



REQUEST FOR PROPOSALS

**TO PROVIDE PROFESSIONAL DESIGN SERVICES
FOR THE SR-155 RE-DESIGNATION ALONG
CR498/McDONOUGH ROAD FROM SR-155 TO SR-16**

GDOT PI: 0016792

RFP # 2021-0018

Proposals Due: 10/13/2020

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

SPALDING COUNTY SR-155 RE-DESIGNATION

REQUEST FOR PROPOSALS

SECTION 1: GENERAL PROJECT INFORMATION

Project Description: Spalding County is soliciting Qualification-Based Proposals from qualified firm(s) or organization(s) to provide consultant services for the scoping and Concept Report development of the SR-155 Re-Designation along CR498/ McDonough Road from SR-155 to SR-16.

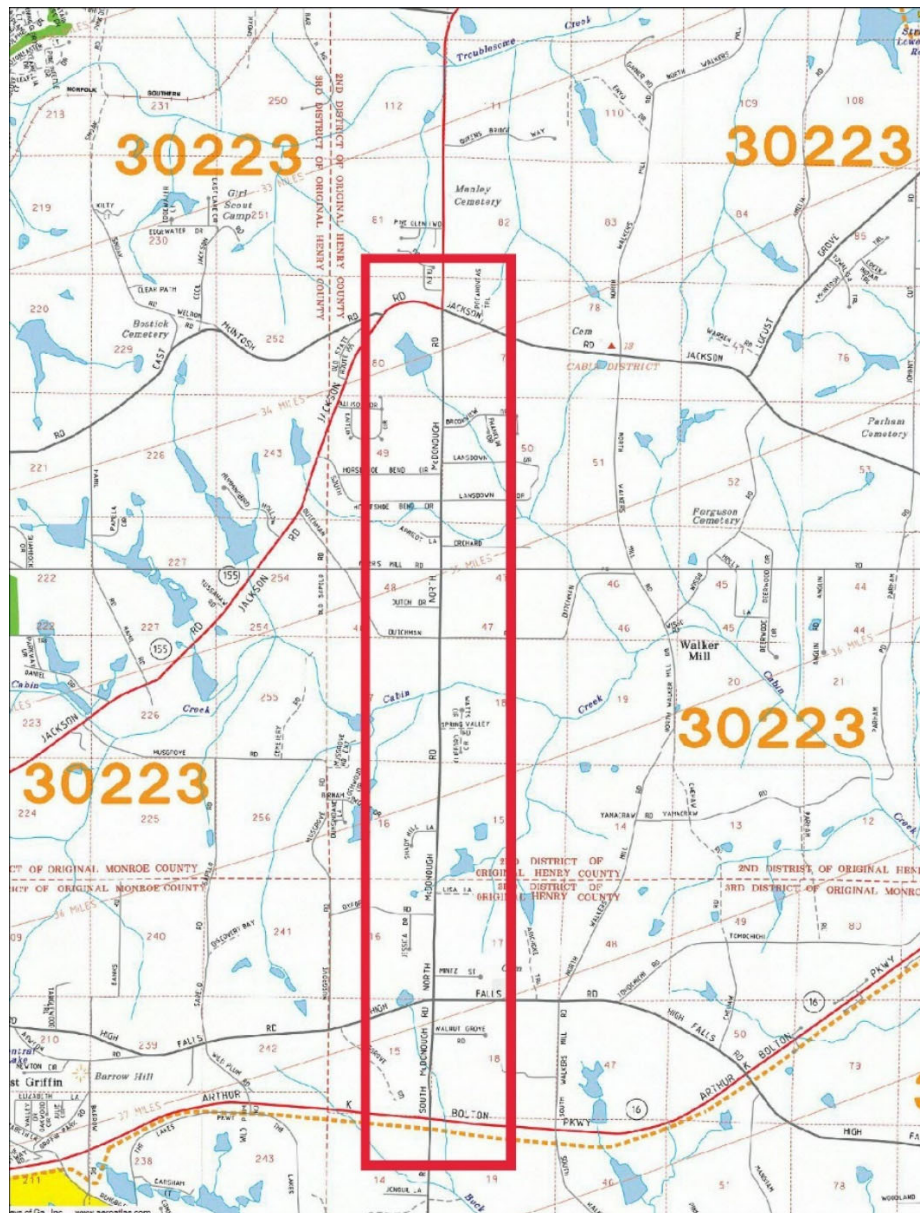
The purpose of this project is to provide project justification, realistic cost estimates and schedules, and identify major obstacles to implementation early in the process. The project is to include survey and database preparation, traffic studies, environmental studies, stakeholder involvement, public involvement, preliminary utility coordination, concept plan development, and preliminary cost estimates and schedules. Final deliverable will be in the form of a GDOT Concept Report fulfilling requirements of the PDP process for Concept approval. Submitting firms must demonstrate a firm understanding of the project challenges and provide an approach to dealing with these challenges.

This Request for Proposals (RFP) seeks to engage a qualified firm or team to provide the Scope of Services outlined in this solicitation. Firms that respond to this RFP and are determined by the selection committee to be sufficiently qualified may be deemed eligible and invited to interview for these services. All respondents to this RFP are subject to instructions communicated in this document and are cautioned to completely review the entire RFP and follow the instructions carefully. **Spalding County reserves the right to reject any or all RFP proposals and to waive technicalities and informalities at the discretion of Spalding County.**

Proposals will be accepted until **2:00 p.m.** on **10/13/2020**. A total of eight (8) copies of the proposal should be submitted via mail or hand-delivery to Spalding County, P.O. Box 1087, 119 East Solomon Street, Room 104, Griffin, Georgia 30224; Attention: Terri Bass, Purchasing Agent.

SCOPE OF WORK: The services to be furnished by the consultant shall be those necessary to perform survey, database preparation, environmental studies, traffic and operational studies, public and stakeholder involvement, utility coordination, conceptual plans, and concept report development. The consultant team must possess appropriate GDOT pre-qualifications and demonstrate understanding of the PDP process for successfully preparing GDOT Concept Report.

STUDY AREA:



The work to be accomplished under this contract is divided into the following tasks:

Task 1 – Existing Conditions and Technical Analysis

The consultant will conduct a thorough review and assessment of previous plans existing conditions in the study area. The focus of the assessment will include the following:

- Review of existing plans and ongoing and proposed projects in the surrounding area.
- Prepare a detailed survey of existing physical conditions, including existing rights of way, and property, conflicting utilities, topography, structures and other potential constraints to proper horizontal and vertical alignments.
- Evaluate traffic operations and traffic safety.
- Determine likely impacts to potentially historic properties, or other environmentally sensitive areas, if any.

Task 2 – Public Involvement

The County and its consultant will conduct an outreach process that promotes the involvement of all stakeholders in the study area. The consultant will be responsible for designing an effective and innovative public involvement program. At a minimum, the outreach process shall include the following:

- The County and consultant team will seek input and comments from a project advisory group of major stakeholders. This group will include representatives from Spalding County, City of Griffin, ARC, Three Rivers Commission, GDOT District 3 Office, Spalding+Griffin Airport Authority, and adjacent property owners.
- A minimum of two public involvement meetings will be conducted – (1) an initial meeting to understand needs, desired outcomes and to gather input on design and problem areas, and (2) a second meeting towards the end of the process to review and comment on preferred alternatives.
- ARC, TRC and GDOT project managers must be notified of all public meetings taking place.

Task 3 - Alternatives Analysis & Concept Plan Development

Prepare a Concept Layout, typical sections and a GDOT Concept Report for roadway improvements based on the existing conditions, technical analysis, and public involvement.

Specific elements shall include:

- Evaluation of the relative feasibility and constructability of alternative intersection improvements.
- Preferred and alternative alignments and typical sections for each approach to the intersection.
- Evaluation of innovative stormwater management alternatives and minimization of environmental impacts.
- Preparation of a GDOT Concept Report, which includes analysis of potential environmental impacts, ROW, utility, and costs estimates.

Task 4 – Prepare Implementation and Management Plan

Prepare a step-by-step plan that identifies the logical phases of implementation, potential partners, responsibilities, cost estimates, timeline and potential sources of funding for each phase.

Task 5 – Prepare Project Deliverables

The following shall be developed and submitted to the County in the format indicated below.

- Deliverables:
 - SR-155 Re-Designation Concept Study Summary Document: Prepare a document summarizing the goals of the project, methodology, public involvement process, existing conditions, technical analysis and alternatives considered
 - Preferred alternative concept layout for intersection
 - Preferred alternative typical sections
 - Preferred alternative Cost Estimate
 - Approved GDOT Concept Report
- Format:
 - One printed copy of all of the above as a combined final report, Summary document and Concept Report in 8.5”x11”, and Concept Layout and Typical Sections in 11”x17”
 - One single combined PDF file of the final report document
 - Electronic editable original documents for each report element such as MS Word, InDesign files, Excel/CAD or other files

SECTION 2: SELECTION METHOD

Method of Communication

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

Selection

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

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

Finalist Notification

Firms will receive notification from Spalding County. In this communication, the County may either notify the firms of intended selection or provide instruction for additional information or interview. Criteria for the remainder of the selection process will be communicated in the Finalist Notification.

Interview

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

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

Final Selection

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

SECTION 3: SCHEDULE OF EVENTS

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

Response to RFP		
a. Spalding County issues public advertisement of RFP #2021-0018	9/11/2020	-----
b. Pre-Proposal Meeting* Room 108 of the Spalding County Annex building, 119 E. Solomon Street, Griffin, GA 30223	9/22/2020	11:00 AM
c. Deadline for submission of written questions and requests for clarification. Responses will be posted to the County website within 48 hours following deadline.	10/07/2020	5:00 PM
d. Deadline for submission of RFP	10/13/2020	2:00 PM
e. Spalding County completes evaluation of RFP submissions	10/16/2020	-----
f. Spalding County issues notification and other information to finalist firms	10/30/2020	-----
g. (If Needed) Spalding County conducts interviews with finalist firms beginning on:	TBA	TBA
h. Recommendation of Firm to the Board of Commissioners:	TBA	6:00 PM

* The purpose of this meeting will be to provide those interested with an oral presentation of the County's requirements and to allow for the presentation of questions. Although attendance at the pre-proposal meeting is not mandatory, it is considered as part of the evaluation criteria and **attendance or non-attendance will be graded accordingly in the evaluation scores**. All interested parties are 'strongly' urged to attend. No other meeting is planned.

SECTION 4: SELECTION CRITERIA

Criteria for Evaluation of Qualification-Based Proposal

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

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

Required	Teams must be prequalified by GDOT in the appropriate area classes in order to be evaluated. Required proof of prequalification shall be submitted as indicated in Section 5.
10% Factor	<u>Stability and resources</u> of the prime firm, including the firm's history, growth, resources, litigation history, financial information and other evidence of stability.
45% Factor	Team's relevant <u>qualifications and approach</u> , including the evidence of qualifications and experience of the team's key staff (including community engagement staff) and the evidence of their team's ability to provide effective services in programs comparable in complexity, size, and function to clients such as government entities and similarly-structured organizations. This includes degree of apparent relevant competencies of the principal professional(s) and lead staff in transportation planning, modeling, and related experience, and evidence of competence.
25% Factor	Team's apparent <u>suitability</u> to provide services for the project, including the team's apparent fit to the project type and/or needs of Spalding County, any special or unique qualifications for the project, past and projected workloads (available resources), quality assurance procedures, and any special or unexpected services offered by the team which might be suitable for the program. The prime firm's non-discrimination policies and evidence of efforts or success in Women and Minority Business Enterprise (W/MBE) or Disadvantage Business Enterprise (DBE) inclusion will be a part of this evaluation.
10% Factor	Overall Schedule
10% Factor	Overall Cost

SECTION 5: INSTRUCTIONS FOR PREPARING QUALIFICATION-BASED PROPOSALS

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

Minimum Requirements

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

1. Complete the Certification Form (“*Exhibit I*” enclosed with RFP), and provide a notarized original within the firm’s Qualification-Based Proposal. *(This one-page form submission shall not be considered part of the required page limit specified in Section 6.)*
2. Complete the SAVE (Systematic Alien Verification of Entitlement) Affidavit enclosed with RFP), and provide a notarized original within the firm’s Qualification-Based Proposal. *(This one-page form submission shall not be considered part of the required page limit specified in Section 6.)*
3. Complete the Immigration and Security Form and the Affidavit Verifying Status for County Public Benefit Application (enclosed with RFP), and provide a notarized original within the firm’s Qualification-Based Proposal. *(These form submissions shall not be considered part of the required page limit specified in Section 6.)*
4. Complete the W-9 form (enclosed with the RFP) and provide original within the firm’s Qualification-Based Proposal. *(This one-page form submission shall not be considered part of the required page limit specified in Section 6.)*
5. Complete the Cost Submittal (“*Exhibit A*”) and **return in a separate sealed envelope**. *(This one-page form submission shall not be considered part of the required page limit specified in Section 6.)*
6. The presenting team (either the prime or subconsultants) must be prequalified by GDOT in all area classes relevant to project scope and provide a copy of the GDOT pre-qualification certificate within the firm’s Qualification-Based Proposal. *(These submissions shall not be considered part of the required page limit specified in Section 6.)*

A. Stability and Resources

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

considered in the selection process or by the respondent's involvement in the project. Respondents should provide information as to the nature of relationship(s) with parties in such potential conflict.

6. Provide name of insurance carrier, types and levels of coverage, and deductible amounts per claim.
7. Provide a statement as to whether the submitting firm or the subconsultants have ever been removed from a contract or failed to complete a contract as assigned in the past five (5) years.

B. Qualifications and Approach

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

C. Suitability

1. Provide any information that may serve to differentiate your firm from other firms in suitability for and approach to the project's scope of work. Furnish evidence of the firms fit to the project and/or needs of Spalding County, any special or unique qualifications for the project. Supply current and projected workloads, logistical capabilities for working in proximity to project location, quality assurance procedures, and any special services offered by the firm that may be particularly suitable for this project.
2. Provide any Non-discrimination and Equal Employment Opportunity (EEO) policies of the firm.
3. Illustrate how the team intends to reach the DBE/WBE goal of 15% for this project.

SECTION 6: INSTRUCTIONS FOR SUBMITTAL OF QUALIFICATION-BASED PROPOSALS

Proposals

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

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

Proposals must be sealed in an opaque envelope or box and reference **RFP 2021-0018 and the words "QUALIFICATION-BASED PROPOSAL"** must be clearly indicated on the outside of all of the envelopes or boxes. Statements of Qualifications must be **physically received by the Spalding County Purchasing Department** prior to the deadline indicated in the Schedule of Events (Section 3 of RFP) at the exact address below:

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

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

Qualification-Based Proposals submitted via facsimile or e-mail will be rejected. All expenses for preparing and submitting proposals are the sole cost of the party submitting the response. Spalding County is not obligated to any party to reimburse such expenses. All proposals upon receipt become the property of Spalding County. Labeling information provided in proposals "proprietary" or "confidential" or any other designation of restricted use will not protect the information from public view. Subject to the provisions of the Open Records Act, the details of the proposal documents will remain confidential until final award. Spalding County reserves the right, in its sole discretion, to waive any technicalities associated with this submittal process if deemed in the best interest of the County.

Debriefings

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

Contact for Questions and Request for Clarification

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

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

The deadlines for submission of questions relating to the RFP are the times and dates shown in the *Schedule of Events – Section 3*. From the issue date of this solicitation until a successful proposer is selected and the selection is announced, respondents are not allowed to communicate about this solicitation for any reason with any members or employees of Spalding County except for submission of questions as instructed in the RFP, or as provided by any existing work agreement(s). For violation of this provision, Spalding County shall reserve the right to reject the proposal of the offending proposer.

SECTION 7: TERMS AND CONDITIONS

1. Spalding County, in accordance with Title VI of the Civil Rights Act of 1964 and 78 Stat. 252, 42 USC 2000d—4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all proposers that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 23 will be afforded full opportunity to submit proposals in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, sex, age, handicap/disabled in consideration for an award. For the SR-155 Re-Designation, Spalding County shall in all solicitations or advertisements for subcontractors or employees placed by or behalf of the county, state that all qualified applicants will receive consideration for employment without regard to age, handicap, religion, creed or belief, political affiliation, race, color, sex or national origin. Spalding County shall not discriminate against any qualified client or recipient of services provided on the basis of age, handicap, religion, creed or belief, political affiliation, race, color, sex or national origin. Spalding County shall cause forgoing provisions to be included in all subcontracts for any work covered by this project so that such provisions will be binding upon each subcontractor, provided that the foregoing provisions shall not apply to subcontracts for less than ten thousand dollars (\$10,000).
2. Firms shall comply with the applicable requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of persons displaced as a result of federal and federally assisted projects.
3. Firms shall comply with the applicable provisions of the Hatch Act which limits the political activity of employees.
4. Firms shall establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
5. Firms shall assist Spalding County in compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), Executive Order 11593, and the Archaeological and Historic Preservation Act of 1966 (16 U.S.C. 469a-1 et seq.) by (a) consulting, through Spalding County and the ARC, with the State Historic Preservation

Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 800.8) by activity, and notifying Spalding County of the existence of such properties, and to avoid or mitigate adverse effects upon such properties.

6. Firms shall comply with Executive Order 11246, entitled "Equal Employment Opportunity," as amended by Executive Order 11375, and as supplemented in U.S. Department of Labor regulations (41 CFR Part 60).
7. Firms shall comply with all applicable standards, orders, or requirements issued under section 306 of the Clean Air Act (42 U.S.C. 1857 (h)), section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR Part 15).

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

1. Prohibition Against Use of Funds to Influence Legislation (Lobbying). No part of any funds under this program shall be used to pay the salary or expenses of any agent acting on behalf of Spalding County, to engage in any activity designed to influence legislation or appropriations pending before Congress as stated in 49 CFR 20.
2. Debarment and Suspension. Compliance with non-procurement debarment and suspension rules in 49 CFR 29.
3. Drug-Free Workplace. Certification of compliance with the requirements for a Drug-Free Workplace, as described in Section 50-24-3 of the Official Code of Georgia.
4. Certification of compliance with the Georgia Security and Immigration Requirements at O.C.G.A 13-10-91.

Right to Cancel or Change RFP

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

It is the responsibility of all firms interested in submitting a Proposal for this RFP to routinely check the posting on the Spalding County website (<https://www.spaldingcounty.com/>) and the Georgia Procurement Registry website (<https://ssl.doas.state.ga.us/gpr/>) for any revisions to this RFP.

AUDIT AND ACCOUNTING SYSTEM REQUIREMENTS

Spalding County reserves the right to reject any proposal with firms that do not meet the following requirements:

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

EXHIBIT I
CERTIFICATION FORM

I, _____, being duly sworn, state that I am _____

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

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

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

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

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

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

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

Printed Name

Signature

Sworn and subscribed before me

This _____ day of _____, 20____.

NOTARY PUBLIC

NOTARY SEAL

My Commission Expires: _____

IMMIGRATION AND SECURITY FORM

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

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

By executing this affidavit, the undersigned Contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm, or corporation which is contracting with Spalding County, Georgia has registered with and is participating in a federal work authorization program [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603], in accordance with the applicability provisions and deadlines established in O.C.G.A. § 13-10-91, and Contractor warrants that it will continue to use the federal work authorization program throughout the contract period.

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with Spalding County, Georgia, contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. § 13-10-91 on the Subcontractor Affidavit provided in Georgia Department of Labor Rule 300-10-01-.08 or a substantially similar form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to Spalding County, Georgia at the time the subcontractor(s) is retained to perform such service.

Signature

Title

Firm Name: _____

Street/Mailing Address: _____

City, State, Zip Code: _____

Telephone Number: _____

Email: _____

Federal Work Authorization User Identification Number: _____

Date of Authorization: _____

SUBSCRIBED AND SWORN

BEFORE ME ON THIS THE

_____ DAY OF _____, 20_____.

Notary Public

My commission Expires:

Affidavit Verifying Status For County Public Benefit Application

By executing this affidavit under oath, as an applicant for the award of a contract with Spalding,

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.

**Request for Taxpayer
Identification Number and Certification**

► Go to www.irs.gov/FormW9 for instructions and the latest information.

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

Print or type.
See Specific Instructions on page 3.

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

Part I Taxpayer Identification Number (TIN)

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

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

Social security number	
OR	
Employer identification number	

Part II Certification

Under penalties of perjury, I certify that:

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

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

Sign Here
Signature of U.S. person ►

Date ►

General Instructions

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

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

Purpose of Form

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

- Form 1099-INT (Interest earned or paid)

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

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



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

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

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

As a representative of:

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

Check only one:

- 1) ☐ I am a United States citizen
- 2) ☐ I am a legal permanent resident of the United States 18 years of age or older, please include Alien Registration Number below signature *
- 3) ☐ I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act 18 years of age or older and lawfully present in the United States *

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

Number and Document Source

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

Signature of Applicant

Printed Name

Date

_____ *Alien Registration number for non-citizens

NOTARIZATION REQUIRED:

Sworn to and subscribed before me
THIS THE ____ DAY OF _____, 20____.

Notary Public

APPLICANT'S IDENTIFICATION**:

ID type: _____

Number: _____

Expiration: _____

State of issuance: _____

E-mail: _____

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

EXHIBIT A

**COST SUBMITTAL: Professional Design Services for the
SR-155 Re-Designation along CR 498/McDonough Road from SR-155 to SR-16**

Company Name _____ Cost Valid Through _____

COST STRUCTURE – Complete the following and include any associated information specifics for the cost quoted.

Task 1 – Existing Conditions and Technical Analysis _____

Task 2 – Public Involvement _____

Task 3 – Alternatives Analysis & Concept Plan Development _____

Task 4 – Prepare Implementation and Management Plan _____

Task 5 – Prepare Project Deliverables _____

Other additional charges or fees not included above (please specify) _____

TOTAL COST \$ _____

DELIVERY:

ANTICIPATED COMPLETION FROM NOTICE TO PROCEED: _____ DAYS

Additional comments/recommendations:

The County reserves the right to accept or reject any or all proposals and to waive any technicalities and formalities in the proposing. The County reserves the right to accept the BEST-EVALUATED PROPOSAL as deemed by the Selection Committee, which may or may not be the lowest monetary proposal.

The undersigned understands that any conditions stated above, clarifications made to the above or information other than that requested should be under separate cover and shall be considered at the discretion of the County.

COMPLETED BY:

Company Name: _____

Contact Person: _____
(Signature) (Printed Name)