

REQUEST FOR QUALIFICATIONS

RFQ # 17-30

ROCKDALE COUNTY, GEORGIA

June 21, 2017

ON-CALL ENGINEERING SERVICES



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

INTRODUCTION:

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

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

PURCHASING CONTACT FOR THIS REQUEST:

All questions concerning this solicitation and all questions arising subsequent to award are to be addressed to the Procurement Officer at the following address:

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

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

COPIES FOR EVALUATION:

Firms shall submit one (1) original, five (5) copies, and one (1) PDF electronic copy (CD) of the RFQ submittal in a sealed envelope plainly marked: "**Attention: Procurement Division, RFQ #17-30, On-Call Engineering Services**". The original submittal and each CD shall have the firm's name, RFQ number, title, and date clearly displayed on the cover/label.

DUE DATE:

Qualifications will be received at the Rockdale County Finance Department, Procurement Division, 958 Milstead Avenue, Conyers, GA 30012 no later than **2:00 P.M., local time, Thursday, July 13, 2017**. Proposals received after this time will not be accepted.

QUESTIONS AND CLARIFICATIONS:

You should submit your questions and/or requests for clarifications about this RFQ no later than **2:00 p.m., local time, Thursday, July 6, 2017**. Written responses from the County to the questions it receives will be in an addendum and posted to the County's website at www.rockdalecountyga.gov.

CONTRACT TERM:

The selected consultant(s) will be expected to execute Rockdale County's standard contract for professional services. The initial contract will be for two (2) years from the effective date of the contract.

The county reserves the right to renew the contract for two (2) additional one (1) year periods, providing both parties agree to the renewal; all terms, conditions, and specifications remain the same, and such renewal is approved by the county.

In such a case where a specific project has begun, and the contract period has expired, the contracted firm will continue with the project until its completion. Rockdale County will extend the contract period to cover the additional time required to complete the project.

ADDENDA:

Answers to questions submitted that materially change the conditions and specifications of this RFQ will be issued in an addendum and posted to the County's website at www.rockdalecountyga.gov. Any discussions or documents will be considered non-binding unless incorporated and issued in an addendum.

Consultant should check the website at www.rockdalecountyga.gov frequently during the process to verify that they have received all issued addenda. Consultants have the responsibility of making sure that they have received all issued addenda.

LOCAL VENDOR PREFERENCE POLICY

The Rockdale County Board of Commissioners adopted a Local Vendor Preference Policy on March 26, 2013. The policy will apply to all qualified Request for Qualifications after May 1, 2013. The Local Vendor Preference Policy allows Rockdale County vendors to get an extra 5 points on the evaluation criteria scoring for Request for Qualifications. A copy of the Policy may be downloaded from the County website at www.rockdalecountyga.gov, under Finance/Purchasing.

The Local Vendor Preference Policy will apply to this RFQ.

QUALIFICATIONS OF OFFERORS:

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

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

In evaluating SOQs, the County may seek additional information from any consultant concerning such consultant's qualifications.

PROPRIETARY INFORMATION

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

SELECTION PROCESS:

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

Award will be made to the responsible consultant whose qualifications represent the best value after evaluation in accordance with the factors listed below. Rockdale County Board of Commissioners may reject any or all qualifications and to waive any technicalities or informalities if such action is in the county's interest. Rockdale County may evaluate qualifications and award a contract without discussions with

consultants. Therefore, the consultant's initial qualifications should contain the consultant's best terms from a technical standpoint. The County reserves the right to conduct discussions if the county later determines them to be necessary.

Consultants will be evaluated based on the following criteria and may be called in for an interview. The county intends to award contracts to the responsible and responsive consultant(s) whose qualification(s) are determined in writing to be the most advantageous to the County taking into consideration all of the evaluation criteria.

EVALUATION CRITERIA:

Maintaining the integrity of the RFQ process is of paramount importance for the County. To this end, please do not contact any members of Rockdale County or its staff regarding the subject matter of this RFQ until selection has been made, other than the County's designated procurement contact person identified earlier in this solicitation. Representatives of Rockdale County will read, review, and evaluate the qualifications independently based on the evaluation criteria. Rockdale County reserves the right to conduct interviews with a shortlist of selected respondents.

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

Note: Any proposals that are incomplete or non-responsive will not be considered.

INTERVIEWS

Interviews may be scheduled. Interviews will be informal and will provide respondents with an opportunity to answer any questions the selection team may have on a submission. Respondents will not be allowed to make formal presentations.

INSURANCE:

The Company shall maintain in full force and affect the following insurance during the term of the Agreement.

Coverage	Limits of Liability
Workers' Compensation	Statutory
Employers' Liability	\$1,000,000.00
Bodily Injury Liability except Automobile	\$1,000,000.00 each occurrence \$1,000,000.00 aggregate
Property Damage Liability except Automobile	\$1,000,000.00 each occurrence \$1,000,000.00 aggregate
Personal & Advertising Injury Limit	\$1,000,000.00
Products / Completed Ops.	\$2,000,000.00 aggregate
Automobile Bodily Injury Liability	\$1,000,000.00 each person \$1,000,000.00 each occurrence
Automobile Property Damage Liability	\$1,000,000.00 each occurrence
Excess Umbrella Liability	\$3,000,000.00

All insurance shall be provided by an insurer(s) acceptable to the County, and shall provide for thirty (30) days prior notice of cancellation to the County. Upon contract award, Consultant shall deliver to the County a certificate or policy of insurance evidencing Consultant's compliance with this paragraph. Consultant shall abide by all terms and conditions of the insurance and shall do nothing to impair or invalidate the coverage.

Rockdale County, Georgia shall be named as Additional Insured under any General Liability, Business Auto and Umbrella Policies using ISO Additional Insured Endorsement forms CG 2010 or its equivalent. Coverage shall apply as Primary and non-contributory with Waiver of Subrogation in favor of Rockdale County, Georgia.

The insurance carrier must have a minimum rating of A or higher as determined by the rating firm A.M. Best.

Certificates to contain policy number, policy limits and policy expiration date of all policies issued in accordance with this contract.

ILLEGAL IMMIGRATION REFORM AND ENFORCEMENT ACT OF 2011

Consultants submitting a Qualification package in response to this RFQ must complete the Consultant Affidavit under O.C.G.A. §13-10-91(b)(1) which is provided with the RFQ package to verify compliance with the Illegal Immigration Reform and Enforcement Act of 2011.

- A. The form must be signed by an authorized officer of the consultant or their authorized agent.
- B. The form must be notarized.
- C. The consultant will be required to have all sub-consultants who are engaged to complete physical performance of services under the final contract executed between the County and the consultant complete the appropriate sub-consultant affidavits and return them to the County a minimum of five (5) days prior to any work being accomplished by said sub-consultant. Format for this affidavit can be provided to the consultant if necessary.

GENERAL INFORMATION

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

WITHDRAWAL OF QUALIFICATIONS:

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

REJECTION OF QUALIFICATIONS:

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

STATEMENT OF EXPERIENCE AND QUALIFICATIONS:

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

NON-COLLUSION AFFIDAVIT:

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

INTEREST OF:

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

DOCUMENTS DEEMED PART OF THE CONTRACT:

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

STANDARD INSTRUCTIONS

1. The instructions contained herein shall be construed as a part of any solicitation invitation and/or specifications issued by Rockdale County and must be followed by each consultant.
2. The following number, **17-30** must be written clearly on the outside of each SOQ envelope in order to avoid prior opening in error.
3. All SOQs must be received in-hand at solicitation due date and time. Each consultant assumes the responsibility for having his/her SOQ received at the designated time and place of solicitation due date. SOQs received after the stated time and date may be subject to rejection without consideration, regardless of postmark. Rockdale County accepts no responsibility for mail delivery.
4. Unless otherwise stated, all SOQs submitted shall be valid and may not be withdrawn for a period of 120 days from the due date.
5. Each SOQ form submitted must include the name of the business, mailing address, the name, title and signature of the person submitting the proposal. When submitting a SOQ to Rockdale County the first page of your qualification package should be the solicitation form listing the price, delivery date, etc., unless the solicitation form is requested to be in a separate envelope.
6. Telephone, Telegraphic or Facsimile proposals will not be accepted.
7. If applicable, warranty information shall be provided.
8. Consultants shall identify any sub-consultants, and include an explanation of the service or product that they may provide.

CONSULTANT QUALIFICATIONS AND RESPONSIBILITIES

PREPARATION OF THE PROPOSAL

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

Proposals must be submitted in the following format:

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

TAB 1: COVER LETTER

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

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

TAB 2: INSURANCE COVERAGE

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

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

TAB 3: FIRM QUALIFICATIONS

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

1. General qualifications and experience for the firm. Please limit information to that which is specific to the local office.

2. Specific areas of expertise applicable to the described work.
3. Similar projects by service category, location, and total project cost, which have been performed by the firm. Include three (3) projects per category for which your firm wishes to be qualified. Do not include projects that current personnel performed for another firm. Please note proposals may be excluded from further consideration if projects are included that the firm did not perform.
4. If including a sub-consultant, include their role in the described work: prime consultant or sub-consultant.

TAB 4: KEY PERSONNEL QUALIFICATIONS

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

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

TAB 5: QUALITY OF CLIENT SERVICE

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

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

1. Availability for meetings, joint field work, and other combined efforts; commitment to timely delivery or work products; and commitment to timely communication with County staff.
2. Internal procedures and/or policies for quality assurance and cost control.
3. Success in minimizing the number of contract change orders on design and construction projects managed by the firm.
4. Long-term client/firm relationships. Preferably, this information shall be in the form of a matrix reflecting years (3 to 10 years) of repeat work for various clients, preferably those clients also listed as a reference. For example:

Client	2010	2011	2012	2013	2014	2015
Rockdale County	Wastewater Mainline Replacement	Wastewater Mainline Replacement				
City of Atlanta				WWTP Improvements		
HCWA		18" Waterline Replacement	18" Waterline Replacement			

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

TAB 6: SUPPORTING INFORMATION

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

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

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

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

CONSULTANT QUALIFICATIONS AND RESPONSIBILITIES

SERVICES CATEGORIES/DISCIPLINE SCOPES OF WORK

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

Water and Wastewater Treatment Engineering

- Water Supply
 - Planning, design, permitting, and construction of new and rehabilitation of existing equipment and transmission piping
 - Hydrogeological Modeling and Analyses
 - Field Investigations
 - Planning Updates
 - Permitting Support
 - Operational Efficiency Studies and Investigations
 - Cost Estimation & Budget Support
 - Various Technical Support as Required

- Water Treatment
 - Planning, design, permitting, and construction of new and rehabilitation of existing water treatment and storage/pump facilities including mechanical, electrical, instrumentation and controls, piping and process systems.
 - Water quality investigations and studies
 - Modeling
 - Facility Assessments
 - Field Investigations
 - Permitting Support
 - Planning Updates
 - Process, Operational, and Energy Efficiency Studies and Investigation
 - Cost Estimation and Budget Support
 - Various Technical Support as Required

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

Water Distribution and Wastewater Collection

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

PROPOSAL FORM

Instructions: Complete both parts of this form.

PART I: Addenda Acknowledgements (if applicable)

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

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

PART II: Consultant Information:

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

**ROCKDALE COUNTY BOARD OF COMMISSIONERS
NON-COLLUSION AFFIDAVIT OF VENDOR**

State of _____)

County of _____)

_____, being first duly sworn, deposes and says that:

(1) He is _____ (owner, partner officer, representative, or agent) of _____, the Vendor that has submitted the attached RFQ;

(2) He is fully informed respecting the preparation and contents of the attached RFQ and of all pertinent circumstances respecting such RFQ;

(3) Such RFQ is genuine and is not a collusive or sham RFQ;

(4) Neither the said Vendor nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affidavit, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other Vendor, firm or person to submit a collusive or sham RFQ in connection with the Contract for which the attached RFQ has been submitted or refrain from proposing in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Vendor, firm or person to fix the price or prices in the attached RFQ or of any other Vendor, or to fix any overhead, profit or cost element of the proposing price or the proposing price of any other Vendor, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against Rockdale County or any person interested in the proposed Contract; and

(5) The price or prices quoted in the attached RFQ are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Vendor or any of its agents, representatives, owners, employees, or parties in interest, including this affidavit.

(Signed)

(Title)

Subscribed and Sworn to before me this _____ day of _____, 20

Name _____

Title _____

My commission expires (Date)

**ROCKDALE COUNTY BOARD OF COMMISSIONERS
NON-COLLUSION AFFIDAVIT OF SUB-CONSULTANT**

State of _____)

County of _____)

_____, being first duly sworn, deposes and says that:

(1) He/She is _____ (owner, partner officer, representative, or agent) of _____, the sub-consultant that has submitted the attached RFQ;

(2) He is fully informed respecting the preparation and contents of the attached RFQ and of all pertinent circumstances respecting such RFQ;

(3) Such RFQ is genuine and is not a collusive or sham RFQ;

(4) Neither the said sub-consultant nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affidavit, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other Vendor, firm or person to submit a collusive or sham RFQ in connection with the Contract for which the attached RFQ has been submitted or refrain from proposing in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Vendor, firm or person to fix the price or prices in the attached RFQ or of any other Vendor, or to fix any overhead, profit or cost element of the proposing price or the proposing price of any other Vendor, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against Rockdale County or any person interested in the proposed Contract; and

(5) The price or prices quoted in the attached RFQ are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the sub-consultant or any of its agents, representatives, owners, employees, or parties in interest, including this affidavit.

(Signed)

(Title)

Subscribed and Sworn to before me this _____ day of _____, 20 ____.

Name _____

Title _____

My commission expires (Date)

Consultant Affidavit under O.C.G.A. §13-10-91(b)(1)

By executing this affidavit, the undersigned consultant verifies its compliance with O.C.G.A. §13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of (_____), has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. §13-10-91. Furthermore, the undersigned consultant will continue to use the federal work authorization program throughout the contract period and the undersigned consultant will contract for the physical performance of services in satisfaction of such contract only with sub-consultants who present an affidavit to the consultant with the information required by O.C.G.A. §13-10-91(b). Consultant hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number

Date of Authorization

Name of Consultant

Name of Project

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, ____, 201__ in _____(city), _____(state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME
ON THIS THE _____ DAY OF _____, 201__.

NOTARY PUBLIC
My Commission Expires: _____

Sub-consultant Affidavit under O.C.G.A. § 13-10-91(b)(3)

By executing this affidavit, the undersigned sub-consultant verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract with (name of consultant) on behalf of (name of public employer) has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned sub-consultant will continue to use the federal work authorization program throughout the contract period and the undersigned sub-consultant will contract for the physical performance of services in satisfaction of such contract only with sub-consultants who present an affidavit to the sub-consultant with the information required by O.C.G.A. § 13-10-91(b). Additionally, the undersigned sub-consultant will forward notice of the receipt of an affidavit from a sub-consultant to the consultant within five business days of receipt. If the undersigned sub-consultant receives notice that a sub-consultant has received an affidavit from any other contracted sub-sub-consultant, the undersigned sub-consultant must forward, within five business days of receipt, a copy of the notice to the consultant. Sub-consultant hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number

Date of Authorization

Name of Sub-Consultant

Name of Project

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, ____, 201__ in _____(city), _____(state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME
ON THIS THE _____ DAY OF _____, 201__.

NOTARY PUBLIC
My Commission Expires:

Sub-Consultant Affidavit under O.C.G.A. §13-10-91(b)(4)

By executing this affidavit, the undersigned sub-consultant verifies it compliance with O.C.G.A. §13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract for (name of sub-consultant or sub-sub-consultant with whom such sub-consultant has privity of contract) and (name of consultant) on behalf of (name of public employer) has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. §13-10-91. Furthermore, the undersigned sub-consultant will continue to use the federal work authorization program throughout the contract period and the undersigned sub-consultant will contract for the physical performance of services in satisfaction of such contract only with sub-consultants who present an affidavit to the sub-consultant with the information required by O.C.G.A. §13-10-91(b). The undersigned sub-consultant shall submit, at the time of such contract, this affidavit to (name of sub-consultant or sub-consultant with whom such sub-consultant has privity of contract). Additionally, the undersigned sub-consultant will forward notice of the receipt of any affidavit from a sub-sub-consultant to (name of sub-consultant or sub-consultant with whom such sub-consultant has privity of contract). Sub-consultants hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number

Date of Authorization

Name of Sub-Consultant

Name of Project

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, _____, 201__ in _____(city), _____(state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME
ON THIS THE _____ DAY OF _____, 201__.

NOTARY PUBLIC
My Commission Expires: _____

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

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

1) _____ I am a United States citizen

OR

2) _____ I am a legal permanent resident 18 years of age or older or I am an otherwise qualified alien or non-immigrant under the Federal Immigration and Nationality Act 18 years of age or older and lawfully present in the United States.*

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of Code Section 16-10-20 of the Official Code of Georgia.

Signature of Applicant:

Date

Printed Name:

* _____
Alien Registration number for non-citizens

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

Notary Public
My commission Expires:

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