



THE CITY OF CALHOUN, GEORGIA

DATE: February 13, 2023

SUBJECT: RFP #2023-00326 Design for eight (8) Pickleball Courts and a Covered Pavilion at Calhoun Park

You are invited to offer a Proposal to The City of Calhoun, to provide Engineering Design services as described herein for Eight (8) Pickleball Courts 120' x 120' Plus 45' X 50' Covered Pavilion at Calhoun Park. The Park is located 110 Recreation Drive.

Inquiries regarding proposals should be made to Margaret Boyd, Director of Purchasing, (706)602-5680 or email: maboyd@calnet-ga.net. Technical questions may be directed to Kim Townsend, Director of Recreation Department, (706)602-5950, or email: ktownsend@calnet-ga.net

There will be a Mandatory pre-proposal site visit for this project. Monday, February 20, 2023, 10:00 A.M located at 110 Recreational Drive Calhoun Georgia 30701.

Attached hereto is the Request for Proposal (RFP) instruction document. The written requirements contained in this (RFP) shall not be changed or superseded except by written addendum from The City of Calhoun, Director of Purchasing, Margaret Boyd Failure to comply with the written requirements for this proposal may result in rejection of the proposal by The City of Calhoun.

- ☐ **Two (2) USB Flash drives with a copy of the Proposal WITHOUT Pricing**
- ☐ **One (1) USB Flash Drive with separately sealed copy of Section V-D Price Proposal Schedule (Must be submitted separately in a sealed envelope)**

Proposals are to be sealed, marked with the Offeror's name and address and labeled, **“RFP #2023-00326 Pickleball Courts and a Covered Pavilion at Calhoun Park”** and delivered to:

The City of Calhoun

Margaret Boyd, Director of Purchasing

700 West Line Road

Calhoun Georgia 30701

No later than **3:00 P.M. ET, Thursday, March 2, 2023**

A qualified interpreter for the hearing impaired is available upon request at least 10 (ten) days in advance of the proposal opening date. Please call (706) 613-3088 for more information. This service is in compliance with the Americans with Disabilities Act (ADA).

Hand delivered copies may be delivered to the above address ONLY between the hours of 8:00 a.m. and 5:00 p.m. E.T., Monday through Friday, excluding holidays observed by The City of Calhoun.

The City of Calhoun reserves the right to reject any and all proposals, to waive any technicalities or irregularities, and to award the contract based on the highest and best interest of The City of Calhoun.



TABLE OF CONTENTS

<u>SECTION</u>	<u>TITLE</u>
----------------	--------------

I	REQUEST FOR PROPOSAL SUBMISSION INSTRUCTIONS
II	REQUEST FOR PROPOSAL OVERVIEW AND PROCEDURES
III	SCOPE OF SERVICES DESIGN ONLY
	A. INTRODUCTION AND PURPOSE DESIGN ONLY
	B. GENERAL PROJECT SCOPE DESCRIPTION DESIGN ONLY
	C. INSURANCE AND BOND REQUIREMENTS
	D. BASIC REQUIRED SERVICES
IV	SELECTION PROCESS AND EVALUATION CRITERIA
V	MANDATORY PROPOSAL FORMS
	A: PROPOSAL FORM
	B: ADDENDA ACKNOWLEDGEMENT
	C: GEORGIA SECURITY & IMMIGRATION COMPLIANCE (GSIC) AFFIDAVIT CONTRACTOR AFFIDAVIT & AGREEMENT
	D: SCHEDULE OF SERVICES AND PRICE PROPOSAL (Must be submitted in a separately sealed envelope)
VI	DOCUMENTS CHECKLIST
	ATTACHMENT A: WHAT YOUR BUSINESS NEEDS TO KNOW ABOUT GEORGIA'S E-VERIFY REQUIREMENTS
	ATTACHMENT B: MAP OF CALHOUN PARK

SECTION I - REQUEST FOR PROPOSAL SUBMISSION INSTRUCTIONS

ALL PROPOSALS RECEIVED WILL BECOME A PART OF THE OFFICIAL CONTRACT FILE AND MAY BE SUBJECT TO DISCLOSURE.

A complete signed proposal must include the documents listed below:

PROPOSAL FORMAT: Offerors are expected to examine the specifications, price schedule, and all instructions. Failure to do so will be at the Offeror's risk. Each Offeror shall furnish the information required by the solicitation. *The proposal and price schedule must be signed by an officer of the company, who is legally authorized to enter into a contractual relationship in the name of the Offeror.*

All proposals received will become a part of the official contract file and may be subject to disclosure.

All proposals are to be provided on USB flash drives to be in pdf format.

WRITTEN PROPOSAL CONTENT: All proposals should include the information outlined below and **in the following order**, as presented below:

1. **Cover Letter: A brief cover letter of introduction and interest (One page limit for this section).**

2. **Table of Contents (One page limit for this section):**

Including all sections and subsections with hyperlinks to the first page of each section.

3. **Mandatory Documents (Pages as required, no page count limit):**

This section should include the Section V - Mandatory Proposal Forms A-C noted in the Table of Contents; DO NOT include Form D the Price / Cost Proposal Form or any pricing information in any other section of the Proposal. Form D

- Schedule of Services and Price Proposal shall be included on a separate USB Flash Drive with original copy.

4. **Business Information (Two page limit for this section):**

State the full name and address of your organization and the branch office or subordinate element that will perform the services described in this proposal. Include a telephone number, the point of contact and official signature of an authorized company representative. Indicate whether you operate as a single proprietorship, partnership, or corporation. Include the state(s) in which you are incorporated and/or licensed to operate.

5. **Understanding the Project Offerors are encouraged to be concise with responses to the specific information requested): Provide an electronic copy on the USB drive, with the proposal**

No pricing, proposed for the project, based on the firm's understanding of the Project Requirement from provided scope or similar projects.

Provide concise description of special or specific practices or approach to the delivery of the services identified in this RFP (i.e., scheduling, documentation, planning, design, permitting and constructing the project) that may be considered to best achieve the objectives of The City of Calhoun (no more than two pages total);

6. References (Two Page limit for this section):

Provide a minimum of three (3) references for contracts/work of recent work, less than three years ago, for projects a similar type construction value, and/or complexity as described in the RFP; preference is for public sector references and/or similar renovation project references, if possible. Include the name, address, and telephone number of the point of contact. Provide a brief description of the specific work and/or responsibility the Offeror provided for each referenced project and when such work was completed.

SUBMITTAL FORMAT:

ALL proposal USBs must be submitted in a sealed envelope or container with the **OUTERMOST** container stating the company name, address, telephone number, the RFP number, and TITLE (**RFP #2023-00326 Design for Pickleball Courts and a Covered Pavilion at Calhoun Park**).

If you have a City of Calhoun Vendor Number, please include it on the sealed envelope or container. If you do not know your vendor number, please call (706) 602-5682 or email: purchasing@calnet-ga.net If you do not have a vendor number.

- ☐ Two (2) USB Flash drives with a copy of the Proposal WITHOUT Pricing
- ☐ One (1) USB Flash Drive with separately sealed copy of Section V-D Price Proposal Schedule
(Must be submitted separately in a sealed envelope)

Offerors are responsible for informing any commercial delivery service, if used, of all delivery requirements and for ensuring that the required address information appears on the outer wrapper or envelope used by such service. No responsibility shall attach to The City of Calhoun for the premature opening of a proposal not properly addressed and identified, and/or delivered to the proper or Improper address. **Proposals via facsimile will NOT be considered.**

**ALL PROPOSAL DOCUMENTS SUBMITTED ON USB
FLASH DRIVES MUST BE IN A SINGLE PDF FILE**

THE CITY OF CALHOUN
REQUEST FOR PROPOSAL
RFP #2023-00326 Design for eight (8) Pickleball
Courts and a Covered Pavilion at Calhoun Park

SECTION II - REQUEST FOR PROPOSAL OVERVIEW AND PROCEDURES

A. INTRODUCTION AND PURPOSE

The City of Calhoun, to provide Engineering Design services as described herein for Eight (8) Pickleball Courts 120' x 120' Plus 45' X 50' Covered Pavilion at Calhoun Park. The Park is located 110 Recreation Drive.

The contractor will provide services per the scope of services as indicated in Section III of this request for proposal (RFP).

B. RFP TIMETABLE

The anticipated schedule for the RFP and contract approval is as follows:

Proposal Documents AvailableMonday February 13, 2023
Pre-Proposal Site VisitMonday, February 20, 2022, 10:00 AM.ET
Deadline for submission of questionsThursday February 23, 2023
Deadline for receipt of proposal 3:00 P.M. ET, Thursday, March 2, 2023
Estimated Proposal Evaluation Period Up to March 10, 2023
Proposals are valid until Monday May 8, 2023

C. CONTACT INFORMATION

The contact person for this RFP is Margaret Boyd, Director of Purchasing, (706)602-5680 or email: maboyd@calnet-ga.net. Technical questions may be directed to Kim Townsend, Director of Recreation Department, (706)602-5950, or email: ktownsend@calnet-ga.net

Offerors are encouraged to contact only the contact persons stated above to clarify any part of this RFP. Any such unauthorized contact shall not be used as a basis for responding to this RFP and also may result in the rejection of the Offeror's submittal.

D. MINIMUM PROPOSAL ACCEPTANCE PERIOD

Proposals shall be valid and may not be withdrawn for a period of sixty (60) days from the date specified for receipt of proposals.

E. ADDITIONAL INFORMATION/ADDENDA

The City of Calhoun will issue responses to inquiries and any other corrections or amendments it deems necessary in written addenda issued prior to the proposal due date. Offerors should not rely on any representations, statements or explanations other than those made in this RFP or in any addendum to this RFP. Where there appears to be a conflict between the RFP and any addenda issued, the last addendum issued will prevail.

Offerors must acknowledge any issued addenda. Proposals which fail to acknowledge the Offeror's receipt of any addendum will result in the rejection of the proposal if the addendum contained information which substantively changed the Owner's requirements.

Offerors who obtain this Request for Proposal from [Georgia Procurement Registry](#) or from sites are **advised to re-visit the above websites to obtain any addenda which may be issued prior to the proposal closing date.** The City of Calhoun assumes no responsibility for Offerors' failure to acknowledge any addenda issued.

F. LATE PROPOSALS, WITHDRAWALS, MODIFICATIONS AND REJECTIONS

Proposals shall not be modified, withdrawn, or canceled by the Offeror for a period of **sixty (60) days** following the time and date designated for the receipt of proposals, and each Offeror so agrees in submitting his proposal. Negligence on the part of the Offeror in the preparation of his proposal shall not be grounds for the modification or withdrawal of a proposal after the time set for proposal closing. Proposals received after the proposal due date and time are late and will not be considered. Modifications received after the proposal due date are also late and will not be considered.

G. PROPOSAL CLOSING

Proposal schedule prices will not be opened or read aloud publicly. A list of names of firms providing proposals may be obtained from [Georgia Procurement Registry](#) or The City of Calhoun via email request to E-Mail: The City of Calhoun purchasing@calnet-ga.net after the proposal due date and time stated herein. A tabulation of prices may be obtained upon award.

H. NON-COLLUSION AFFIDAVIT

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

By submitting a proposal, the Offeror represents and warrants that no official or employee of The City of Calhoun has, in any manner, an interest, directly or indirectly in the proposal or in the contract which may be made under it, or in any expected profits to arise therefrom.

I. GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT

By submitting a proposal and executing the attached Affidavits, the Offeror verifies its compliance with O.C.G.A. §13-10-91. The Offeror further agrees to maintain records of such compliance and shall provide a copy of each such verification to The City of Calhoun, at the time the subcontractor(s) is retained to perform such services.

J. COST INCURRED BY OFFERORS

All expenses involved with the preparation and submission of proposals to The City of Calhoun, or any work performed in connection therewith shall be borne by the Offeror(s). No payment will be made for any responses received or for any other effort required of or made by the Offeror(s) prior to the commencement of work as defined by a contract approved by the governing body of The City of Calhoun.

K. MINORITY BUSINESS ENTERPRISE POLICY STATEMENT

It is the policy of The City of Calhoun government that no person or business shall be excluded from participation, denied the benefits of, or otherwise discriminated against in relation to the award and performance of any contract or subcontract on the grounds of race, color, creed, national origin, age, or sex.

L. HOLD HARMLESS AND INDEMNIFICATION

The Offeror agrees, insofar as it legally may, to indemnify and hold harmless The City of Calhoun, its officers, employees and agents from and against all loss, costs, expenses, including attorneys' fees, claims, suits and judgments, whatsoever in connection with injury to or death of any person or persons or loss of or damage to property resulting from any and all operations performed by Offeror, its officers, employees, and agents under any of the terms of this contract.

M. SITE VISIT

Offerors will need to attend the mandatory site visit. To inspect the site where services are to be performed, the attached building assessments, and to satisfy themselves regarding all general and local conditions that may affect the cost of contract performance, to the extent that the information is reasonably obtainable. In no event, shall failure to inspect the site constitute grounds for a claim after contract award.

N. AWARD OF CONTRACT

This is a past performance/technical/price trade-off source selection in which competing Offeror's past and present performance history and technical ability will be evaluated on a basis approximately equal to price. Award will be made to the responsible Offeror whose proposal represents the best value after evaluation in accordance with the factors listed in Section IV herein. The City of Calhoun may reject any or all proposals if such action is in The City of Calhoun's interest.

O. QUALIFICATION OF OFFERORS

The City of Calhoun may make such reasonable investigations as deemed proper and necessary to determine the ability of the Offeror to perform the work and the Offeror shall furnish to The City of Calhoun all such information and data for this purpose as may be requested. The City of Calhoun reserves the right to reject any proposal if the evidence submitted by, or investigations of, such Offeror fails to satisfy The City of Calhoun that such Offeror is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein.

The City of Calhoun contractors/vendors must have a current The City of Calhoun business license if they are physically located in The City of Calhoun or if they perform a service in The City of Calhoun.

Proposals from any Offeror that is in default on the payment of any taxes, license fees, or other monies due to The City of Calhoun will not be accepted.

P. ALTERNATE PROPOSALS

Alternate proposals or proposals that deviate from the requirements of this solicitation will not be considered. Offerors shall not insert in their proposal any written statement which will have the effect of making any material change or changes in the Scope of Services or in any contract between the parties covering subject matter thereof.

Q. OPEN RECORDS

In accordance with OCGA Section 50-18-72(a)(34) Any trade secrets obtained from a person or business entity that are required by law, regulation, bid, or request for proposal to be submitted to an agency. **An 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.** If such entity attaches such an affidavit, before producing such records in response to a request

under this article, the agency shall notify the entity of its intention to produce such records as set forth in this paragraph. If the agency makes a determination that the specifically identified information does not in fact constitute a trade secret, it shall notify the entity submitting the affidavit of its intent to disclose the information within ten days unless prohibited from doing so by an appropriate court order. In the event the entity wishes to prevent disclosure of the requested records, the entity may file an action in superior court to obtain an order that the requested records are trade secrets exempt from disclosure. The entity filing such action shall serve the requestor with a copy of its court filing. If the agency makes a determination that the specifically identified information does constitute a trade secret, the agency shall withhold the records, and the requester may file an action in superior court to obtain an order that the requested records are not trade secrets and are subject to disclosure;

SECTION III - SCOPE OF SERVICES DESIGN ONLY

The contractor shall provide all personnel, equipment, tools, materials, supervision, and other items and services necessary as per the scope of services outlined below:

A. INTRODUCTION AND PURPOSE DESIGN ONLY

The City of Calhoun, Park and Recreation Department is seeking competitive Proposals for the Engineering Design services as described herein for Eight (8) Pickleball Courts – 120' x 120' Plus 45' X 50' Covered Pavilion.

B. GENERAL PROJECT SCOPE DESCRIPTION (DESIGN ONLY)

The design will include within the drawing, Grade out, Fencing, Electrical etc. to construct eight (8) Pickleball courts and a 45 X 50 Covered Pavilion in which it must match the existing pavilions with a small room for storage.

1. Fine grade one area 120' x 120' with laser grader
note: rough grade must be within plus or minus one tenth of one foot and properly compacted
2. Haul and place 4" of crusher run with laser grader
3. Roll crusher run when moist until compacted
4. Apply 2" of fine topping asphalt
5. A concrete walkway around the entire court with The Americans with Disabilities Act (ADA) Compliant with a pad for a Handi-cap parking spot.
6. Install 4' high black vinyl coated fence with 9-gauge wire, 3" terminal posts, 2 ½" line posts, gates and hardware as necessary around perimeter of courts.
7. Fencing needs to be 20 ft high around the 8 courts.
8. Install 16 net post foundations and 8 center anchors
note: dirt removed from digging out net post foundations will be spread on site as designated by owner. Divider nets will be placed between the courts.
9. Patch courts to U.S. court specifications
10. Apply 2 coats of black and 2 coats of acrytech colored full acrylic playing surface
note: if acrytech is out of stock, we will use a brand that is equal in quality
(colors will be royal blue and light green)

- 11.Stripe 8 pickle ball courts with one coat of primer and two coats of texturized white line paint
12. Install new net posts and new pickle ball nets and straps and clean
13. Work site thoroughly.

C. INSURANCE AND BOND REQUIREMENTS

General Liability Insurance Taken out in the name of the contractor. A current certificate of insurance shall be provided by the agent, listing The City of Calhoun, Georgia as an additional insured and certificate holder.

The required limits are one million per occurrence, two million aggregate, fifty thousand fire damage, five thousand medical expenses, one million products completed operations, one million personal & advertising injury or greater. Coverage should be on a per occurrence basis.

Workmen's Compensation Insurance covering all employees of the Contractor and any uninsured subcontractors is required. A current certificate of insurance shall be provided from the agent, listing the City of Calhoun as an additional insured and certificate holder. We require 30 days prior notice of cancellation to be shown on the certificate.

The insurance company will only be accepted if it is in good standing within the state of Georgia through the Insurance Commissioner's office. It must also be rated "A" or better with AM Best Company.

The required limits are statutory benefits and employers' liability of one million each accident, one million each employee, one million policy limit or greater. Automobile Liability Insurance Auto Liability Insurance covering all vehicles of the Contractor and any borrowed or leased vehicles is required. A current certificate of insurance shall be provided from the agent, listing the City of Calhoun as an additional insured and certificate holder. We require 30 days prior notice of cancellation to be shown on the certificate.

Bonding Requirements Original Bid Bond for 5% of the total bid must be submitted with the bid. Performance and Payment Bonds in the amount of 100% of the contract price will be required if contract is awarded.

D. BASIC REQUIRED SERVICES

The Design Team shall provide basic Architectural, Electrical and Construction services, and management of all permitting process to ensure the timely and effective development of all necessary construction documents sufficient for competitive bidding and associated pricing for construction.

SECTION IV - SELECTION PROCESS AND EVALUATION CRITERIA

The City of Calhoun intends to evaluate proposals and award a contract after conducting discussions with Offerors whose proposals have been determined to be within the competitive range. If it is determined that the number of proposals that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted The City of Calhoun may limit the number of proposals in the competitive range to the greatest number that will permit an efficient competition among the most highly rated proposals. Therefore, the Offeror's initial proposal should contain the best information about Offeror's of abilities, experience, and technical standpoint.

The selection of a responsible Offeror for recommendation of contract award will be based on the determined best value to The City of Calhoun after evaluation, and price evaluation. The City of Calhoun may reject any or all Proposals if such action is determined in the interest of The City of Calhoun.

EVALUATION CRITERIA: Based on the proposal format and the required sections of the proposal as outlined in Section II, the evaluation criteria are as follows:

1. **PROPOSAL FORMAT:** In this section the evaluation will be on the overall look of the proposal and how well the Offeror followed the instructions of the proposal format provided in Section I. **(Weighting Factor 20)**
2. **UNDERSTANDING OF THE PROJECT:** In this section the evaluation will be on the proposed technical approach and the proposed Project Schedule. Assesses whether the Offeror has given sufficient evidence of having fully understood the requirements of the entire project stated in the scope of work and referenced attachments. The response shall include all of the items identified in the proposal including the proposed approach from initial project & planning through handover to the customer, the timeline anticipated for each major step, and the mechanisms in place to ensure a quality installation is completed. **(Weighting Factor 35)**
3. **QUALIFICATIONS AND EXPERIENCE:** In this section the evaluation will be on the proposed individual staff and sub consultants assigned to the project and with **Experience on Similar Projects**. Assesses whether the Offeror presented the appropriate skill level staff for the project. **(Weighting Factor 30)**
4. **REFERENCES & REFERENCE PROJECTS** including applicable past work with The City of Calhoun. **Past Performance.** Assesses customer satisfaction with the vendor on prior projects. References should be requested for validation of the information provided by the vendor. **(Weighting Factor .5)**
5. **COST/PRICE:** Assesses whether the price is reasonable and in concert with industry standards and whether the firms have a good understanding of the scope of work and the project requirements. Firms are to provide: their proposed list of tasks to complete this project. Firms are to use the pricing proposal spreadsheet such as an Excel chart to list out pricing for the entire completion of this project. **(Weighting Factor 10)**

SECTION V – PROPOSAL FORMS

MANDATORY SUBMITTAL

A: PROPOSAL FORM

Proposal of _____

(Hereinafter called "Offeror"), organized and existing under the laws of the State of

_____, *doing business as* _____*.

In compliance with your RFP, the Offeror hereby proposes and agrees to perform and furnish all work for the requirement known as **RFP #2023-00326 Design for eight (8) Pickleball Courts and a Covered Pavilion at Calhoun Park**, in strict accordance with the Proposal Documents, within the time set forth therein, and at the price proposed.

By submission of this Proposal, the Offeror certifies, and in the case of a joint Offer, each party thereto certifies as to its own organization that:

1. The Offeror has examined and carefully studied the Proposal Documents and the Addenda, receipt of all of which is hereby acknowledged at Section V-B.
2. The Offeror agrees that this proposal may not be revoked or withdrawn after the time set for the opening of proposals but shall remain open for acceptance for a period of sixty (60) days following such time.

Company:			
Contact:			
Address:			
Phone:		Fax	
Email:			

☐ *By checking this box, I acknowledge that I have read all insurance requirements and will meet requirements listed in RFP #2023-00326 Design for eight (8) Pickleball Courts and a Covered Pavilion at Calhoun Park.*

Authorized Representative/Title
(Print or type)

Authorized Representative
(Signature)

Date

Company Name (*printed*): _____



SECTION V – PROPOSAL FORMS

B: ADDENDA ACKNOWLEDGEMENT

The Offeror has examined and carefully studied the Specifications and the following Addenda, Receipt of all of which is hereby acknowledged:

Addendum No.		dated		Acknowledgement	<i>Initial</i>
Addendum No.		dated		Acknowledgement	<i>Initial</i>
Addendum No.		dated		Acknowledgement	<i>Initial</i>
Addendum No.		dated		Acknowledgement	<i>Initial</i>

Offerors must acknowledge any issued addenda. Proposals which fail to acknowledge the Offeror's receipt of any addendum will result in the rejection of the proposal if the addendum contained information which substantively changes the Owner's requirements.

SECTION V – PROPOSAL FORMS

MANDATORY SUBMITTAL

C: GEORGIA SECURITY & IMMIGRATION COMPLIANCE (GSIC) AFFIDAVIT

The City of Calhoun and Contractor agree that compliance with the requirements of [O.C.G.A. § 13-10-91](#), as amended, and [DOL Rule 300-10-1-.02](#) of the Rules of the Georgia Department of Labor are conditions of this Agreement for the physical performance of services.

The Contractor further agrees that its compliance with the requirements of O.C.G.A. § 13-10-91, as amended, and DOL Rule 300-10-1-.02 is attested to on the executed Contractor Affidavit and Agreement attached hereto.

If employing or contracting with any subcontractor(s) in connection with this Agreement, Contractor further agrees:

- (1) To secure from the subcontractor(s) an affidavit attesting to the subcontractor's compliance with O.C.G.A. § 13-10-91, as amended, and DOL Rule 300-10-1-.02; such affidavit being in the form attached hereto; and

The failure of Contractor to supply the affidavit of compliance at the time of execution of this Agreement and/or the failure of Contractor to continue to satisfy the obligations of O.C.G.A. § 13-10-91, as amended, and DOL Rule 300-10-1-.02 as set forth in this Agreement throughout the contract period shall constitute a material breach of the contract. Upon notice of such breach, Contractor shall be entitled to cure the breach within ten days, upon providing satisfactory evidence of compliance with the terms of this Agreement and State law. Should the breach not be cured, The City of Calhoun shall be entitled to all available remedies, including termination of the contract and damages.

SEE AFFIDAVIT ON FOLLOWING PAGE

SECTION V – PROPOSAL FORMS

MANDATORY SUBMITTAL

C: CONTRACTOR AFFIDAVIT & AGREEMENT UNDER O.C.G.A. § 13-10-91(b)(1)

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, as amended, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of The City of Calhoun, Georgia, 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 provisions and deadlines established in O.C.G.A. § 13- 10-91, as amended.

Furthermore, the undersigned will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical 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(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization Company Identification Number

Date of Authorization

Name of Contractor: _____

Name of Project: **RFP #2023-00326 Design for eight (8) Pickleball Courts and a Covered Pavilion at Calhoun Park**

Name of Public Employer: **The City of Calhoun Georgia**

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

Executed on _____, _____, 20__ in _____.

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: _____

Company Name (printed): _____



Non-collusion Affidavit

State of Georgia
County of Gordon

_____, being first duly sworn, deposed and says that:
(Print name of proposal preparer)

- (1) He/she is _____ of _____.
(Owner, partner, officer, or authorized agent) (company/business)
- (2) He is fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such Bid;
- (3) Such proposal is genuine and is not a collusive or sham;
- (4) Neither the said business nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affidavit, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other proposer, firm or person to submit a collusive or sham proposal in connection with the work for which the attached proposal has been submitted or to refrain from pricing in connection with such contract, or has in any manner directly or indirectly sought by agreement or collusion or communication or conference with any other business, firm or person to fix the price or prices in the attached proposal or of any other proposal, or to fix any overhead, profit or cost element of the proposal price or the proposal price of any other business, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the **City of Calhoun** (Local Public Agency) or any person interested in the proposed work and;
- (5) The price or prices quoted in the attached proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the business or any of its agents, representatives, owners, employees, or parties in interest, including this affidavit.

By: _____

Title: _____

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE _____ DAY OF _____,2023.

(Notary Public)

My Commission Expires: _____

Company Name (*printed*): _____

MANDATORY SUBMITTAL

SECTION V – PROPOSAL FORMS

D: SCHEDULE OF SERVICES AND PRICE PROPOSAL

(Must be submitted separately in a sealed envelope)

PLEASE PROVIDE A SEPARATE EXCEL SHEET WITH A BREAKDOWN OF COST

SECTION VI DOCUMENTS CHECKLIST:

PROPOSAL DOCUMENTS CHECKLIST:

- ☐ 1. Cover Letter
- ☐ 2. Table of Contents
- ☐ 3. Mandatory Documents
- ☐ 4. Business Information
- ☐ 5. Understanding of the Project
- ☐ 6. References/Reference Projects

MANDATORY PROPOSAL FORMS (SECTION V) Offeror must complete, execute and include with the proposal the following mandatory documents:

- ☐ A. Proposal Form
- ☐ B. Acknowledgement of Addenda
- ☐ C. Georgia Security & Immigration Compliance (GSIC) Act Affidavit, Contractor Affidavit & Agreement
- ☐ D. Schedule of Services and Price Proposal **(Must be submitted separately in a sealed envelope)**

ATTACHMENT A

What Your Business Needs to Know about Georgia's E-Verify Requirements

(Effective July 1, 2013)

E-Verify Contractor Requirements

Georgia law, **O.C.G.A. § 13-10-91**, requires **all businesses** that contract with a public employer for **labor or services** by bid or by contract in which the labor or services **exceed \$2499.99** to sign an affidavit attesting that they are registered for and use E-Verify **unless** 1) the contractor has **no employees** (in which case they must present an approved state issued identification card/drivers' license from an approved state as provided on the [Attorney General's website](#)) or, 2) the contract is with an individual licensed under Title 26, Title 43, or the State Bar of Georgia who is in good standing and that individual is performing that service. Anyone your business subcontracts with for labor and services, as well as the subcontractors of your subcontractors, in furtherance of that contract is also subject to this requirement. E-Verify Contractor, Subcontractor, and Sub-Subcontractor affidavits can be found [here](#).

E-Verify Private Employer Requirements

Georgia law, **O.C.G.A. § 36-60-6**, requires all businesses, **with more than 10 employees** that are seeking an occupation tax certificate/business license or other document required to operate a business with a county or city to sign an affidavit attesting that they are registered for and use E-Verify. Businesses with **10 or fewer employees** are required to sign an affidavit attesting that they are exempt from this requirement. Once a business has provided this affidavit to the county, all subsequent renewals can be provided with the submission of the E-Verify number, as long as it is the same number as provided on the affidavit, or assertion that your business is exempt. The county will provide the format in which renewal information is collected. E-Verify Private Employer and Exemption Affidavits can be found [here](#).

What Is E-Verify?

E-Verify is a federal Web-based system that electronically verifies the employment eligibility of newly hired employees. It works by allowing participating employers to electronically compare employee information taken from the I-9 Form (the paper-based employee eligibility verification form used for all new hires) against records in the Social Security Administration's database and the records in the Department of Homeland Security immigration databases.

Where Do I Find My E-Verify Number?

The Human Resources Department for your business should have that information, if you have registered. The E-Verify number, which consists of four to six numerical characters, is located directly below the E-Verify logo on the first page of the memorandum of understanding (MOU) entered into between your business and the Department of Homeland Security (DHS) to use E-Verify.

What if I cannot locate or do not have access to my MOU?

If the HR director/program administrator for E-Verify from your business has taken the E-Verify tutorial, you may obtain your company ID number by: 1) Logging in to E-Verify with your assigned user ID and password; 2) From 'My Company,' select 'Edit Company Profile;' 3) The Company Information page will display the company ID number. If your HR director/program administrator has not completed the tutorial, you must contact E-Verify Customer Support at 888-464-4218 or at E-Verify@dhs.gov for assistance.

Is the Federal Tax Identification Number/Employer Identification Number (EIN) the same as the E-Verify Number?

No. While you will be required to provide the Federal Tax Identification Number/EIN for your business to DHS in order to register for E-Verify, a separate number, which consists of four to six numerical characters, will be provided as the E-Verify number for your business by DHS, which will be located on the MOU.

How Do I Register for E-Verify? To register for E-Verify, please visit the [DHS website](#). If you need assistance in completing the registration process or need additional information relating to E-Verify, call their customer service number at 1-888-464-4218, email them at E-Verify@dhs.gov or visit their website at <http://www.dhs.gov/e-verify>.

ATTACHMENT B



City of Calhoun
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