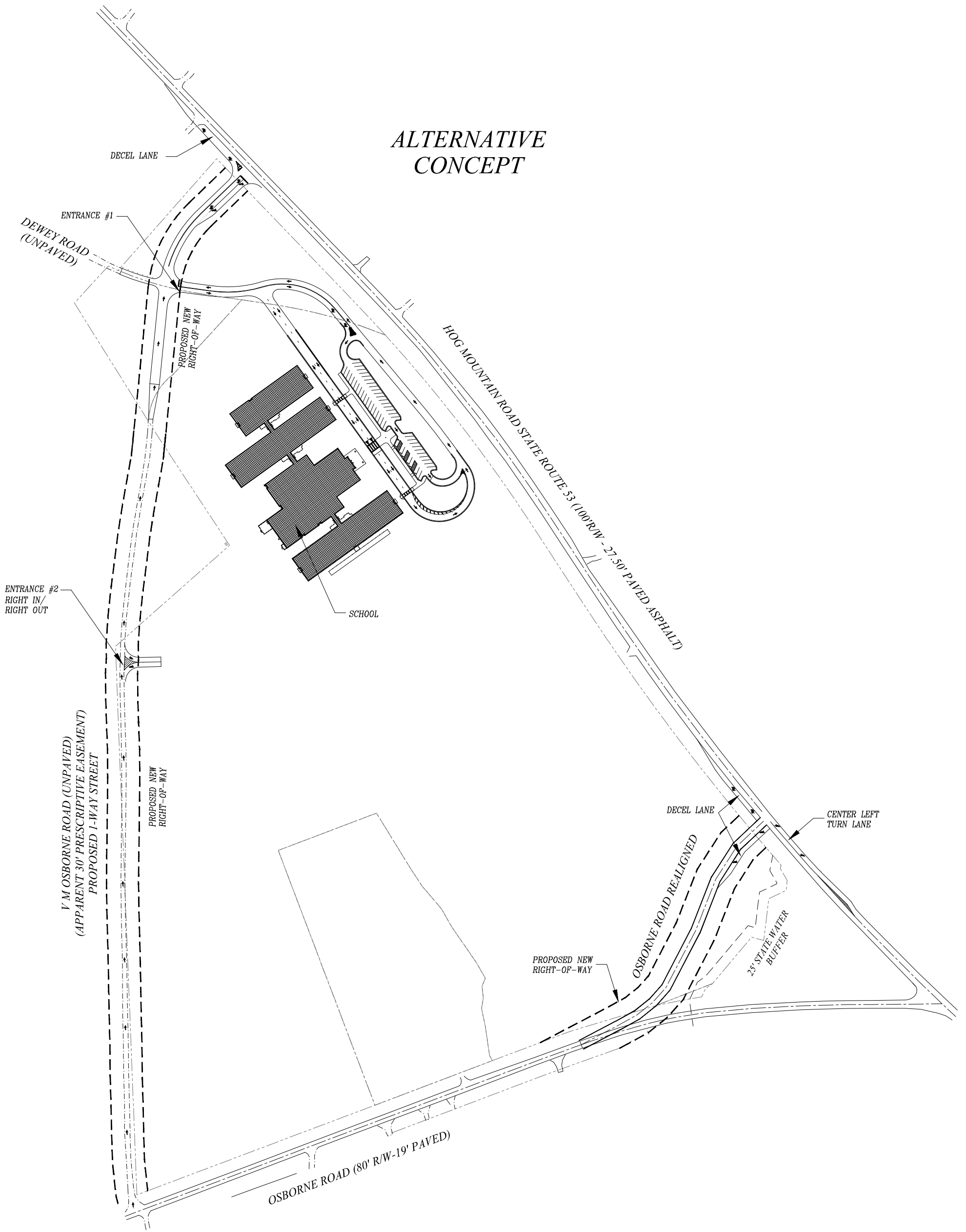
DETAIL AREA (NOT TO SCALE)

GRAVE OF JAMES GREER
 COORDINATES OF HEADSTONE
 N: 1425758.25
 E: 2465917.47
 APPARENT GRAVE

PROPERTY LINE
 3.33'
 4.89'



ALTERNATIVE CONCEPT





Oconee County Board of Commissioners

EXHIBIT

A. Oconee County Insurance Requirements

Exhibit A

Oconee County Insurance Requirements

The following recommended minimum insurance limits apply to vendors doing business with the Oconee County Board of Commissioners. The Standard Insurance Limits are recommended for all procurements of goods and ancillary services. The specific requirements for vendors providing high risk services supersede the Standard Insurance Limits. Coverage types and limits are recommended minimums and should be increased as appropriate based on contract value and potential risks to the County.

To achieve the appropriate coverage levels, a combination of a specific policy written with an umbrella policy covering liabilities above stated limits is acceptable.¹

Important:

All policies shall contain a provision that coverage afforded under the policies shall not be canceled, changed, allowed to lapse, or allowed to expire until thirty (30) calendar days after written notice has been given to the certificate holder on the certificate of insurance. All such coverage shall remain in full force and effect during the initial term of the agreement and any renewal or extension thereof.

All policies must be issued by an insurance company licensed to do business in the State of Georgia, with a minimum AM Best rating of A-, and signed by an authorized agent.

¹ For example: If appropriate limits are \$2 million per occurrence and \$2 million aggregate, acceptable coverage would include a specific policy covering \$1 million per occurrence and \$1 million aggregate written with an umbrella policy for an additional \$1 million.

-
- Certificate Holder should read:
Oconee County Board of Commissioners
23 North Main Street
Watkinsville, Georgia 30677
 - Certificates of Insurance, and any subsequent renewals, must reference specific bid/contract by projected name and project/bid number.
 - Contractor shall incorporate a copy of the insurance requirements as herein provided in each and every subcontract with each and every Subcontractor in any tier, and shall require each and every Subcontractor of any tier to comply with all such requirements. Contractor agrees that if for any reason Subcontractor fails to procure and maintain insurance as required, all such required Insurance shall be procured and maintained by Contractor at Contractor's expense.
 - No Contractor or Subcontractor shall commence any work of any kind under this Contract until all insurance requirements contained in this Contract have been complied with and until evidence of such compliance satisfactory to Oconee County as to form and content has been filed with Oconee County.

Exhibit A

- Compliance by the Contractor and all subcontractors with the foregoing requirements as to carrying insurance shall not relieve the Contractor and all Subcontractors of their liability provisions of the Contract.
- The Contractor and all Subcontractors are to comply with the Occupational Safety and Health Act of 1970, Public Law 91-956, and any other laws that may apply to this Contract.
- The Contractor shall at a minimum apply risk management practices accepted by the contractors' industry.

A. STANDARD INSURANCE LIMITS FOR GOODS AND ANCILLARY SERVICES

Workers Compensation (WC):	Statutory Limits – required in all contracts
Bodily injury by Accident – each employee	\$ 100,000
Bodily injury by Disease – each employee	\$ 100,000
Bodily Injury by Disease – policy limit	\$ 500,000
Commercial General Liability (CGL):	
Each Occurrence Limit	\$ 1,000,000
Personal & Advertising Injury Limit	\$ 1,000,000
General Aggregate Limit	\$ 2,000,000
Products/Completed Ops. Aggregate Limit	\$ 2,000,000
Automobile Liability	
Combined Single Limit	\$ 1,000,000

B. HIGH RISK INSURANCE LIMITS

1. Ambulance Service:

Workers Compensation (WC):	Required for all Contracts
	NO EXEMPTIONS

Commercial General Liability (CGL):

Exhibit A

Each Occurrence Limit	\$ 1,000,000
Personal & Advertising Injury Limit	\$ 1,000,000
General Aggregate Limit	\$ 2,000,000
Products/Completed Ops. Aggregate Limit	\$ 2,000,000

Automobile Liability

Combined Single Limit	\$ 3,000,000
Professional liability	\$ 3,000,000

Additional Insured: The vendor shall add the "Oconee County Board of Commissioners, its officers, employees and agents" as an additional insured under the commercial general, automobile, and professional liability policies.

2. Asbestos Abatement:

Workers Compensation (WC): **Required for all Contracts**
NO EXEMPTIONS

Commercial General Liability (CGL):

Each Occurrence Limit	\$ 1,000,000
Personal & Advertising Injury Limit	\$ 1,000,000
General Aggregate Limit	\$ 2,000,000
Products/Completed Ops. Aggregate Limit	\$ 2,000,000

Automobile Liability

Combined Single Limit	\$ 1,000,000
-----------------------	--------------

Contractor's Pollution Liability (with 1 year extended reporting period)

Each Occurrence	\$ 3,000,000
-----------------	--------------

Additional Insured: The vendor shall add the "Oconee County Board of Commissioners, its officers, employees and agents" as an additional insured under the commercial general, automobile, and contractor's pollution liability policies.

Exhibit A

3. **Building Remodeling and Construction:** This includes all aspects of building work, including, but not limited to, ducts, electrical, HVAC, painting, plumbing, roofing, etc.

Workers Compensation (WC):	Required for all Contracts
	NO EXEMPTIONS
Commercial General Liability (CGL):	
Each Occurrence Limit	\$ 1,000,000
Personal & Advertising Injury Limit	\$ 1,000,000
General Aggregate Limit	\$ 2,000,000 (per project)
Products/Completed Ops. Aggregate Limit	\$ 2,000,000
Automobile Liability	
Combined Single Limit	\$ 1,000,000
Property Coverage or Builders Risk Policy	Equal to or greater than the existing building limit if performing renovations.

If hazardous substances are involved:

Contractor's Pollution Liability (with 1 year extended reporting period)

Each Occurrence	\$ 1,000,000
Aggregate	\$ 2,000,000

Other specific coverage requirements / levels may exist depending on project size, scope, and type.

Additional Insured: The vendor shall add the "Oconee County Board of Commissioners, its officers, employees and agents" as an additional insured under the commercial general, automobile, and contractor's pollution liability policies.

4. **Consulting Services:**

Workers Compensation (WC):	Required for all Contracts
	NO EXEMPTIONS

Exhibit A

6. **Elevator Maintenance** (includes all passenger and freight elevators):

Workers Compensation (WC):	Required for all Contracts
	NO EXEMPTIONS
Commercial General Liability (CGL):	
Each Occurrence Limit	\$ 1,000,000
Personal & Advertising Injury Limit	\$ 1,000,000
General Aggregate Limit	\$ 2,000,000
Products/Completed Ops. Aggregate Limit	\$ 2,000,000
Automobile Liability	
Combined Single Limit	\$ 1,000,000

Additional Insured: The vendor shall add the "Oconee County Board of Commissioners, its officers, employees and agents" as an additional insured under the commercial general and automobile liability policies.

7. **Food Service:**

Workers Compensation (WC):	Required for all Contracts
	NO EXEMPTIONS
Commercial General Liability (CGL):	
Each Occurrence Limit	\$ 1,000,000
Personal & Advertising Injury Limit	\$ 1,000,000
General Aggregate Limit	\$ 2,000,000
Products/Completed Ops. Aggregate Limit	\$ 2,000,000
Liquor Liability (When applicable)	\$ 1,000,000
Automobile Liability	
Combined Single Limit	\$ 1,000,000

Exhibit A

Additional Insured: The vendor shall add the "Oconee County Board of Commissioners, its officers, employees and agents" as an additional insured under the commercial general, automobile, and liquor liability policies.

8. Information Technology: See Standard Insurance Limits and Professional Liability insurance which includes Errors and Omissions coverage.

9. Landscaping / Lawn Care:

Workers Compensation (WC): **Required for all Contracts**

NO EXEMPTIONS

Commercial General Liability (CGL):

Each Occurrence Limit	\$ 1,000,000
Personal & Advertising Injury Limit	\$ 1,000,000
General Aggregate Limit	\$ 2,000,000
Products/Completed Ops. Aggregate Limit	\$ 2,000,000

Automobile Liability

Combined Single Limit	\$ 1,000,000
-----------------------	--------------

If herbicide, fungicide, pesticide or other chemical application is involved:

Environmental Impairment Liability (with 1 year extended reporting period)

Each Occurrence	\$ 1,000,000
Aggregate	\$ 2,000,000

Additional Insured: The vendor shall add the "Oconee County Board of Commissioners, its officers, employees and agents" as an additional insured under the commercial general, automobile, and environmental impairment liability policies.

Exhibit A

10. **Medical/Therapist Services** (including optical and laboratory): This includes all contracted medical services, including but not limited to, assisted physician services, laboratory equipment maintenance, and patient testing.

Workers Compensation (WC):	Required for all Contracts
	NO EXEMPTIONS
Commercial General Liability (CGL):	
Each Occurrence Limit	\$ 1,000,000
Personal & Advertising Injury Limit	\$ 1,000,000
General Aggregate Limit	\$ 2,000,000
Products/Completed Ops. Aggregate Limit	\$ 2,000,000
Automobile Liability	
Combined Single Limit	\$ 1,000,000
Professional liability (malpractice)	\$ 3,000,000

Additional Insured: The vendor shall add the "Oconee County Board of Commissioners, its officers, employees and agents" as an additional insured under the commercial general, automobile, and professional liability policies.

11. Pest Control:

Workers Compensation (WC):	Required for all Contracts
	NO EXEMPTIONS
Commercial General Liability (CGL):	
Each Occurrence Limit	\$ 1,000,000
Personal & Advertising Injury Limit	\$ 1,000,000
General Aggregate Limit	\$ 2,000,000
Products/Completed Ops. Aggregate Limit	\$ 2,000,000

Exhibit A

Automobile Liability

Combined Single Limit	\$ 1,000,000
Environmental Impairment Liability (with 1 year extended reporting period)	
Each Occurrence	\$ 1,000,000
Aggregate	\$ 2,000,000

Additional Insured: The vendor shall add the "Oconee County Board of Commissioners, its officers, employees and agents" as an additional insured under the commercial general, automobile, and professional environmental impairment liability policies.

12. **Recreational Services:** This includes a broad range of contracted services, including, but not limited to, golf course management, amusement services, pyrotechnic display, camps and clinics not sponsored by the agency.

Workers Compensation (WC): **Required for all Contracts**
NO EXEMPTIONS

Commercial General Liability (CGL):

Each Occurrence Limit	\$ 1,000,000
Personal & Advertising Injury Limit	\$ 1,000,000
General Aggregate Limit	\$ 2,000,000
Products/Completed Ops. Aggregate Limit	\$ 2,000,000

Automobile Liability

Combined Single Limit	\$ 1,000,000
Umbrella Liability	\$ 2,000,000

Additional Insured: The vendor shall add the "Oconee County Board of Commissioners, its officers, employees and agents" as an additional insured under the commercial general and automobile liability policies.

13. **Refuse Transportation and Disposal:** See the "Solid Waste Collection and Disposal Services of Oconee County, Georgia" for insurance requirements. Document available upon request.

Exhibit A

Additional Insured: The vendor shall add the "Oconee County Board of Commissioners, its officers, employees and agents" as an additional insured under the commercial general and contractor's pollution liability policies.

14. Security:

Workers Compensation (WC):	Required for all Contracts
	NO EXEMPTIONS
Commercial General Liability (CGL):	
Each Occurrence Limit	\$ 1,000,000
Personal & Advertising Injury Limit	\$ 1,000,000
General Aggregate Limit	\$ 2,000,000
Products/Completed Ops. Aggregate Limit	\$ 2,000,000
Automobile Liability	
Combined Single Limit	\$ 1,000,000
Professional Liability Insurance	\$ 3,000,000

Additional Insured: The vendor shall add the "Oconee County Board of Commissioners, its officers, employees and agents" as an additional insured under the commercial general and professional liability policies.

15. Staffing Services:

Workers Compensation (WC):	Required for all Contracts
	NO EXEMPTIONS
Commercial General Liability (CGL):	
Each Occurrence Limit	\$ 1,000,000
Personal & Advertising Injury Limit	\$ 1,000,000
General Aggregate Limit	\$ 2,000,000
Products/Completed Ops. Aggregate Limit	\$ 2,000,000

Exhibit A

Automobile Liability

Combined Single Limit

\$ 1,000,000

Additional Insured: The vendor shall add the "Oconee County Board of Commissioners, its officers, employees and agents" as an additional insured under the commercial general and automobile liability policies.