



## **Request for Proposals**

### **City of Forest Park**

**Landscaping Design, Installation,  
Enhancement and Maintenance (Multi-  
Year) For State Route (SR) 331/Forest  
Parkway Located In The City Of Forest  
Park**

**Project Number 09142023**

## Part 1: Information to Proponents

1. **Services Being Procured:** This Request for Proposals (“RFP”) Project Number 09142023 from qualified proponents (“Proponent” or “Proponents”) by the City of Forest Park (the “City”), seeks to procure the services (“Services”) detailed in the Scope of Services. **This solicitation will be advertised on Thursday, September 14, 2023.**

2. **Method of Source Selection:** This procurement is being conducted in accordance with all applicable provisions of the City’s Code of Ordinances, including its Procurement Code, and the particular method of source selection for the services sought in this RFP is Code Section 3-1-16; Competitive Sealed Proposals. By submitting a Proposal concerning this procurement, a Proponent acknowledges that it is familiar with all laws applicable to this procurement, including, but not limited to, the City’s Code of Ordinances and Charter, which laws are incorporated into this RFP by reference.

3. **No Offer by City; Firm Offer by Proponent:** This procurement does not constitute an offer by City to enter into an agreement and cannot be accepted. **Your response to this RFP must be received by the Department of Procurement, on Thursday, October 12, 2023, no later than 2:00 P.M., Eastern Time** by any Proponent to form an agreement. This procurement is only an invitation for offers from interested Proponents and no offer shall bind City. A Proponent’s offer is a firm offer and may not be withdrawn except under the rules specified in City’s Code of Ordinances and other applicable law.

4. **Proposal Deadline:** Any Proposal received after this time will not be considered and will not be accepted by the City.

5. **Pre-Proposal Conference:** Each Proponent is highly encouraged to attend the scheduled Pre-Proposal Conference. **The Pre-Proposal Conference will be held on Thursday, September 21, 2023 at 11:00 am. The Pre-Proposal Conference will be held at 745 Forest Parkway, Forest Park City Hall.** Each Proponent must be fully informed regarding all existing and expected conditions and matters which might affect the cost or performance of the Services. Any failure to fully investigate the job requirements shall not relieve any Proponent from the responsibility of evaluating the difficulty or cost of successfully performing the Services properly. A site tour may be scheduled following the Pre-Proposal Conference.

6. **Procurement Questions; Prohibited Contacts:** Any questions regarding this RFP should be submitted in writing to the City’s contact person as designated in this document on or before the date so designated. Questions received after the designated period will not be considered. Any response made by City will be provided in writing to all Proponents by addendum. It is the responsibility of each Proponent to obtain a copy of any addendum issued for this procurement by monitoring the City’s website at [www.forestparkga.gov](http://www.forestparkga.gov). No Proponent may rely on any verbal response to any question submitted concerning this RFP. All Proponents and representatives of any Proponent are strictly prohibited from contacting any other City employees or any third-party representatives of City on any matter having to do with this RFP. **All communications by any Proponent concerning this RFP must be made to the City’s contact person, A. Girard Geeter, Procurement Manager [ageeter@forestparkga.gov](mailto:ageeter@forestparkga.gov) or 470/889-9087 no later than Thursday, September 28, 2023 at 5:00pm.**

**7. Ownership of Proposals:** Each Proposal submitted to the City will become the property of the City, without compensation to a Proponent, for the City's use, in its discretion.

**8. Georgia Open Records Act:** Information provided to the City is subject to disclosure under the Georgia Open Records Act ("GORA"). Pursuant to O.C.G.A. § 50-18-72(a)(34), "[a]n entity submitting records containing trade secrets that wishes to keep such records confidential under this paragraph shall submit and attach to the records an affidavit affirmatively declaring that specific information in the records constitute trade secrets pursuant to Article 27 of Chapter 1 of Title 10 [O.C.G.A. § 10-1-760 et seq.]"

**9. Insurance and/or Bonding Requirements:** The Insurance and/or Bonding requirements for any Agreement that may be awarded pursuant to this RFP.

**10. Applicable Diversity Program:** The City's Diversity Program applicable to this procurement. By submitting a Proposal in response to this procurement, each Proponent agrees to comply with such applicable Diversity Program.

**11. Special Rules Applicable to Evaluation of Proposals:** A Proponent may be required to submit, in writing, the addresses of any proposed subcontractors or equipment manufacturers listed in the Proposal and to submit other material information relative to proposed subcontractors. The City reserves the right to disapprove any proposed subcontractors whose technical or financial ability, resources or experience are deemed inadequate.

**12. Examination of Proposal Documents:**

- 12.1. Each Proponent is responsible for examining, with appropriate care, the complete RFP and all Addenda and for informing itself with respect to all conditions which might in any way affect the cost or the performance of any Services. Failure to do so will be at the sole risk of the Proponent, who is deemed to have included all costs for performance of the Services in its Proposal.

Each Proponent shall promptly notify the City in writing should the Proponent find discrepancies, errors, ambiguities or omissions in the Proposal Documents, or should their intent or meaning appear unclear or ambiguous, or should any other question arise relative to the RFP. Replies to such notices may be made in the form of an addendum to the RFP, which will be issued simultaneously to all potential Proponents who have obtained the RFP from City.

- 12.2. The City may, in accordance with applicable law, by addendum, modify any provision or part of the RFP at any time prior to the Proposal due date and time. The Proponent shall not rely on oral clarifications to the RFP unless they are confirmed in writing by the City in an issued addendum.

**13. Oral Presentations and Demonstrations:** All responsive Proponents may be required to make an oral presentation of their proposed solution to the City's Evaluation Committee. The Key Personnel (or some group thereof) as identified in the Proponent's proposal must be active participants in the oral presentation. The Proponent's presentation should focus on an understanding of the capabilities of the proposed solution. The City will notify responsive proponents of the date, time and location for the presentation, and will supply an agenda or topics for discussion.

**14. Cancellation of Solicitation:** This solicitation may be cancelled in accordance with the City's Code of Ordinances.

**15. Disqualification of Proponents:** Any of the following may be considered as sufficient for disqualification of a Proponent and the rejection of the Proposal:

- a. Submission of more than one Proposal for the same work by an individual, firm, partnership or Corporation under the same or different name(s);
- b. Evidence of collusion among Proponents;
- c. Previous participation in collusive bidding on Work for the City;
- d. Submission of an unbalanced Proposal, in which the prices quoted for same items are out of proportion to the prices for other items;
- e. Lack of competency of Proponent (the Agreement will be awarded only to a Proponent(s) rated as capable of performing the Work; the City may declare any Proponent ineligible at any time during the process of receiving Proposals or awarding the Agreement where developments arise which, in the opinion of the City, adversely affect the Proponent's responsibility;
- f. Lack of responsibility as shown by past Work judged from the standpoint of workmanship and progress; financial irresponsibility, including but not limited to, leaving retainage in City account;
- g. Uncompleted Work for which the Proponent is committed by Agreement, which in the judgment of the City, might hinder or prevent the prompt completion of Work under this Agreement if awarded to such Proponent; and
- h. Being in arrears on any existing or prior contracts with the City or in litigation with the City thereon or having defaulted on a previous contract with the City.

**16. Award of Agreement; Execution:** If the City awards an Agreement pursuant to this procurement, the City will prepare and forward to the successful Proponent an Agreement for execution substantially in the form included in this RFP.

**17. Illegal Immigration Reform and Enforcement Act:** This RFP is subject to the Illegal Immigration Reform and Enforcement Act of 2011 ("IIREA" or "the Act"). IIREA was formerly known as the Georgia Security and Immigration Compliance Act or GSCIA. Pursuant to the Act, the Proponent must provide with its Proposal proof of its registration with and continuing and future participation in the E-Verify Program established by the United States Department of Homeland Security. A completed Contractor Affidavit (Form 2) set forth in Part 4; Illegal Immigration Reform and Enforcement Act Forms must be submitted with the Proposal. Under state law, the City cannot consider any Proposal which does not include completed forms. Where the business structure of a Proponent is such that Proponent is required to obtain an Employer Identification Number (EIN) from the Internal Revenue Service, Proponent must complete the Contractor Affidavit (Form 2)

on behalf of and provide a Federal Work Authorization User ID Number issued to, the Proponent itself. Where the business structure of a Proponent does not require it to obtain an EIN, each entity comprising Proponent must submit a separate Contractor Affidavit (Form 2). It is not the intent of this notice to provide detailed information or legal advice concerning the Act. All Proponents intending to do business with the City are responsible for independently apprising themselves of and complying with the requirements of the Act and assessing its effect on City procurements and their participation in those procurements. For additional information on the E-Verify program or to enroll in the program, go to: <https://e-verify.uscis.gov/enroll>. Additional information on completing and submitting the Contractor Affidavit (Form 2) precedes the Affidavit.

**18. Multiple Awards:** The City reserves, at its sole discretion, the option to award to multiple Proponents. Multiple awards may be made on the total Scope of Services or components of the Scope of Services.

**19. Electronic Proposal Documents.** This RFP is being made available to all Proponents by electronic means. By responding to this RFP, Proponent acknowledges and accepts full responsibility to ensure that it is responding to the correct form of RFP, including any addenda issued by the City's Department of Procurement. Proponent acknowledges and agrees that in the event of a conflict between the RFP in the Proponent's possession and the version maintained by the Department of Procurement, the version maintained by the City's Department of Procurement shall govern. The RFP document is available at [www.ForestParkga.gov](http://www.ForestParkga.gov).

**20. Title VI Solicitation Notice.** The City of Forest Park, in accordance with the provisions of and the Regulations, hereby notifies all bidders or offerors that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

**PART II**  
**TECHNICAL INSTRUCTIONS AND MINIMUM QUALIFICATIONS**

1. **Background Information on City of Forest Park:** Forest Park is a city in Clayton County, Georgia, United States. It is located approximately nine miles (14 km) south of Atlanta and is part of the Atlanta–Sandy Springs–Marietta Metropolitan Statistical Area. As of the 2020 census, the city had a population of 18,468.
  
2. **General Summary of Task Order Process; Qualifications:**
  - 2.1. Anticipated representative projects that may be the subject of a Task Order include, but may not be limited to:
    - 2.1.1. Landscaping Design;
    - 2.1.2. Installation;
    - 2.1.3. Enhancement; and
    - 2.1.4. DOT Maintenance
  
  - 2.2 All Services will be performed in accordance with the Contract, if awarded. Any Proponent awarded a Contract pursuant to this RFP will be required to procure all required subcontractors/subconsultants, vendors, materials and any other items or services required to complete this project. Appropriate solicitation documentation will be prepared by City for projects anticipated to be awarded and distributed to selected successful Proponent(s) awarded a Contract pursuant to this RFP. Selected Proponents may develop a cost proposal for the project subject to any predetermined fee or general conditions compensation payable under any Contract awarded under this RFP. If City accepts a cost proposal, it will execute a Task Order for the project with the successful Proponent.
  
  - 2.3 The City contemplates selecting one (1) firm for an award of Contracts pursuant to this RFP.
  
  - 2.4 A Task Order will be issued on an as-needed basis. The award of a Contract pursuant to this RFP does not guarantee that any Task Order will be issued under that Contract. No minimum amounts of Services are guaranteed to any Proponent receiving an award of a Contract pursuant to this RFP.
  
3. **Minimum Qualifications:**
  - 3.1 A Joint Venture is optional for this RFP.
  
  - 3.2 The Proponent (including majority member of the joint venture) must have a minimum of five (5) years of experience as a General Contractor within the last ten (10) years.

3.3 The Proponent must be licensed to operate a Landscaping Design Company. The Proponent shall submit a copy of its Contracting License in the State of Georgia. No other state license will be accepted.

**4. Proposal Requirements:**

4.1 Proposal Submission Requirement: The Proponent must submit one (1) original and three (3) copies of its proposal. The Proposal must be submitted in a three (3) ring binder, indexed as outlined in Part III, Content of Proposal.

## Part III

### Content of Proposal

1. **General Contents of Proposals:** A Proponent must submit a complete Proposal in response to this RFP in the format specified in this RFP; no other format will be considered.

Information drafted and provided by a Proponent (to be submitted as Volume I of the Proposal), further details are provided hereinafter.

Information provided by a Proponent on forms provided by the City (or required to be created by a Proponent) in this RFP (to be submitted as Volume II of the Proposal), further details are provided hereinafter and

2. **Informational Proposal Volume I:** The information drafted and submitted by Proponent in response to this RFP, which must be set forth in and include each of the following parts:

2.1 **Title Page:** The title page must contain the following information:

2.1.1 **Landscaping Design Services.** The Title page must identify the lead Person acting on behalf of the Proponent, including his/her contact name, address, e-mail address, phone number. The Title page must contain at a minimum the following information: Complete legal name of the Proponent, the names of the legal entities that comprise the Proponent, if it is a joint venture or partnership or other business entity whose ownership interests may be vested in business or other legal entities.

2.2 **Executive Summary:** The purpose of the Executive Summary is to provide an overview of the Proponent's qualifications to be considered for an award of a Contract for this procurement. The Executive Summary must contain the following information:

2.2.1 Complete legal name of the Proponent and the address of its primary business headquarters; General description of the Proponent, including its history and certifications (years in business, licenses held, association memberships, etc.);

2.2.2 The general and specific capabilities and experience of the Proponent that it believes will benefit the City;

2.2.3 Any awards or other special acknowledgments received by Proponent for excellence in landscaping services, and any other unique capabilities or areas of specialization the Proponent wishes City to consider.



2.3 **Management Plan:** The City requires that each Proponent be capable of self-performing as well as managing the work of all subcontractors/sub-consultants or similar persons or entities. The Proponent should describe in detail:

2.3.1 The capacity and capability to perform multiple projects at multiple locations simultaneously. Please describe how the firm plan to perform multiple tasks and to execute the work assigned to the Team.

2.3.2 Describe the Team's role and duties of each position by indicating who will manage the overall project, attend project meetings, prepare work orders, negotiate with subcontractors, supervise the project and perform administrative tasks.

2.3.3 Describe Proponent's work plan to accomplishing a task order. The plan should include the Team approach to the phasing, construction, schedule and logistics in order to accomplish the completion of an approved task order.

2.3.4 Provide your approach to the expeditious close out of the Project, corrections to unacceptable work and punch list procedures.

2.3.5 Please describe your process for tracking and performing warranty work.

2.4 **Experience and Past Performance:** The City requires that each Proponent be capable of self-performing a minimum twenty (20) percent of the work and/or managing all subcontractors/subconsultants or similar persons or entities. The Proponent must submit the following information to demonstrate its experience in these two key aspects of the work:

2.3.1. Full time employees of the Proponent (including administrative staff) to include position, years with Proponent, and licenses or certifications held;

2.3.2. The physical resources the Proponent owns, including equipment, vehicles, temporary office trailers, etc. (include the year and model when identifying equipment and vehicles); and

2.3.3. A matrix identifying five (5) projects the Proponent, as a Landscaping Contractor, has completed during the past 10 years. The matrix must include:

2.3.3.1 The name of the project;

2.3.3.2 The value of the contract under which Proponent;

- 2.3.3.3 Start and end dates of the project;
- 2.3.3.4 Brief description of the project, including size and major work components;
- 2.3.3.5 Description of work performed by the Proponent;
- 2.3.3.6 Number of subcontractors/subconsultants managed by the Proponent and the work performed by those subcontractors/sub-consultants;
- 2.3.3.7 Owner references for each project, including contact name and telephone number;
- 2.3.3.8 Indicate the number of change orders required to complete the project and the value, individually and collectively, of the change orders;
- 2.3.3.9 Local, Small Business and Diversity Program goals for each project and actual participation achieved by Proponent;
- 2.3.3.10 Safety performance (specifically identify any lost time accidents, work suspensions due to unsafe conditions, etc.).
- 2.3.3.11 At a minimum, Proposers must expressly reply to each subpart of each of the following questions:

- a) Has the Responder performed the following scope for any Georgia Department of Transportation (GDOT) projects?
  - i. landscape design
  - ii. landscape installation
  - iii. landscape maintenance
  - iv. landscape enhancements
- b) If Responder has worked for the GDOT previously, please identify the following:
  - i. How many years of experience with GDOT projects similar to the one outlined in this RFP?
  - ii. Identify any GDOT projects performed by Responder in the last five years. Provide a list of the projects with a brief project summary, including project name, project size, project location, years and duration of project, and contract terms and project values. Provide a minimum of two (2) GDOT project(s) your company previously had or currently has in the last five years.
  - iii. Are you familiar with GDOT policies and procedures?
- a) Has the Responder performed the scope of work described above for any government entities within the United States? Provide a list of the projects with a brief project summary, including project name, project size, project location, years and duration of project, and contract terms and project values.
- b) Has the Responder performed the scope of work described above in the Metro Atlanta area? If so, provide a list of the projects with a brief project summary, including project name, project size, project location, years and duration of project, and contract terms and project values.

- e) Describe Responders overall experience, capabilities and other qualifications for this project and projects of equivalent size and scope.
- f) How many years has Responder operated under the current company name?
  - a) Has Responder ever been debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any government entity, including a Federal department or agency from doing business with the Federal Government, a state department or agency from doing business with a state, and/or any local government from doing business with a local government?
  - b) Provide number of personnel and sub-contractor(s) assigned to work on projects stated above.
  - c) Did any projects include sod installation? If so, what was the square footage?
  - d) Did any projects include pre/post emergent for weed control? If so, what was the frequency?
  - e)
  - f) Did any projects include fertilization? If so, what was the frequency?
  - g) Did any projects include litter removal? If so, what was the frequency?
  - h) Were tree-gators for watering trees/scrubs used on the projects? If so, what was the frequency?
  - i) Did the projects include total installation?

## 2.4 Organization Structure and Resumes:

2.4.1 Organizational chart is required depicting key team and their titles.

2.4.2 Describe the position roles in the organization chart.

2.4.3 In the event there is need to replace key team members during the term of any Contract awarded, if any, Proponent must describe its back-up, include Identify the individual(s) and role(s).

2.4.4 Provide detailed resumes of team members and subcontractors who will be directly working on the project; Include their experience for GDOT landscape projects and any other landscape projects for government entities in the US; Identify their key area of expertise pertaining to the scope of services in this RFP; Provide resumes for the following positions: Principal-in-Charge, Project Manager, Safety Manager and Superintendent. Submission of these names constitutes a commitment to use these individuals if the Proponent is awarded a Contract, and changes may be made only with the prior written consent of the City. For each person listed, submit a written resume not exceeding two (2) pages per person, organized as follows:

2.3.4.1 Name and title;

- 2.3.4.2 Professional background;
- 2.3.4.3 Current and past relevant employment;
- 2.3.4.4 Education;
- 2.3.4.5 Certifications; and
- 2.3.4.6 List of three (3) relevant projects, including client name, project description, project value, role of the individual, project completion date, reference contact name, phone number and e-mail address.

- 2.5 **Quality Control Plan Approach:** Proponent must submit an executive level plan describing the management process the Proponent will implement to ensure all work and services performed are of the highest quality. The approach should include a description of the Proponent's process as it pertains to shop drawings, product and materials submittals, inspection of subcontractor/subconsultant work and materials, means and methods of conducting Quality Control testing, etc. Describe the Proponent's corrective action plan. Describe how the Proponent's organizational structure supports this plan and clearly identify responsible and accountable parties (Do not provide the Proponent's existing Quality Control Manual).
- 2.6 **Procurement Plan:** Proponent must submit an executive level approach (3 pages maximum) to the competitive and open procurement of subcontractors/subconsultants, materials, supplies and equipment required to complete a project. The plan must address the bonding requirements it will require of the subcontractors as well as any bonding assistance available to subcontractors.
- 2.7 **Local, Small Business, Diversity Program:** Proponent must provide an executive level plan (3 pages maximum) for achieving, at a minimum, the City LSBDD participation goals including the description of their plan for performing good faith outreach efforts. The plan must include any bonding assistance the Proponent will make available to Subcontractors. (25% goal)
- 2.8 **Safety Record and Experience:** Each Proponent must demonstrate that it is committed to implementing a first-rate safety program and that it has an exceptional safety and environmental record. Each Proponent must submit their current Experience Modification Rate (EMR). If an EMR is not available, each Proponent and its proposed subcontractors/subconsultants must submit a written statement detailing each one's safety records on its last 5 projects listed in the Proponent's reference., Include contact names and phone numbers where the City can verify the safety record statement. Each Proponent must provide a Log and Summary of OSHA violations and any fines or settlements for the past 36 months. Attach OSHA Form 300A - Work Related Injuries and Illnesses, as required by the U. S. Department of Labor, for the past 36 months (Provide OSHA Recordable Incident Rate (Year 2017) and OSHA Lost Days Away Incident Rate (Year 2017). This is applicable to site construction and installation activities only. (Do

not submit the Proponent's Safety Manual).

- 2.9 **Surety Letter Regarding Bonding History:** Each proponent and/or member of the joint venture must submit its history of providing bonds on projects over the past five (5) years by supplying notarized letters from its surety companies stating the name of the project, bonded amount, project status and any surety activity/involvement/claims associated with the project delivery.

**Part IV  
EVALUATION OF PROPOSAL**

All Proposals will be evaluated in accordance with the City's Code of Ordinances and the criteria specified on the Percentage Evaluation Form and considering the information required to be submitted in each Proposal. An Evaluation Committee will review the Proposals in accordance with this RFP.

<b>RELATIVE WEIGHT</b>	<b>GRADED ITEM</b>	<b>SCORE</b>
<b>25</b>	Management Plan	
<b>15</b>	Experience and Past Performance	
<b>10</b>	Organizational Structures and Resumes	
<b>10</b>	Quality Control Plan	
<b>15</b>	Procurement Plan	
<b>10</b>	Safety Record and Safety Experience	
<b>5</b>	Local, Small Business, and Diversity Program (Outreach)	
<b>10</b>	Financial Capability	
<b>100%</b>	Total Score	

**PART V**



## SUBMITTAL CHECKLIST

This table is included for Proponent's convenience and may be used to track the preparation and submittal of certain required information withits Proposal.

Item #	Required Proposal Submittal Check Sheet	Check (v)
1	Title Page	
2	Executive Summary	
3	Experience and Past Performance	
4	Organizational Structure/Key Personnel	
5	Quality Control Plan Approach	
6	Procurement Plan	
7	Local, Small Business, Diversity Program Plan	
8	Safety Record and Experience	
9	Surety Letter Regarding Bonding History	
<b>10</b>	Form 1: Proposal Submittal Letter Form	
11	Form 2: Illegal Immigration Reform and Enforcement Act	
12	Form 3: Contractor's Statement of Legal Status and Financial Capability	
13	Form 4: Acknowledgement of Insurance and Bonding Requirements	
14	Form 5: Acknowledgment of Addenda	
15	Form 6: Proponent's Contact Directory	
16	Form 7: List of Clients	
17	Form 8: Schedule of Contract Fully Burdened Labor Rates	N/A
18	Form 9: Fee Acknowledgement Letter	
19	Form 10: Non-Collusion Affidavit	
20	Form 11: Certification Regarding Debarment, Suspension, and Other Matters	
21	Joint Venture Agreement (if applicable)	
22	Georgia General Contractor's License(s)	
23	State of Georgia Certificate of Existence	



**FORM 1**  
**PROPOSAL SUBMITTAL LETTER**

This Form Must Be Signed and Return with Bid or Bid will be Deemed Non-responsive.

RFP # \_\_\_\_\_

The undersigned, \_\_\_\_\_, hereby submits its bid proposal to furnish all services, labor, materials, or equipment, delivered by the undersigned for the above referenced RFP to the City of Forest Park, Georgia.

The undersigned acknowledges and agrees that the Proposal submitted by the undersigned shall be binding upon the undersigned and that if City of Forest Park, Georgia, awards a contract to the undersigned, the Proposal made by the undersigned and delivered to City of Forest Park, Georgia herewith, together with such award, will constitute a legal, valid and binding contract between the undersigned and City of Forest Park, Georgia. The Contract created pursuant to the previous sentence shall incorporate the terms and conditions of the bid including, but not limited to, the bid Scope of Work, solicitation instructions and conditions, the contract provisions and the contractor's proposal, all as described in the bid.

IN WITNESS WHEREOF, the undersigned has duly executed and delivered this Proposal Submittal Letter this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

By: \_\_\_\_\_

Title: \_\_\_\_\_

Sworn to and subscribed before me the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

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

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

[SEAL]

**Required Submittal (FORM 2)**  
**Illegal Immigration Reform and Enforcement Act Forms (Page 1 of 3)**

**INSTRUCTIONS TO OFFERORS:**

All Offerors **must** comply with the Illegal Immigration Reform and Enforcement Act, O.C.G.A §13-10-90, et seq. (IIREA). IIREA was formerly known as the Georgia Security and Immigration Compliance Act or GSICA. Offerors must familiarize themselves with IIREA and are solely responsible for ensuring compliance. Offerors must not rely on these instructions for that purpose. The instructions are offered only as a convenience to assist Offerors in complying with the requirements of the City's procurement process and the terms of this solicitation document.

1. The attached Contractor Affidavit (Form 1) must be filled out COMPLETELY and submitted with the proposal/bid.
2. The Contractor Affidavit must contain an active Federal Work Authorization User ID Number, also known as an E-Verify Company ID Number or E-Verify Number, and Date of Authorization (mm/dd/yyyy). **Please Note: The E-Verify Company ID Number is not a Tax ID Number, Social Security Number or formal contract number.**
3. If the Offeror is a Joint Venture and the Joint Venture has an EIN, **one** Contractor Affidavit must be completed by the Joint Venture and it must include the E-Verify Company ID Number issued to the Joint Venture. Each business participating in the Joint Venture does **not** need to submit a separate Contractor Affidavit.
4. If the Offeror is a Joint Venture and the Joint Venture does not have an EIN, each business participating in the Joint Venture **must** complete and submit its own Contractor Affidavit. The Contractor Affidavit must include the participating business's E-Verify Company ID Number.
5. All Contractor Affidavits must be executed by an authorized representative of the entity named in the Affidavit.
6. **All Contractor Affidavits must be sworn, signed and dated in the physical presence of a notary public. The signature dates for both the authorized representative and notary public must be the same.**
7. \*Subcontractor and sub-subcontractor affidavits are not required at the time of proposal/bid submission but will be required at contract execution phase or in accordance with the timelines set forth in IIREA.
8. Offeror's failure to comply with the above instructions may result in the Offeror being deemed non-responsive.

**Required Submittal (FORM 2)**

**Contractor Affidavit under O.C.G.A. § 13-10-91(b)(I)**

The undersigned contractor ("Contractor") executes this Affidavit to comply with O.C.G.A § 13-10-91 related to any contract to which Contractor is a party that is subject to O.C.G.A. § 13-10-91 and hereby verifies its compliance with O.C.G.A. § 13-10-91, attesting as follows: **(a)** the Contractor has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program; **(b)** the Contractor will continue to use the federal work authorization program throughout the contract period, including any renewal or extension thereof; **(c)** the Contractor will notify the public employer in the event the Contractor ceases to utilize the federal work authorization program during the contract period, including renewals or extensions thereof; **(d)** the Contractor understands that ceasing to utilize the federal work authorization program constitutes a material breach of Contract; **(e)** the Contractor will contract for the performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the Contractor with the information required by O.C.G.A. § 13-10-91(a), (b), and (c); **(f)** the Contractor acknowledges and agrees that this Affidavit shall be incorporated into any contract(s) subject to the provisions of O.C.G.A. § 13-10- 91 for the project listed below to which Contractor is a party after the date hereof without further action or consent by Contractor; and **(g)** Contractor acknowledges its responsibility to submit copies of any affidavits, drivers' licenses, and identification cards required pursuant to O.C.G.A. § 13-10-91 to the public employer within five business days of receipt.

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

\_\_\_\_\_  
Date of Authorization (mm/dd/yyyy)

\_\_\_\_\_  
Name of Contractor (Legal Name of Offeror)

\_\_\_\_\_  
Name of Project/Solicitation Number

\_\_\_\_\_  
Name of Public Employer

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

Executed on \_\_\_\_\_, \_\_\_\_, 20\_\_ 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 \_\_\_\_\_, 20\_\_.

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

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

*\*The signature dates for both the authorized representative and notary public must be the same.*

**Required Submittal (FORM 2b)**  
**Subcontractor Affidavit under O.C.G.A. § 13-10-91(b)(3)**

By executing this affidavit, the undersigned subcontractor 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 contractor) 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 subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the subcontractor with the information required by O.C.G.A. § 13-10-91(b). Additionally, the undersigned subcontractor will forward notice of the receipt of an affidavit from a sub-subcontractor to the contractor within five (5) business days of receipt. If the undersigned subcontractor receives notice that a sub-subcontractor has received an affidavit from any other contracted sub-subcontractor, the undersigned subcontractor must forward, within five business days of receipt, a copy of the notice to the contractor. Subcontractor 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 (mm/dd/yyyy)

\_\_\_\_\_  
Name of Subcontractor (Legal Name)

\_\_\_\_\_  
Name of Project/Solicitation Number

\_\_\_\_\_  
Name of Public Employer

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

Executed on \_\_\_\_\_, \_\_\_\_, 20\_\_ 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 \_\_\_\_\_, 20\_\_.

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

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

**\*The signature dates for both the authorized representative and notary public must be the same.**

**Required Submittal (FORM 3)**

**Contractor's Statement of Legal Status and Financial Capability**

*For official and confidential use by the City of Forest Park, Georgia*

**Purpose/Instructions:** The following information will be used by the City of Forest Park, Georgia in determining whether or not the identified **Contractor** has, in the opinion of the City of Forest Park, Georgia, the financial capability to successfully fulfill its obligations to the City.

If space on this form is inadequate for any requested information, please furnish on attached pages with a reference to the appropriate question number on this form.

**A. Submission Information:**

1. This Statement is being submitted as required by a FOREST PARK Solicitation:

FOREST PARK Solicitation #: \_\_\_\_\_

Project Name: \_\_\_\_\_

2. This information is current as of (date): \_\_\_\_\_

**B. Contractor Information**

1. Official \_\_\_\_\_ Company/Entity \_\_\_\_\_ Name: \_\_\_\_\_

(hereinafter "Contractor")

2. Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

3. If at this address less than 1 year, prior address: \_\_\_\_\_

\_\_\_\_\_ City/State/Zip: \_\_\_\_\_

4. Primary contact regarding this information: \_\_\_\_\_

5. Telephone Number: \_\_\_\_\_

6. Email Address: \_\_\_\_\_

**C. Development Entity.** The Development entity named above is:

A sole proprietorship — Soc. Sec. # \_\_\_\_\_

A corporation — FID # \_\_\_\_\_

A nonprofit or charitable institution or corporation — FID # \_\_\_\_\_

A partnership \_\_\_\_\_ — FID # \_\_\_\_\_

- A business association or a joint venture – FID # \_\_\_\_\_
- A limited liability company – FID # \_\_\_\_\_
- A Federal, State, or local government or instrumentality thereof
- Other / explain: \_\_\_\_\_

**D. Date and State of Organization.** If the Contractor is not an individual or a government agency or instrumentality:

1. Date of organization: \_\_\_\_\_

2. State of organization: \_\_\_\_\_

**E. Contractor Principals.** Names of owners, officers, directors, trustees, and principal representatives of the development entity

Name, Title, Address, ZIP Code	Description of interest/relationship	% of Ownership Interest

**F. Contractor Affiliations.** Is the Contractor a subsidiary or parent of or affiliated with, any other corporation or corporations or any other firm or firms?

- Yes  No

If Yes, provide the following information:

Corporation/Firm	Relationship to Contractor	Common Officers/Directors/Owners/ Trustees/Representatives
Name Address		
Name Address		

If the Contractor is different than the parent corporation or firm, will the parent corporation or firm guarantee performance under this proposal?

- Yes                       No

**G. Bankruptcy.** Has the Contractor or the parent corporation (if any), or any subsidiary or affiliated corporation of the Contractor or said parent corporation, or any of the Contractor's officers or principal members, shareholders or investors filed for bankruptcy, either voluntary or involuntary, within the past 10 years?

- Yes                       No

If Yes, provide the following information:

Name	Court	Date	Status

**H. Loan Defaults.** Has the Contractor or the parent corporation (if any), or any subsidiary or affiliated corporation of the Contractor or said parent corporation, or any of the Contractor's officers or principal members, shareholders or investors defaulted on a loan or other financial obligation? (*attach additional sheets if needed*)

- Yes                       No

If Yes, explain: \_\_\_\_\_

**I. Criminal Litigation.** Is the Contractor or the parent corporation (if any), or any subsidiary or affiliated corporation of the Contractor or said parent corporation, or any of the Contractor's officers or principal members, shareholders or investors party to any past or pending criminal litigation?

- Yes                       No

If Yes, provide the following information, and attach any additional information or explanation deemed necessary:

Date Filed	Court	Charge/Current Status

**J. Civil Litigation.** Is the Contractor or the parent corporation (if any), or any subsidiary or affiliated corporation of the Contractor or said parent corporation, or any of the Contractor's officers or principal members, shareholders or investors party to any pending civil litigation that could potentially impact the financial capability of the Contractor to complete the proposed development?

Yes                       No

If Yes, provide the following information, and attach any additional information or explanation deemed necessary:

Date Filed	Court	Current Status

**K. Forest Park, Georgia** have any direct or indirect personal interest in the Contractor or in the redevelopment or rehabilitation of the property being proposed by the Contractor?

Yes                       No

If Yes, explain:

**L. Source of Financing.** Provide an itemization of planned or likely sources of funds to be used to cover Contractor's obligations under the project.

1. Provide a copy of a letter of interest from potential lenders, or
2. Provide any other evidence of Contractor's ability to obtain debt financing.
3. Provide name and address of financial institution reference(s).

**M. Financial Responsibility.** Responder must provide financial statements for the last three (3) years that evidence the responder's financial capabilities to perform the scope of work. (Audited statements are preferable but a minimum balance sheet, income statement and cash flow statement may be accepted.) Provide year of incorporation (if applicable).

**N. Previous Forest Park Projects.** Has the Contractor or its parent entity (if any), or any subsidiary or affiliated entity of the Contractor or said parent corporation, or any of the Contractor's officers or principal members, shareholders or investors had any previous contractual relationship with the City of Forest Park?

Yes                       No

Project Name	Description	Date



**O. Additional Information.** Attach any additional evidence deemed helpful to demonstrate the Contractor's financial capacity and capability to complete the project.

## CERTIFICATION

I\* \_\_\_\_\_ certify under penalty of perjury under the laws of the State of Georgia that I am authorized to submit this information on behalf of the Contractor and that the statements made in this Proposal are true and correct. I further authorize the City of Forest Park, Georgia, or any employee or agent acting on behalf of the City of Forest Park, Georgia, to undertake any investigation deemed appropriate to verify the information contained herein.

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 \_\_\_\_\_, 20\_\_.

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

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

\* If the Contractor is an individual, this statement should be signed by such individual; if a partnership, by one of the partners; if a corporation or other entity, by one of its chief officers having knowledge of the facts required by this statement.

**FORM 4**

**Acknowledgement of Insurance and Bonding**

I \_\_\_\_\_ on behalf of \_\_\_\_\_  
("Proponent"), acknowledge that if selected as the successful Proponent for (enter  
project name and number) \_\_\_\_\_.  
Proponent shall comply with all insurance and bonding requirements for the projected  
listed above and any other attachments to the RFP which pertain to insurance and/or  
bonding.

Proponents understands that it is expected to share these requirements with potential  
sureties and insurance brokers, agents, underwriters, etc. prior to the award of a  
contract and to take all necessary steps to ensure compliance with the applicable  
requirements without delay. The Proponent understands, acknowledges and agrees  
that any failure to fully comply with the insurance and bonding requirements within 10  
days of the date the Proponent receive a final contract.

By executing this Acknowledgement of Insurance and Bonding requirements, I  
represent that the Proponent understands and agrees to comply unconditionally with all  
requirements. I represent that I am authorized to make the representation contained  
herein on behalf of the Proponent.

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 \_\_\_\_\_, 20\_\_.

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

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

**FORM 5**

**ACKNOWLEDGMENT OF ADDENDA**

The undersigned Bidder hereby acknowledges receipt of the following Addenda:

<u>Addendum Number</u>	<u>Dated</u>	<u>Acknowledge Receipt</u> (initial)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**No addenda were received:**

Acknowledged for: \_\_\_\_\_  
(Name of Bidder)

By: \_\_\_\_\_  
(Signature of Authorized Representative)

Name: \_\_\_\_\_ (Print or Type)

Title: \_\_\_\_\_

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

**Required Submittal (FORM 6)**  
**Contact Directory**

**Proponent Name:** \_\_\_\_\_

NAME	POSITION/TITLE (JV Relationship, if applicable) *	MAILING ADDRESS	PHONE NUMBER	EMAIL ADDRESS

The purpose of the Offeror Contact Directory is to provide the City with a centralized, easily identified source of important contacts and other information regarding each of the business entities constituting an Offeror. This Offeror Contact Directory must include the names, positions/titles, firms, mailing addresses, phone and fax numbers and e-mail addresses for at least one (1) primary contact, and names, positions, titles of at least one (1) secondary contact, where applicable, authorized to represent the firm for purposes of this solicitation.

\* *Joint Ventures established less than three (3) years must include at least one (1) primary contact for each member.*

**Required Submittal (FORM 7)**  
**Reference List**

Each Offeror must provide a list of at least three (3) references for. The references provided shall not be from the same project and must be able to attest to an Offeror's performance ability and credibility in a particular industry or trade. The City may also consider the information obtained through other sources. Past and present performance information will be utilized to determine the quality of the Offeror's past and present performance as it relates to the probability of success for this Project.

**Reference No. 1**

Project Name: \_\_\_\_\_

Owner/Client of Project: \_\_\_\_\_

Contact Name/Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Description of Services:

Total Amount of Contract Including Change Orders:

Offeror's Role and Responsibilities:

Current Completion Status:

**Reference No. 2**

Project Name: \_\_\_\_\_

Owner/Client of Project: \_\_\_\_\_

Contact Name/Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Description of Services:

Total Amount of Contract Including Change Orders:

Offeror's Role and Responsibilities:

Current Completion Status:

**Required Submittal (FORM 7)**  
**Reference List (cont.)**

**Reference No. 3**

Project Name: \_\_\_\_\_

Owner/Client of Project: \_\_\_\_\_

Contact Name/Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Description of Services:

Total Amount of Contract Including Change Orders:

Offeror's Role and Responsibilities:

Current Completion Status:

**Required Submittal (FORM 7)**  
**Reference List**

Each Offeror must provide a list of at least three (3) references for. The references provided shall not be from the same project and must be able to attest to an Offeror's performance ability and credibility in a particular industry or trade. The City may also consider the information obtained through other sources. Past and present performance information will be utilized to determine the quality of the Offeror's past and present performance as it relates to the probability of success for this Project.

**Reference No. 1**

Project Name: \_\_\_\_\_

Owner/Client of Project: \_\_\_\_\_

Contact Name/Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Description of Services:

Total Amount of Contract Including Change Orders:

Offeror's Role and Responsibilities:

Current Completion Status:

**Reference No. 2**

Project Name: \_\_\_\_\_

Owner/Client of Project: \_\_\_\_\_

Contact Name/Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Description of Services:

Total Amount of Contract Including Change Orders:

Offeror's Role and Responsibilities:

Current Completion Status:

**Required Submittal (FORM 7)**  
**Reference List (cont.)**

**Reference No. 3**

Project Name: \_\_\_\_\_

Owner/Client of Project: \_\_\_\_\_

Contact Name/Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Description of Services:

Total Amount of Contract Including Change Orders:

Offeror's Role and Responsibilities:

Current Completion Status:



**FORM 8**  
**SCHEDULE OF CONTRACT FULLY BURDENED LABOR RATES**

**PROPOSER NAME:** \_\_\_\_\_

<b>Position</b>	<b>Raw Rate</b>	<b>Multiplier</b>	<b>Fully Burdened Labor Rate</b>
Principal-in-Charge			
Project Manager			
Superintendent			
Safety Manager			
QC Manager			
Estimator			
Scheduler			
Contract Administrator			
Laborer			

<sup>1</sup> Actual salary paid to employees of the Joint Venture Companies - proof of payment is required upon Contract award and invoicing.

<sup>2</sup> Fully Burdened Labor Rate - The actual cost paid or incurred by a company that is directly attributable to maintaining an employee including the employee's salary, statutorily required taxes, insurance, contributions, assessments, etc. as well as customary benefits provided to the company's employees per the company's printed policies such as medical and health benefits, sick leave, vacation, holidays, pensions, etc. The fully burdened labor rate also includes any consideration for overhead but NOT profit. The Joint Venture blended overhead apportioned to this contract is accounted by a multiplier applied to the raw rates which results in the Fully Burdened labor Rate. The City reserves the right to audit this multiplier. The fully burdened labor rates shall be used in the preparation of all Task Orders and Change Orders.