REQUEST FOR PROPOSAL 17RFP021717K-DJ

PROGRAM MANAGEMENT SERVICES FOR THE ATLANTA-FULTON PUBLIC LIBRARY SYSTEM CAPITAL IMPROVEMENT PROGRAM, PHASE II

For

DEPARTMENT OF REAL ESTATE AND ASSET MANAGEMENT & ATLANTA-FULTON PUBLIC LIBRARY SYSTEM

RFP ISSUANCE DATE: February 17, 2017
RFP DUE DATE AND TIME: Monday, March 20, 2017 @ 11:00 A.M.
PRE-PROPOSAL CONFERENCE DATE: February 28, 2017
PURCHASING CONTACT: Donna Jenkins at (404) 612-4213
E-MAIL: donna.jenkins@fultoncountyga.gov

LOCATION: FULTON COUNTY DEPARTMENT OF 130 PEACHTREE STREET, S.W., SUITE 1168 ATLANTA, GA 30303
# TABLE OF CONTENTS

## SECTIONS 1-10

<table>
<thead>
<tr>
<th>1.0</th>
<th>INTRODUCTION</th>
<th>Section/Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1</td>
<td>Project Description</td>
<td>1-1</td>
</tr>
<tr>
<td>1.2</td>
<td>Method of Source Selection</td>
<td>1-2</td>
</tr>
<tr>
<td>1.3</td>
<td>Background</td>
<td>1-3</td>
</tr>
<tr>
<td>1.4</td>
<td>County Objectives</td>
<td>1-4</td>
</tr>
<tr>
<td>1.5</td>
<td>Obtaining the RFP</td>
<td>1-5</td>
</tr>
<tr>
<td>1.6</td>
<td>Subcontracting Opportunities</td>
<td>1-5</td>
</tr>
<tr>
<td>1.7</td>
<td>Pre-Proposal Conference</td>
<td>1-5</td>
</tr>
<tr>
<td>1.8</td>
<td>Proposal Due Date</td>
<td>1-6</td>
</tr>
<tr>
<td>1.9</td>
<td>Delivery Requirements</td>
<td>1-6</td>
</tr>
<tr>
<td>1.10</td>
<td>Contact Person and Inquiries</td>
<td>1-6</td>
</tr>
<tr>
<td>1.11</td>
<td>Procurement Schedule</td>
<td>1-6</td>
</tr>
</tbody>
</table>

## SECTIONS 11-20

<table>
<thead>
<tr>
<th>2.0</th>
<th>INSTRUCTIONS TO PROPOSERS</th>
<th>Section/Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.1</td>
<td>Procurement Process</td>
<td>2-1</td>
</tr>
<tr>
<td>2.2</td>
<td>Contract/Definitions</td>
<td>2-1</td>
</tr>
<tr>
<td>2.3</td>
<td>No Contact During Procurement Process</td>
<td>2-2</td>
</tr>
<tr>
<td>2.4</td>
<td>Clarification &amp; Addenda</td>
<td>2-3</td>
</tr>
<tr>
<td>2.5</td>
<td>Term of Contract</td>
<td>2-4</td>
</tr>
<tr>
<td>2.6</td>
<td>RFP Submittals</td>
<td>2-4</td>
</tr>
<tr>
<td>2.7</td>
<td>Proposal Evaluation</td>
<td>2-4</td>
</tr>
<tr>
<td>2.8</td>
<td>Disqualification of Proposers</td>
<td>2-5</td>
</tr>
<tr>
<td>2.9</td>
<td>Reserved Rights</td>
<td>2-5</td>
</tr>
<tr>
<td>2.10</td>
<td>Applicable Laws</td>
<td>2-5</td>
</tr>
<tr>
<td>2.11</td>
<td>Insurance and Risk Management Provisions</td>
<td>2-5</td>
</tr>
<tr>
<td>2.12</td>
<td>Accuracy of RFP and Related Documents</td>
<td>2-6</td>
</tr>
<tr>
<td>2.13</td>
<td>Responsibility of Proposer</td>
<td>2-6</td>
</tr>
<tr>
<td>2.14</td>
<td>Confidential Information</td>
<td>2-6</td>
</tr>
<tr>
<td>2.15</td>
<td>County Rights and Options</td>
<td>2-7</td>
</tr>
<tr>
<td>2.16</td>
<td>Cost of Proposal Preparation and Selection Process</td>
<td>2-8</td>
</tr>
<tr>
<td>2.17</td>
<td>Termination of Negotiations</td>
<td>2-9</td>
</tr>
<tr>
<td>2.18</td>
<td>Wage Clause</td>
<td>2-9</td>
</tr>
<tr>
<td>2.19</td>
<td>Additional or Supplemental Information</td>
<td>2-9</td>
</tr>
<tr>
<td>2.20</td>
<td>Reporting Responsibilities</td>
<td>2-9</td>
</tr>
<tr>
<td>2.21</td>
<td>Georgia Security and Immigration Compliance Act</td>
<td>2-9</td>
</tr>
<tr>
<td>2.22</td>
<td>Authorization to Transact Business</td>
<td>2-10</td>
</tr>
<tr>
<td>2.23</td>
<td>Right to Protest</td>
<td>2-10</td>
</tr>
<tr>
<td>2.24</td>
<td>Non-Collusion</td>
<td>2-11</td>
</tr>
<tr>
<td>2.25</td>
<td>Certificate of Acceptance of RFP Requirements</td>
<td>2-11</td>
</tr>
<tr>
<td>2.26</td>
<td>Exceptions to County’s Contract</td>
<td>2-12</td>
</tr>
<tr>
<td>2.27</td>
<td>Certification Regarding Debarment</td>
<td>2-12</td>
</tr>
</tbody>
</table>
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section/Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.28 Prohibition of Future Contracts</td>
</tr>
<tr>
<td>2.29 Substitution of Approved Proposers Key Team Members</td>
</tr>
<tr>
<td>2.30 General Requirements</td>
</tr>
<tr>
<td><strong>3.0</strong> PROPOSAL REQUIREMENTS</td>
</tr>
<tr>
<td>3.1 Submission Requirements</td>
</tr>
<tr>
<td>3.1.1 Proposal Submission Date and Submittal Format</td>
</tr>
<tr>
<td>3.1.2 Number of Copies</td>
</tr>
<tr>
<td>3.2 Overview of Proposal Requirements</td>
</tr>
<tr>
<td>3.3 Scope of Work</td>
</tr>
<tr>
<td>3.4 Technical Proposal Format and Content</td>
</tr>
<tr>
<td>3.5 Cost Proposal Format and Content</td>
</tr>
<tr>
<td><strong>4.0</strong> EVALUATION CRITERIA</td>
</tr>
<tr>
<td>4.1 Proposal Evaluation Criteria</td>
</tr>
<tr>
<td><strong>5.0</strong> PROPOSAL FORMS</td>
</tr>
<tr>
<td><strong>6.0</strong> CONTRACT COMPLIANCE REQUIREMENTS</td>
</tr>
<tr>
<td><strong>7.0</strong> INSURANCE AND RISK MANAGEMENT PROVISIONS</td>
</tr>
<tr>
<td><strong>8.0</strong> SAMPLE CONTRACT</td>
</tr>
<tr>
<td><strong>9.0</strong> EXHIBITS</td>
</tr>
</tbody>
</table>

Exhibit 1: Request for Proposal (RFP) Submittal Checklist
Exhibit 2: Direct Payroll Hourly Rates Schedule
Exhibit 3: Facility Conditions Assessment
1.1 PROJECT DESCRIPTION

Fulton County, Georgia ("County") is soliciting proposals from qualified proposers to provide a full range of program management services necessary to facilitate Phase II of the Atlanta-Fulton Public Library System ("AFPLS") Capital Improvement Program which will consist of the renovation of twenty-one (21) existing branch libraries and the major renovation of Central Library. Program management and other related services will begin during the planning phase of each project and continue through the construction close-out and warranty period for each facility.

The selected Program Management Team ("PMT") will oversee, monitor, direct, check, review, and comment on design work performed by others. The PMT selected to perform program management services will not be eligible to compete for, nor win, any design services on any project in this program, nor be allowed to participate on any construction management or design/build team under this capital improvement program.

To be qualified, the Proposer’s Team must have, within the last five (5) calendar years, provided program management services for a capital improvement program with an estimated value of at least $100 million dollars for construction.

Through the issuance of this Request for Proposal ("RFP" and/or "Proposals"), the County is soliciting Proposals from qualified Proposers for the Program Management Services for the Atlanta-Fulton Public Library System Capital Improvement Program, Phase II.

This project involves the following:

1.1.1 Facility Master Plan—Phase II Summary

Hapeville Library (1)

Hapeville Library requires input from the selected Design/Build Team to determine the viability of salvaging the building for renovation or if demolishing the existing branch library and constructing a new library at the same square footage on the site is the most practical and cost effective approach. The selected Program Manager will be required to assist with the Design/Build Team’s evaluation of the building and the County decision making regarding
whether to renovate or replace the building.

Central Library (1)

Central Library will be renovated using two separate RFP’s. The initial RFP for Programming and Design Services will be used to develop the space program and design for the facility. The procurement includes also the preparation of “bridging documents” (50% complete Design Development documents) that will be issued to the subsequently selected Design/Builder. It will be the Design/Build Team’s responsibility to complete the design development and construction documents as well as construct, close-out and manage the warranty period for the renovations.

Renovated Branch Libraries (22)

Group 1
Roswell Library 23,716 gsf
Sandy Springs Library 25,000 gsf
Dogwood Library 6,200 gsf
Kirkwood Library 7,500 gsf
Washington Park Library 8,100 gsf
West End Library 7,900 gsf
Southwest Library 27,270 gsf

Group 2
Dr. Robert E. Fulton at Ocee Library 25,000 gsf
Northeast Spruill Oaks Library 24,855 gsf
Northside Library 11,070 gsf
Mechanicsville Library 9,163 gsf
Buckhead Library 19,488 gsf

Group 3
Adams Park Library 7,500 gsf
Adamsville-Collier Heights Library 11,368 gsf
Cleveland Avenue Library 13,000 gsf
College Park Library 9,458 gsf
Ponce de Leon Library 10,815 gsf
East Atlanta Library 8,050 gsf

Group 4
East Point Library 11,378 gsf
Fairburn Hobgood-Palmer Library 9,625 gsf
Hapeville Library 5,673 gsf
Central Library 282,038 gsf

1.2 METHOD OF SOURCE SELECTION

This procurement is being conducted in accordance with all applicable provisions of the Fulton County Code of Ordinances and the specific method of source selection for the services required in this Proposal is Code Section 102-375, Competitive Selection Procedures for Professional and Consultant Services.

1.3 BACKGROUND

Atlanta-Fulton Public Library System Facility Master Plan

The stakeholders of AFPLS have realized for some time that a comprehensive master plan for library facilities is needed. It was clear that our Board of Commissioners and Library Board of Trustees needed and wanted a plan to guide decisions on facilities: identifying where citizens are unserved; where they are underserved; where libraries are most needed; what is the optimal size; and what improvements need to be made to our existing facilities. A plan will examine these issues for the entire library service area, not just one neighborhood or community. Most importantly, this much needed and desired plan must be fair, unbiased, and based on good information and valid, authoritative data. We believe this plan accomplishes this.

On July 16, 2008, the Fulton County Board of Commissioners voted to place a $275 million bond referendum on the November 4, 2008 ballot to implement the Library’s Facility Master Plan. The referendum was approved with 65% support.

The Facility Conditions Assessment (see Exhibit 3) is exclusively focused on facilities, not on collections, services, or programs within our libraries. Determining these service needs is ongoing-and the input of our communities and library staff is critical as we evaluate and plan for renovating libraries. Branch libraries should not be mirrors of each other. A cookie-cutter approach will not work for our urban, suburban and rural system where we serve diverse communities with different needs. It is also important to note that superb library service can be delivered from all library sizes.

The Central Library has the potential to be an even more important asset to downtown Atlanta. It must effectively serve those who live and work downtown as
well as visitors and tourists. While this is a critical role, it must be only part of the mission of the Central Library. Central has a valuable role to play as a countywide resource and should be of value to all residents of Fulton County and Atlanta-in-DeKalb citizens. Central libraries in major metropolitan areas across the country are vibrant, dynamic cultural institutions with a broad array of programming, activities, exhibits and collections that bring value-culturally, educationally, and economically-to their respective downtowns. They also serve everyone within the library system’s service area and often beyond. With reference and research services, extensive collections with significant breadth, expertise and service not available at branch libraries; and, with special collections and archives, the Central Library serves everyone from Alpharetta, Birmingham, and Shakerag to Palmetto, Fairburn, and Rico. The County plans to spend $55 million renovating the Central Library.

The Atlanta-Fulton Public Library System has not completed a thorough, comprehensive analysis of facility needs since the mid-1980s when a bond referendum was approved by voters. This bond issue built many of our existing library facilities. This important, multi-year construction effort resulted in facilities that have served the public very well. However, more than 36 years later, there are notable facility needs-infrastructure improvements, interior updates, and reprogramming of spaces required.

The Atlanta-Fulton Public Library System has a proven record of customer satisfaction with over 90% of our citizens who use our services. All of our 34 locations are open gateways to one library, one collection. Our talented, well-trained and empowered staff team is committed to providing excellent library service delivered equitably and with community needs and input at the forefront. We are sustained by strongly supportive elected officials; an effective, policy-making Board of Trustees; enthusiastic, engaged Friends of the Library; and a dedicated Library Foundation.

1.4 COUNTY OBJECTIVES

The following are the County Objectives for this project:

- Completion of the projects on-time and on budget as needed to meet the bonding requirements.

- Maximize the capital projects by upgrading the libraries to appropriately address building infrastructure issues along with modernizing the library
functions, programs and technology to meet the needs of the citizens that use the facilities.

- Support facilitation in the identification and prioritization of community and staff input in the design as limited to the capital funds provided.

- Support a combination of consistent system and feature designs that maximizes the long term maintenance and operation while also providing features for each library that give them uniqueness to the communities they serve.

1.5 PURCHASING THE RFP

This document and supporting documents can be downloaded at the Fulton County Website, http://www.fultoncountyga.gov under “Bid Opportunities”.

1.6 SUBCONTRACTING OPPORTUNITIES

Potential prime contractors submitting a bid on this project for Fulton County and are seeking subcontractors and/or suppliers can advertise those subcontracting opportunities on the County’s website, http://www.fultoncountyga.gov under “Subcontracting Bid Opportunities”.

1.7 PRE-PROPOSAL CONFERENCE

The County will hold a Pre-Proposal Conference, on Tuesday, February 28, 2017 at 2:00 P.M., in the Purchasing Bid Conference Room of the Department of Purchasing, Fulton County Public Safety Building, Suite 1168, 130 Peachtree Street, S.W., Atlanta, Georgia 30303. Attendance at the Pre-Proposal Conference is voluntary for responding to this RFP, however Proposers are encouraged to attend. The purpose of the Pre-Proposal Conference is to provide information regarding the project and to address any questions and concerns regarding the services sought by the County through this RFP.

Fulton County does not discriminate on the basis of disability in the admission or access to its programs or activities. Any requests for reasonable accommodations required by individuals to fully participate in any open meeting, program or activity of Fulton County Government should be directed to Rholanda Stanberry, Contract Compliance Administrator at (404) 612-6304 or email: rholanda.stanberry@fultoncountyga.gov.
1.8 PROPOSAL DUE DATE

All proposals are due in the Department of Purchasing of Fulton County located in the Public Safety Building, Suite 1168, 130 Peachtree St, S.W., Atlanta Georgia 30303 on or before **Monday, March 20, 2017 at 11:00 A.M.**, legal prevailing time. All submitted proposals shall be time and date stamped according to the clock at the front desk of the Fulton County Department of Purchasing. Any proposals received after this appointed schedule will be considered late and will be returned unopened to the Proposer. The proposal due date can be changed only by addendum.

1.9 DELIVERY REQUIREMENTS

It shall be the sole responsibility of the Proposer to have his/her proposal delivered to the Fulton County Department of Purchasing for receipt on or before the above stipulated due date and time. If a proposal is sent by U.S. Mail, the proposer shall be responsible for its timely delivery to the Department of Purchasing and Contract Compliance.

1.10 CONTACT PERSON AND INQUIRIES

Any questions or suggestions regarding this RFP shall be submitted in writing to the Purchasing Department contact person, Donna Jenkins, Contracts Administrator, 130 Peachtree St., S.W., Suite 1168, Atlanta, GA 30303, via phone at (404) 612-4213; via email at donna.jenkins@fultoncountyga.gov. Any response made by the County shall be provided in writing to all Proposers by addendum. No verbal responses shall be authoritative.

1.11 PROCUREMENT SCHEDULE

The following is the procurement schedule for this project and will be strictly adhered to:

<table>
<thead>
<tr>
<th>TASKS</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>RFP Issued</td>
<td>Friday, February 17, 2017</td>
</tr>
<tr>
<td>Pre-Proposal Conference</td>
<td>Tuesday, February 28, 2017</td>
</tr>
<tr>
<td>Last Day for Questions to be submitted</td>
<td>Friday, March 10, 2017</td>
</tr>
<tr>
<td>Due Date</td>
<td>Monday, March 20, 2017</td>
</tr>
<tr>
<td>Tentative Dates for Oral Interviews/Presentations</td>
<td>Week of April 3 -7, 2017</td>
</tr>
<tr>
<td>Anticipated Board of Commissioners Meeting Date</td>
<td>Wednesday, April 19, 2017</td>
</tr>
</tbody>
</table>
SECTION 2
INSTRUCTIONS TO PROPOSERS

2.1 PROCUREMENT PROCESS

The procurement will be on a formally advertised basis. All technical requirements, unless otherwise specified, must be met or be capable of being met by the Proposer or their proposal will be disqualified as being non-responsive.

2.2 CONTRACT DEFINITIONS

In addition to any other terms that may be defined in this solicitation, the following terms have the following meaning:

Addendum – Revision to the RFP documents issued by the County prior to the receipt of proposals.

Agreement – refers to the executed contract between the County and Contracting Entity.

County – Fulton County Government and its authorized representatives.

Contact Person – Purchasing staff designated by the Fulton County Department of Purchasing and Contract Compliance to submit any questions and suggestions to.

Joint Venture (JV) - A contractual agreement joining two or more business entities partnering as one firm for the purpose of executing a particular project or event. Every entity agrees on percentage of profits, losses and ownership within the organization.

Notice to Proceed - a written notice from the County to the Program Manager (PM) giving authorization to begin the contract work on a date specified.

Offeror – the entity of individual submitting a proposal in response to this RFP.

Owner – Fulton County Government

Owner’s Representative Team - the Owner’s Representative Team shall include staff from the following departments; Library, General Services, Public Works, Risk Management and Purchasing & Contract Compliance.
Program Manager (PM) – Executive in charge as designated by the program management team to lead the day to day activities of the team.

Program Management Team (PMT) – the team that is proposed by the Proposer to manage the program in accordance with the scope of work defined in this RFP. After the issuance of the Notice to Proceed (NTP) the team will also include integration of Fulton County staff.

Project Manager – an individual responsible for the management of a specific project for either the Program Management Team (PMT) or Fulton County staff.

Proposal – the document submitted by the offeror in response to this RFP.

Proposer – the entity or individual submitting a proposal in response to his RFP.

Request for Proposal (RFP) – all documents, whether attached or incorporated by reference, utilized for soliciting sealed proposals.

Responsible Offeror – A person or entity that has the capability in all respects to perform fully and reliably the contract requirements.

Responsive Offeror – A person or entity that has submitted a bid or proposal that conforms in all material respects to the requirements set forth in the invitation for bids or request for proposals.

Scope of Work – All the services specified, indicated, shown, or contemplated by the Contract, and furnishing by the Contractor of all materials, equipment, labor, methods, processes, construction and manufacturing materials and equipment, tools, plants, supplies, power, water, transportation and other things necessary to complete such services in accordance with the Contract.

Subcontractor/sub-consultant – An individual, firm, corporation or any combination thereof, having a direct contract with Consultant/Contractor for the performance of a part of the work.

Written Notice - A written statement transmitted from one party to an authorized representative of another party.

2.3 NO CONTACT DURING PROCUREMENT PROCESS

It is the policy of Fulton County that the evaluation and award process for County contracts shall be free from both actual and perceived impropriety, and that contacts
between potential vendors and County officials, elected officials and staff regarding pending awards of County contracts shall be prohibited.

A. No person, firm, or business entity, however situated or composed, obtaining a copy of or responding to this solicitation, shall initiate or continue any verbal or written communication regarding this solicitation with any County officer, elected official, employee, or designated County representative, between the date of the issuance of this solicitation and the date of the County Manager’s recommendation to the Board of Commissioners for award of the subject contract, except as may otherwise be specifically authorized and permitted by the terms and conditions of this solicitation.

B. All verbal and written communications initiated by such person, firm, or entity regarding this solicitation, if same are authorized and permitted by the terms and conditions of this solicitation, shall be directed to the Purchasing Agent.

C. Any violation of this prohibition of the initiation or continuation of verbal or written communications with County officers, elected officials, employees, or designated County representatives shall result in a written finding by the Purchasing Agent that the submitted bid or proposal of the person, firm, or entity in violation is “non-responsive”, and same shall not be considered for award.

2.4 CLARIFICATION & ADDENDA

Proposers may submit requests for clarifications or interpretations regarding this RFP and the Contract. Proposers must prepare such requests in writing for the County’s consideration as set forth in this section of this RFP. While the County has not placed an initial limitation on the number of requests which can be submitted, Proposers are cautioned that if Proposers do not request meaningful clarifications or interpretations in an organized manner (e.g., limited frequency of requests), the County will set restrictions on the frequency and number of requests permitted. The County will not respond to requests, oral or written, received after Friday, March 10, 2017 at 3:00 P.M., local prevailing time. Proposers are advised that this section places no obligation on the part of the County to respond to any or all requests for clarification or interpretation, and that the County’s failure to respond to any such request will not relieve the Proposer of any obligations or conditions required by this RFP.

Requests for clarification or interpretation regarding this RFP shall only be submitted in writing via letter or email to the designated Purchasing Representative:
Telephone inquiries will not be accepted.

All responses to written requests for clarification, interpretation, or additional information will be distributed as addenda to this RFP and posted on the Fulton County website www.fultoncountyga.gov.

No oral interpretation, instruction, or information concerning this RFP given by any employee or agent of the County shall be binding on the County. Proposers who submit a Proposal in reliance on any such oral information risk having their response to this RFP deemed non-responsive by the County. Only written responses issued by addendum to this RFP should be considered by the Proposers.

During the period provided for the preparation of Proposals, the County may issue addenda to this RFP. These addenda will be numbered consecutively and will be posted on the Fulton County website, www.fultoncountyga.gov. These addenda will be issued by, or on behalf of, the County and will constitute a part of this RFP. Each Proposer is required to acknowledge receipt of each addendum by submitting an executed acknowledgment form. This acknowledgment shall include all addenda distributed prior to the Proposal Submission Date. All responses to this RFP shall be prepared with full consideration of the addenda issued prior to the Proposal Submission Date.

2.5 TERM OF CONTRACT

The initial term of the contract shall be for three (3) years or until contract completion as determined by Fulton County. The contract will commence as of the date the Notice to Proceed is issued.

2.6 RFP SUBMITTALS

See Exhibit 1 for the RFP Submittal Checklist. This checklist will assist you to ensure that all submittals are included in your proposal. Failure to submit all submittals may deem your proposal non-responsive.

2.7 PROPOSAL EVALUATION

All proposals will be evaluated using the criteria specified in Section 4 of this RFP. Selection will include an analysis of proposals by an Evaluation Committee composed of County personnel who will review the proposal submittals in accordance with the submittal requirements and the evaluation criteria set forth in Section 4 of this RFP.
The committee may request oral interviews and/or site visits. Awards will not necessarily be based on cost alone. Other factors, as detailed in the RFP, will be considered in determining what proposal will be deemed to best meet the needs of Fulton County.

2.8 **DISQUALIFICATION OF PROPOSERS**

The submission of more than one (1) proposal to the County as the primary Proposer or member of a joint venture for the same work by and individual firm, partnership or corporation under the same or different names may be grounds for disqualification of a Proposer and the rejection of the proposal.

2.9 **RESERVED RIGHTS**

The County reserves the right to accept or reject any and/or all proposals, to waive irregularities and technicalities, and to request resubmission. Any sole response that is received may or may not be rejected by the County depending on available competition and timely needs of the County. There is no obligation on the part of the County to award the contract to the lowest proposer and the County reserves the right to award the contract to the responsible proposers submitting responsive proposals with resulting agreements most advantageous and in the best interest of the County. The County shall be the sole judge of the proposals and the resulting agreements that are in its best interest and its decision shall be final. Also, the County reserves the right to make such investigation as it deems necessary to determine the ability of any proposer to perform the work or service requested. Information the County deems necessary to make this determination shall be provided by the proposer. Such information may include, but shall not be limited to, current financial statements by an independent CPA; verification of availability of personnel; and past performance records.

2.10 **APPLICABLE LAWS**

All applicable laws and regulations of the State of Georgia and ordinances and regulations of Fulton County shall apply. Protestors shall seek resolution of their complaints in the manner provided in the Fulton County Purchasing Code Section 102-448 which is incorporated by reference herein.

2.11 **INSURANCE AND RISK MANAGEMENT PROVISIONS**

Insurance and Risk Management provisions and Indemnification and Hold Harmless provisions are outlined in Section 7 of this RFP.

Upon award, the successful Proposer must obtain at their expense, a Certificate of
Insurance ("COI") with policy limits equal to or greater than the limits outlined in Section 7. Proof of insurance must be provided to the County prior to the start of any activities/services as described in the bid document(s). Any and all insurance coverage(s) and/or bonds required under the terms and conditions of the contract shall be maintained during the entire term of the contract, including any extensions or renewals thereto, and until all work has been completed to the satisfaction of the County.

2.12 ACCURACY OF RFP AND RELATED DOCUMENTS

The County assumes no responsibility that the specified technical and background information presented in this RFP, or otherwise distributed or made available during this procurement process, is complete or accurate. Without limiting the generality of the foregoing, the County will not be bound by or be responsible for any explanation or interpretation of the Proposal documents other than those given in writing as an addendum to this RFP.

Should a recipient of this RFP find discrepancies in or omissions from this RFP and related documents, the recipient of this RFP shall immediately notify the Purchasing Contact Person identified in Section 1.11 in writing at the following address: Fulton County Department of Purchasing and Contract Compliance, Public Safety Bldg, 130 Peachtree Street S.W., Suite 1168 Atlanta, GA 30303. A written addendum, if necessary, then will be made available to each recipient of this RFP.

2.13 RESPONSIBILITY OF PROPOSER

Each Proposer is encouraged to conduct all necessary investigations and review all available and relevant data and information, which are necessary in its judgment in order to assume this responsibility prior to the submittal of its Proposal. Proposers are reminded of Fulton County’s “No Contact During Procurement” policy and shall only contact the person designated by the RFP.

2.14 CONFIDENTIAL INFORMATION

If any Proposal contains technical, financial, or other confidential information that the Proposer believes is exempt from disclosure, the Proposer must clearly label the specific portions sought to be kept confidential and specify on what the exemption is based. The County, at its sole discretion and subject to applicable law, will determine whether such exemption applies. The County has sole discretion to make such determination regarding the disclosure of information, and by responding to this RFP, Proposers waive any challenge to the County’s decisions in this regard. Marking all or substantially all of a Proposal as confidential may result in the Proposer being deemed non-responsive to this RFP.
Notwithstanding the foregoing, Proposers recognize and agree that the County, its staff, and its Consultants will not be responsible or liable in any way for any losses that the Proposer may suffer from the disclosure of information or materials to third parties.

2.15 COUNTY RIGHTS AND OPTIONS

This RFP constitutes an invitation to submit Proposals to the County. Without limitation or penalty, the County reserves and holds at its sole discretion, the following rights and options:

- This RFP does not obligate the County to select, procure or contract for any services whatsoever.

- Fulton County reserves the right to award a contract based on this RFP and the proposal(s) received (in whole or in part) to one or several vendors.

- The County reserves the right to change or alter the schedule for any events associated with this procurement and, if required, notify the Proposers. A Proposer, by submitting a Proposal, agrees to be bound by any modifications made by the County.

- All costs incurred by a Proposer in connection with responding to this RFP, the evaluation and selection process undertaken in connection with this procurement, and any negotiations with the County will be borne by the Proposer.

- The County reserves the right to reject all Proposals and components thereof to eliminate all Proposers responding to this RFP from further consideration for this procurement, and to notify such Proposers of the County’s determination.

- The County may cancel this RFP without the substitution of another RFP and terminate this procurement at any time without any liability whatsoever.

- The County reserves the right to waive any technicalities or irregularities in the Proposals.

- The County reserves the right to eliminate any Proposer who submits incomplete or inadequate responses or is not responsive to the requirements of this RFP.
• The County may request Proposers to send representatives to the County for interviews and presentations.

• To the extent deemed appropriate by the County, the County may select and enter into discussion and negotiations with the Proposer(s) submitting Proposal(s), which are found to be reasonably susceptible for award.

• The County reserves the right to discontinue negotiations with any selected Proposer.

• The County reserves the right, without prior notice, to supplement, amend, or otherwise modify this RFP.

• All Proposals (other than portions thereof subject to patent or copyright protection) become the property of the County and will not be returned, and the County reserves the right to utilize all such information contained in the Proposals without further cost to the County.

• The County may add to or delete from the Project Scope of Work set forth in this RFP.

• Any and all Proposals not received by the Proposal Submission Date shall be rejected and returned unopened.

• Neither the County, its staff, its representatives, nor any of its consultants or attorneys will be liable for any claims or damages resulting from the solicitation, collection, review, or evaluation of responses to this RFP.

• The County, including its representatives and consultants, reserves the right to visit and examine any of the facilities referenced in any Proposal and to observe and investigate the operations of such facilities.

By responding to this RFP, Proposers acknowledge and consent to the rights and conditions set forth in this RFP.

2.16 COST OF PROPOSAL PREPARATION AND SELECTION PROCESS

Each Proposal, including preparation of all information required to be included in a Proposal pursuant to this RFP, shall be prepared at the sole cost and expense (including, but not limited to, engineering and legal costs) of the Proposer. In addition, the Proposer shall be solely responsible for all costs (including engineering and legal costs) incurred by such Proposer in connection with this selection process,
including any costs incurred by the Proposer in any subsequent negotiations entered into in connection with developing the Proposal. There shall be no claims whatsoever against the County, its staff, or its consultants for reimbursement for the costs or expenses (including, but not limited to, engineering and legal costs) incurred during the preparation of the Proposal or other information required by this RFP or procurement process or in connection with the selection process or any negotiations.

2.17 TERMINATION OF NEGOTIATIONS

The County at its sole discretion may, at any time, to the extent permitted by Applicable Law, exclude a Proposer from further participation in any negotiation process if the County determines that such Proposer is failing to progress in the negotiations or if the terms of its Proposal are less advantageous than those of other Proposers and such Proposer is deemed to be no longer susceptible of selection. The County will give written notice of its decision to the Proposer, which shall be sent in writing, signed by the County.

2.18 WAGE CLAUSE

Pursuant to 102-413, each Contractor shall agree that in the performance of the Contract he will comply with all lawful agreements, if any, which the Contractor had made with any association, union, or other entity, with respect to wages, salaries, and working conditions, so as not to cause inconvenience, picketing, or work stoppage.

2.19 ADDITIONAL OR SUPPLEMENTAL INFORMATION

After receipt of the submittals, the County will evaluate the responses, including the references, financial statements, experience and other data relating to the Respondent’s qualifications. If requested by the Fulton County Department of Purchasing and Contract Compliance, Respondent’s maybe required to submit additional or supplemental information to determine whether the Respondent meets all of the qualification requirements.

2.20 REPORTING RESPONSIBILITIES

The successful Proposer will report directly to the Director, Department of Real Estate and Asset Management, or designated representative.

2.21 GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT

This Request for Proposal is subject to the Georgia Security & Immigration Compliance Act. Effective July 1, 2013, bidders and proposers are notified that all
bids/proposals for services that are to be physically performed within the State of Georgia must be accompanied by proof of their registration with and continuing and future participation in the E-Verify program established by the United States Department of Homeland Security. Physical performance of services means any performance of labor or services for a public employer using a bidding process or by contract wherein the labor or services exceed $2,499.99 (except for services performed by an individual who is licensed pursuant to Title 26, Title 43, or the State Bar of Georgia).

A completed affidavit must be submitted on the top of the bid/proposal at the time of submission, prior to the time for opening bids/proposals. Under state law, the County cannot consider any bid/proposal which does not include a completed affidavit. It is not the intent of this notice to provide detailed information or legal advice concerning the Georgia Security & Immigration Compliance Act. All bidders/proposers intending to do business with the County are responsible for independently apprising themselves and complying with the requirements of that law and its effect on County 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.

The Director of Purchasing & Contract Compliance is authorized to conduct random audits of a contractor’s or subcontractors’ compliance with the Illegal Immigration Reform and Enforcement Act and the rules and regulations of the Georgia Department of Labor.

See Section 5, Proposal Forms for declarations and affidavits.

2.22 AUTHORIZATION TO TRANSACT BUSINESS

If the Proposer is a Georgia corporation, the corporation, prior to contract execution, shall submit documentary evidence from the Secretary of State that the Corporation is in good standing and that the corporation is authorized to transact business in the State of Georgia.

If the Proposer is a foreign (non-Georgia) corporation, the corporation, prior to contract execution shall submit a Certificate of Authority and documentary evidence from the Georgia Secretary of State of good standing which reflects that the corporation is authorized to do business in the State of Georgia.

2.23 RIGHT TO PROTEST

Any actual bidder or offeror that has submitted a bid/proposal for a particular procurement and is aggrieved in connection with the solicitation or award of the
contract shall protest in writing to the purchasing agent after the date that the specific bid or proposal is submitted. No protest will be accepted or considered prior to the date the specific bid or proposal is submitted; it will be considered untimely. All protests shall set forth in full detail the factual and legal bases for the protest and specific relief sought by the protestor. Protests arising from factual or legal bases that the protestor knew or should have known prior to the submission of the bid/proposal must be submitted within three business days of the submission of the bid/proposal. Protests arising from factual or legal bases that the protestor knew or should have known subsequent to the date the bid/proposal was submitted must be submitted within ten business days after the protestor knew or should have known of such bases, but in no event shall any protest be submitted more than ten business days after the award of the contract. Untimely protests will not be considered by the purchasing agent and will be simply denied as untimely. Decisions on timeliness by the purchasing agent are not appealable. An oral protest or a protest to an official, employee, User Department, or other person apart from the Director of Purchasing & Contract Compliance does not comply.

2.24 NON-COLLUSION

By submitting a signed proposal, Offeror certifies and attests that there has been no collusion with any other Offeror. Reasonable grounds for believing Offeror has an interest in more than one proposal will result in rejection of all proposals in which the Offeror has an interest. Any party to collusion may not be considered in future proposals for the same or similar work.

2.25 CERTIFICATE OF ACCEPTANCE

By responding to this RFP, Offeror acknowledges that he/she has read this solicitation document, including any addenda, exhibits, attachments, and/or appendices in its entirety, and agrees that no pages or parts of the document have been omitted, that he/she understands, accepts and agrees to fully comply with the requirements therein.

Offeror also certifies and attests that the Offeror has reviewed the form Fulton County contract included in this solicitation and agrees to be bound by its terms, or that the Offeror certifies that it is submitting any proposed modification(s) to the contract terms with its proposal in accordance with Section 2.26, Exceptions to the County's Contract. The Offeror further certifies that the failure to submit proposed modifications with the proposal waives the Offeror's right to submit proposed modifications later. The Offeror also acknowledges that the indemnification and insurance provisions of Fulton County's contract included in this solicitation document are non-negotiable and that proposed modifications to said terms may be reason to declare the Offeror's proposal as non-responsive.
2.26  EXCEPTIONS TO THE COUNTY’S CONTRACT

If Offeror takes exception to any term or condition set forth in the Sample Contract, see Section 8 of this RFP, and any of its exhibits, appendices or attachments, said exceptions must be clearly identified in the response to this RFP. Exceptions or modifications to any of the terms and conditions must be submitted as a separate document accompanying the Offeror’s proposal clearly marked as "Exceptions."

The County shall be the sole determiner of the acceptability of any exception(s).

2.27  CERTIFICATION REGARDING DEBARMENT

By responding to this RFP, Offeror certifies that neither it or its subcontractors is presently debarred, suspended, proposed for debarment, declared ineligible, or otherwise excluded from doing business with any government agency. Any such exclusion may cause prohibition of your firm from participating in any procurement by the County. Section 102-449 of the Fulton County Code of Laws, which is incorporated as if fully set forth herein, establishes the procedure for the debarment of contractors.

2.28  PROHIBITION OF FUTURE CONTRACTS

2.28.1  Prime Contractor

The Prime Contractor selected to provide Program Management Services and any team members of the Joint Venture shall not be eligible to perform any other services, including but not limited to; design services, construction and construction management under the Program, during the term of this Contract and any extension(s) thereof.

2.28.2  Sub-Contractor/Consultant

If you are a subcontractor/consultant to the Prime Contractor on the Program Management Services project, you shall not be eligible to perform design services under any circumstances where a conflict exists or may potentially exist. A conflict shall be defined as a review function of any work performed under the oversight of the Program Management Team. In these circumstances you shall not propose to work on that project.

2.28.3  Employee

Employees of the Prime Contractor of Sub-Contractor/Consultant are advised to avoid conflicts. Full disclosure of their involvement in the Project shall be made,
should they decide to propose on projects independently in the Program.

2.29 SUBSTITUTION OF APPROVED PROPOSER KEY TEAM MEMBERS

The County will select the Consultant to perform the services contemplated under this solicitation based, in part, on the past successful experience and expertise of the Consultant and its proposed team members. Accordingly, Consultant shall not, absent good cause, replace or remove the team members presented to the County during the solicitation process, or the County approved Consultant key team members during the terms of the Contract, without the prior written approval of the County. If any key member of the County approved Consultant team shall retire, resign, or otherwise cease employment with Consultant, Consultant shall promptly appoint a replacement team member who shall be subject to prior approval by the County. County reserves the right to reject any replacement team member.

If the County, at its sole discretion, determines that any key team member is performing their responsibilities under the Consultant in an unsatisfactory manner or if irreconcilable differences or an unworkable relationship shall arise, Consultant shall, within five (5) days after receipt of written notice from the County of such circumstance, replace such key team member with a successor acceptable to the County; provided, however, the County represents that it will not give such notice to Consultant unless and until the County, in its sole determination, has exercised reasonable efforts to rectify to its satisfaction, the adverse circumstances regarding the key team member. Any changes in the staffing of Contractor will require written notification to the County and the County’s written approval of the replacement team member.

2.30 GENERAL REQUIREMENTS

1. Proposals may be withdrawn upon receipt of a written request prior to the stated due date and time. If a firm seeks to withdraw a proposal after the due date and time, the firm must present a notarized statement indicating that an error was made, with an explanation of how it occurred. The withdrawal request must be accompanied by documentation supporting the claim. Prior to approving or disapproving the request, an opinion will be obtained from Fulton County’s Legal Counsel indicating whether the firm is bound by its proposal.

Proposals for projects that are solicited pursuant to the Georgia Local Government Public Works Construction Law (O.C.G.A. § 36-91-1 et seq.) may be withdrawn as follows:

The County must advise Offerors in the request for proposals of the number of days that Offerors will be required to honor their proposals. If an Offeror is not
selected within 60 days of opening the proposals, any Offeror that is determined by the governmental entity to be unlikely of being selected for contract award will be released from the proposal.

2. Fulton County shall be the sole judge of the quality and the applicability of all proposals. Design, features, overall quality, local facilities, terms and other pertinent considerations will be taken into account in determining acceptability.

3. The successful Offeror must assume full responsibility for delivery of all goods and services proposed.

4. The successful Offeror must assume full responsibility for replacement of all defective or damaged goods and/or performance of contracted services within thirty (30) days notice by the County of such defect, damage or deficiency.

5. The successful Offeror must assume full responsibility for providing warranty service on all goods, materials, or equipment provided to the County with warranty coverage. Should a vendor be other than the manufacturer, the vendor and not the County is responsible for contacting the manufacturer. The Offeror is solely responsible for arranging for the service to be performed.

6. The successful Offeror shall be responsible for the proper training and certification of personnel used in the performance of the services proposed.

7. The successful Offeror shall not assign, transfer, convey, sublet, or otherwise dispose of any contract resulting from the RFP or of any of its rights, title or interest therein without prior written consent of the Fulton County Board of Commissioners.

8. In case of default by the successful Offeror, Fulton County may procure the articles or services from another source and hold the successful Vendor responsible for any resultant excess cost.

9. All proposals and bids submitted to Fulton County are subject to the Georgia “Open Records Act”, Official Code of Georgia, Annotated (O.C.G.A.) § 50-18-70 et seq.

10. All proposals and bids submitted to Fulton County involving Utility Contracting are subject to the Georgia law governing licensing of Utility Contractors, O.C.G.A. §43-14-8.2(h).
SECTION 3
PROPOSAL REQUIREMENTS

3.1 SUBMISSION REQUIREMENTS

3.1.1 Proposal Submission Date and Submittal Format

All Proposals, including all attachments, must be received by the County in a sealed package no later than Monday, **March 20, 2017 at 11:00 A.M.** and must be addressed to:

REQUEST FOR PROPOSALS RFP #17RFP021717K-DJ
Fulton County Department of Purchasing & Contract Compliance
Public Safety Building
130 Peachtree Street S.W. Suite 1168
Atlanta GA 30303

The Proposal shall consist of a Technical Proposal, a Cost Proposal and all documents listed on the Required Submittal Checklist (Exhibit 1). The Technical Proposal shall include proposer information, technical information, business-related information, and any Technical Proposal forms requested. The Cost Proposal shall include the Cost Proposal Forms and any information describing the basis for pricing and must be separately, sealed, marked and packaged.

The required content of the Technical Proposal and Cost Proposal is further specified in this section of the RFP. The Proposal must be signed and acknowledged by the Proposer, including certain information to be provided under oath as required under applicable law, in accordance with the instructions herein and the various proposal forms.

**THE TECHNICAL PROPOSAL, THE COST PROPOSAL AND CONTRACT COMPLIANCE EXHIBITS SHALL BE SUBMITTED IN SEPARATE, SEALED ENVELOPES OR PACKAGES. THE INCLUSION OF ANY COST INFORMATION IN THE TECHNICAL PROPOSAL MAY RESULT IN SUCH PROPOSAL BEING REJECTED BY THE COUNTY.**

Each envelope or package shall be clearly marked as follows:

REQUEST FOR PROPOSALS RFP #17RFP021717K-DJ
Project # and Title
[Technical or Cost Proposal]
Proposer’s Name and Address
3.1.2 Number of Copies

Proposers shall submit the following:

Technical Proposal, one (1) marked “Original” and five (5) copies on CD or thumb drive media in PDF format.

Contract Compliance Exhibits, two copies; one (1) marked “Original” and one marked “Copy” in a separate sealed envelope.

Financial Information, two copies; one (1) marked “Original” and one marked “Copy” in a separate sealed envelope.

Cost Proposal, two copies; one (1) marked “Original” and one marked “Copy” in a separate sealed envelope.

All Proposals must be complete with all requested information.

3.2 OVERVIEW OF PROPOSAL REQUIREMENTS

Proposers shall submit Proposals in accordance with the content and format requirements set forth in this RFP. Proposals should be clearly organized and structured in a manner that allows materials included in the document to be located easily.

Each of the instructions set forth in this section must be followed for a Proposal to be deemed responsive to this RFP. In all cases, the County reserves the right to determine, at its sole discretion, whether any aspect of the Proposal meets the requirements set forth in this section. The County reserves the right to reject any Proposal, which in its judgment, does not comply with these Proposal submission requirements.

3.3 SCOPE OF WORK

Fulton County Government will select a Program Management Team to support the implementation of the Atlanta-Fulton Public Library System (AFPLS) Capital Improvement Plan (CIP), Phase II, which consists of the concurrent renovation of twenty-one (21) existing branch libraries and the major renovation of Central Library.

The PMT will assist the County’s staff with launching the Atlanta-Fulton Public Library System Capital Improvement Plan, Phase II and assist with establishing the direction of the comprehensive program for the Library CIP as well as direct
and control the various tasks required to implement and complete the Program. The PMT (Program Manager and staff) will be responsible for program definition; community participation and involvement strategies; communication strategies; LEED oversight; cost management, estimating; and all project management functions necessary to oversee and execute the program.

The PMT will administer and manage the organization process for the Library programming team; Library Renovation Programming Teams; architects; architecture and engineering firms; and general and related Design/Build contractors (landscape architects, engineers, parking, etc.); oversee completion of design and construction documents; conduct document reviews with appropriate parties; establish budgets and review financial payments and accounting; and oversee construction administration for all aspects of construction, contracts and contracts administration; and other matters as directed.

The PMT designated Program Manager and other staff will report to and work under Fulton County’s designated representative. Fulton County’s designated representative will coordinate necessary activities to ensure proper program development and implementation with the Owner’s Representative Team. The Owner’s Representative Team shall include staff from the following departments; AFPLS, Department of Real Estate and Asset Management (DREAM), Public Works, Risk Management, Purchasing & Contract Compliance and the Department of Information Technology. Interaction and/or reporting may also be required with other Fulton County departments, offices and stakeholders. The Program Management Team (PMT) will be selected separate from Design/Build Teams and various other County required consultants for the Program.

The PMT’s designated Program Manager and other staff members, as required, shall be assigned to the Project on a full-time basis, and work out of the Program Management Offices which shall be located at the Central Library, One Margaret Mitchell Square Atlanta, Georgia, 30303 or an alternate location yet to be determined. The scope of work is intended to include a broad range of services and activities that may be performed over a number of years, at the County’s discretion in order to meet the County’s needs in implementing the Library Facility Master Plan. Any agreement for these services may be non-exclusive. The County shall determine any work to be performed and nothing in this RFP or other solicitation documents constitutes an assurance that a particular item of work may be designated as to be performed by the selected Proposer. It is the desire of the County to ensure the continuity and integrity of the Program as it is developed and implemented.

In collaboration with the Owner’s Representative Team, the PMT will maintain
primary responsibility for coordination, cost estimating, planning management and implementing controls to ensure projects stay on the critical path schedule. Tasks to be performed by the PMT for the Program may include, but not be limited to the following:

**Task A – Program & Contract Administration**

1. *Program Definition and Schedule*

   In collaboration with the Owner Representative team, the PMT will assist with ongoing program definition procedures, budgets and schedules and will be a resource in these matters. The PMT will assist in the articulation of project goals; architectural vision statement's and key success outcomes.

   Preliminary Goals for the Library Capital Improvement Program, Phase II is to create attractive facilities that are individual, functional and flexible in terms of size, appropriateness and purpose to meet the long-term space and service needs of the Library and local communities.

2. *Develop and Implement Administrative and Technical Control Procedures.*

   The PMT shall develop and maintain appropriate administrative and technical control procedures. These may include, but not be limited to the following:

   a. Data management including the implementation and maintenance of an information system, coordination and preparation of project manuals and specifications, which will incorporate appropriate scope, budgets, schedule control, performance management and resource distribution data using Microsoft and/or Autodesk software compatible with existing County systems.

   b. Budget request review including a feasibility review of the Program’s budget and the preparation of an annual and long-term budget for the Program.

   c. Integrated technical procedures for design, procurement in cooperation with the Department of Purchasing & Contract Compliance, construction and project documentation/close-out process.

3. **Invoicing** – The PMT shall review and process invoices submitted by other
consultants and contractors performing services for the Program, as required.

4. Assure Program compliance with federal, state and local regulations.

5. Communications - Facilitates effective communication and team work with other members of the Program Management Team and the Owner's Representative Team through regularly scheduled meetings, project updates, and regularly updated project timelines.

Task B – Program Controls

1. Develop and Implement a Document Control System.

The PMT shall develop and implement new or modify the existing document tracking and control system for all drawings, submittals, contract documents, operating manuals and correspondence; and shall develop and maintain a resource library of relevant information on the various Program elements. The PMT is responsible for maintaining on-site copies of all documentation.

PMT’s services will include the set-up (if necessary), maintenance and operation of a central Document Control System. Project documentation will be used to support administrative review, historical reference, audit, open records requests and possible legal action. The Document Control system must facilitate the storage and timely retrieval of this documentation.

The PMT is responsible for identifying, then categorizing and organizing all documents, manuals, drawings, samples etc. and maintaining an on-site technical resource library.

PMT is also responsible for coordinating with planning, design and support departments such as DREAM, as necessary, to facilitate the review, coordination, and control of contractor submittals and other materials as required.

2. Quality Control

The PMT shall direct the decision making, accountability and delivery process of the project. The PMT will establish sustainable and quality performance measures to be applied and incorporated throughout all projects. These measures will be applied and constitute measures of the
quality assurance and sustainable achievements of the program.

3. **Project Management**

The PMT shall assist in the coordination of the overall management of the Program, advise the County’s designated representative of any potential delays and their projected cause, and recommend procedures and/or alternatives to mitigate or overcome such problems.

4. **Schedule and Planning System**

The PMT shall develop a detailed critical path schedule for project tracking and management and assist in the development of recovery schedules when necessary and maintain a computerized program information system using Microsoft and/or Primavera computer software. The system shall be capable of producing a master schedule incorporating each Program element using critical path methodology.

The PMT shall advise the County’s designated representative of potential delays and recommend steps and alternatives to mitigate such delays.

The PMT shall submit a draft report identifying the proposed system, and its capabilities to the County. The PMT shall make those modifications as requested by the County, modify the report, and submit it as final, prior to implementing the system.

5. **Cost and Budget Control System**

The PMT shall provide and maintain a financial planning and control system that is integrated with the Schedule and Planning System. This system shall have the capability of monitoring actual costs versus budgeted costs, for each element, for all projects of the Program. This system must have the ability to forecast costs as Program elements are defined and developed.

The PMT shall submit a draft report identifying the proposed system and its capabilities to the County. The PMT shall make modifications as requested by the County and County staff prior to implementing the system.

6. **Cost Management & Estimating**

The PMT shall implement and maintain cost management procedures for the County throughout the Design Phase. The PMT is responsible for all
cost estimating services, and will prepare and submit construction cost
estimates with submission of the documents for Schematic Design,
Design Development and at 50% and 100% Construction Documents.

The PMT in conjunction with the County shall review the cost estimate
provided at each of these phases and evaluate it for conformance with the
established Project budget.

The PMT shall provide a written report of its findings along with each
estimate and, as needed, shall conduct cost adjustment sessions with the
Design/builder and County. These cost adjustment sessions shall be
utilized to address technical errors or omissions in the estimates, and if
required, to suggest and review design modifications needed to maintain
cost control on the Project. At the conclusion of these sessions, the PMT,
as needed and in conjunction with the County, shall direct the Architect of
Design/builder to make adjustments in the documents to achieve the cost
objectives.

When design or programmatic changes with an effect on the budget are
made and approved by the County, the PMT shall work with the County
and Design/builder to determine the cost impact, and issue a revised
construction project budget. Such revisions shall be confirmed in writing
by the County, and shall result in a corresponding revision to the Fixed
Limit of Construction Cost to which the Design/builder is held to its
agreement.

If requested by the County during the Design Phase, the PMT shall
provide value analysis studies of the major construction components such
as the mechanical system, exterior envelope, structural system, roofing
system, or power/lighting system. These value analysis studies shall be
prepared in report form and submitted to the County and Design/builder.

7. **Program Reviews and Reporting**

The PMT shall schedule regular Program Review Status meetings, and
assist and advise the County’s designated representative regarding such
meetings. The PMT shall also prepare reports on a regular basis on the
overall schedule and budget status of the Program.

8. **Third Party Coordination**

At the request of the County’s designated representative, the PMT shall
assist in the coordinating efforts and elements of the Program as required.
9. **Public Relations Communications**

Coordinate (prepare and develop content) the communications strategy which will include but not be limited to establishing an electronic web portal providing executive summaries, project overviews, schematic drawings and illustrations etc. of the program; on-site informational displays; public forums/community meetings, vendor outreach sessions, etc.

**Task C – Program Development**

1. **Develop Integrated Program**

The PMT shall prepare a detailed scope of work for all Library CIP activities as requested by the County’s designated representative. This shall include a detailed phasing plan that addresses the interactions of all County design/construction activities and components (including consultants, contractors, vendors, suppliers and their respective implementation activities). This phasing plan shall reflect all operational and scheduling requirements.

2. **On-going review of Concept Design Development**

The PMT shall review the conceptual design development for all projects under the Program, based upon specified functional criteria and County requirements.

3. **Program Oversight**

The PMT shall monitor and review the planning and design activities for the Program. This shall include oversight of the activities of all parties, identifying critical issues and recommending to the County’s designated representative specific solutions to address those issues in order to maintain the Program schedule and budget.

4. **Program Management**

The PMT shall provide qualified Project Managers to be assigned to specific projects as required by the County. Project Managers will be responsible for insuring the coordination of all services required to plan, design and construct the project in accordance with the budget and schedule.
Task D – Technical Analysis/Support

1. Special Study Tasks – The PMT shall develop and support additional data gathering efforts and special studies including but not limited to: utility infrastructure, space planning, and others upon request of the County’s designated representative.

2. Sustainable Design and Life Cycle Energy Modeling

The PMT shall work with the Design/builder to develop and integrate an approach to incorporate life cycle energy modeling within the architectural and engineering design phase of each project and make recommendations to establish sustainable design approaches, and technologies.

Task E – Project Design Coordination/Management

1. Develop, release and coordinate the selection of all external consultants, such as Design/build Teams for the various program components.

2. Review and assist with the negotiation of design services and construction contracts

3. Manage multiple design and/or Design/build consultants, most consisting of teams of architects, engineers, landscape architects, contractors, etc.

4. Establish work scopes and schedules for individual projects.

5. Assist the County in selecting the most cost effective design alternatives.

6. Monitor design documents during the design phases and verify progress status.

7. Develop and implement procedures for responding to Request for Information (RFI).

8. The PMT will assume responsibility to coordinate, track and expedite submittals, and Requests for Information as may be required and assist with the coordination of construction testing as necessary.

9. Review and modify, if necessary, the Programs Project Management Plan.

10. Prepare and implement a comprehensive Quality Assurance Program for all projects.
11. Develop a system for tracking payment requests from consultants.

12. Maintaining a document tracking and control system.

13. Assist the County in project post-occupancy and close-out activities.

**Task F – Pre-Design Phase Services**

1. The PMT shall review the County’s project budget and cost estimates in light of the local construction market, Project Program requirements, site opportunities or constraints, and historical cost data on the County’s similar projects; and shall furnish a report on the Project Budget and scope, said report to include any recommendations for budget or scope modifications.

2. The PMT, in conjunction with the County, shall develop Design Phase schedules, as well as procedures and report formats, to provide the basis for communication between the Architect, the Design/build Teams, consultants, Program Manager and County.

3. The PMT shall assist the County in preparing Requests for Proposals and Work Authorizations for the County’s Architects, Design/build Teams and consultants. This assistance shall include compiling and presenting information on the Project parameters - schedule, budget, program requirements, site conditions, and other physical and/or administrative requirements - needed by the design consultant or Design/builder to prepare its proposal for services.

4. Feasibility studies on proposed projects, including but not limited to studies of clients’ needs, analysis of conditions or method of operation, development of alternative concepts.

5. The PMT shall assist the County in investigative analyses of potential sites for the Hapeville Library (if necessary). This assistance will include coordination and review of site surveys, environmental assessments, and geotechnical assessments; evaluation of potential layouts; evaluation of utility locations; and evaluation of improvement costs relative to the suitability of the proposed sites. These analyses shall be in the form of written reports to the County.

6. Schematic design, design development of building projects.

7. The PMT will coordinate the scope of the design services which should at
a minimum include, but is not necessarily limited to, the items outlined below:

- Architectural Programming/Cost Model
- Existing Site Conditions Analyses
- Drawings of Existing Conditions (updates)
- Schematic Design
- Design Development
- Space Planning
- Landscape Design
- Structural Design (as required)
- Construction Documents
- Mechanical, Electrical, and Plumbing, Fire Protection and Communication Systems Design services
- Electrical Fault Current Studies
- Mechanical Load Studies
- Interior Design/Furnishings and Equipment Selection
- A/V & Acoustical Design
- Signage/ Graphics/ Art
- Code review and compliance
- Computer Modeled Energy Analyses
- Value Analyses, Life Cycle Cost Analyses

8. The PMT will coordinate all meetings, and correspondence related to verification of the Program goals and objectives, organizational frameworks for the program components, design directions, and quality performance measures for the project.

9. The following is a partial list of major design parameters:

a. Provide a design that reflects the mission and vision of the Program, and the goals of the Library Capital Improvement Plan, Phase II.

b. Provide design guidelines that accommodate and balance the Program requirements and needs and complies with the current code requirements.

c. Define the quality of the architectural, interior, structural building, envelope and building systems.

10. Manage all design consultants to create an efficient design with maximum usable space, and a facility that is functional sensitive and aesthetically
pleasing, and embracing of local community values and programmatic aims.

Task G – Project Construction Administration Services

As providers of Construction Administration Services, the Program Manager (PMT) will be responsible for developing program definition for the construction phase for the Library CIP, Phase II and shall provide construction administration for all aspects of construction and contract administration for all Phase II library projects. Services will include, but not be limited to, the following:

- Organize, attend and lead all project related Owner/Architect/Contractor (OAC) meetings for each Phase II library.
- The PMT will coordinate all meetings, and correspondence and reports related to verification of the status of the construction required for the meetings.
- The PMT will be responsible for coordinating with the Design/builder to ensure all required meeting minutes and reports are developed and prepared for review prior to each required meeting.
- The PMT will provide Construction Administration Services through Project Close-out and Project Warranty Period.

Task H – Project Post Construction Services

The Program Manager will work with the Design/builder to develop the punch list for the substantially completed project. It will be the responsibility of the PMT to work with the D/B to and ensure completion of the punch list within thirty (30) days of Substantial Completion.

It shall also be the PMT’s responsibility to coordinate repair/resolve warranty issues that may arise prior to the end of the warranty period. The PMT is required to conduct Warranty Review/Facility Inspection one month prior to the end of the general warranty period with Fulton County and facility staff to identify any outstanding warranty issues.

Task I - LEED Oversight

1. The Program Manager shall provide LEED Oversight services for these projects, from initial planning to final USGBC award of a LEED rating. The scope of services varies depending on the project/building and LEED certification level sought. The PMT designated LEED Oversight Manager will
guide and manage all project teams throughout the entire process:

- Review the design for LEED certification feasibility.
- LEED Silver Certification is the County’s goal. LEED Oversight Services shall confirm that Design/builders are on track to achieve the LEED target goal on each project.
- Integrate and consider into overall County sustainability objectives.
- Assist Project Teams with the Registration of LEED projects with the U.S. Green Building Council.
- Assist Project Teams with the Management of the LEED Online process.
- Assist with the identification of prerequisites and credits the project has achieved and clarify what needs to be done where non-compliance is an issue.
- Help the team establish environmental goals and identify LEED credits to target.
- Identify and outline what needs to be done for additional credits.
- Identify Innovation in Design Credits.
- Create a task matrix that identifies key players and their responsibilities as relates to LEED design and certification.
- Track the project’s progress toward goals and keep the team on course.
- Assist the Project Teams in how to use LEED Online and how to prepare submittals.
- Facilitate integrated design meetings on specific topics such as energy or water efficiency and suggest credit synergies and strategies.
- Research specific questions, materials or strategies to determine viable options for LEED credit compliance.
- Manage timelines, Assist Project Teams with gathering documentation and review the team’s work for completeness before sending the final submission to the USGBC.
- Work with the D/B Contractor and his Sub-Contractors to ensure compliance with LEED credit requirements.
- Assist with submitting any needed Credit Interpretation Requests to the USGBC to answer specific project questions.
- Help coordinate the team to answer any USGBC audit questions and any follow up on credits that are appealed.

**Task J – Public Outreach Services**

1. The PMT shall assist the County staff in developing public information and community outreach programs for local officials and the local community
during all phases of the Program. Possible tasks include: developing, designing, producing and distributing printed materials; creating displays and presentations; setting up public forums and other special events; participating in briefing sessions and establishing and maintaining computerized files documenting all public outreach efforts.

2. The PMT shall assist in responding to inquiries and comments from the general public, community groups, local elected and appointed officials as well as establish a file of all correspondence relating to such inquiries and comments.

3. The PMT shall develop a monthly status report of the Program acceptable to the County for the Board of Commissioners and Library Board.

Task K – Equal Business Opportunity Program Assistance

1. The PMT shall assist the County’s Department of Purchasing & Contract Compliance with coordinating outreach efforts that will maximize Minority Business Enterprise (MBE), Female Business Enterprise (FBE) and Small Business Enterprise (SBE) participation.

2. The PMT shall assist the Department of Purchasing & Contract Compliance in contract packaging strategies that will maximize MBE, FBE and SBE participation.

3. Assist the Department of Purchasing & Contract Compliance with monitoring projects by conducting random site visits to ensure MBE, FBE and SBE participation.

4. Assist the Department of Purchasing & Contract Compliance with analyzing MBE, FBE and SBE utilization reports to ensure consultants are meeting their MBE, FBE and SBE participation commitments.

5. Assist the Department of Purchasing & Contract Compliance with compiling MBE, FBE and SBE participation data for monthly and annual reports regarding the Program.

3.2 SCOPE OF SERVICES TO BE PROVIDED BY OTHERS

For those services not under the responsibility of the Design/builder, the County will obtain services, under separate contracts. These consultant services will include, but not limited to, the following:
• Design, Engineering and Programming Services - Design/Builder (D/B) to engage Architectural, Engineering and Programming firms to provide design, engineering and programming services for branch library renovations. Additionally, the D/B will be responsible for construction of the projects.

• Programming - Bridging Architect and Programming Consultant to provide Library Programming and design services through 50% Design Development Documents for Central Library renovation.

• D/B to provide design and construction drawing/specification documentation and construction services for the Central Library.

• Audio/Visual Consultant.

• Acoustical Consultant.

• Testing and Quality Assurance/Quality Control services as required to insure the integrity of the design and construction of the projects.

• Environmental Consultant

The Program Manager will assist the County with providing schedules, project controls and coordination of technical work and management oversight of these consultant teams.

3.4 TECHNICAL PROPOSAL FORMAT AND CONTENT

The Technical Proposal shall include the appropriate and requested information in sufficient detail to demonstrate the Proposer’s knowledge, skills and abilities to provide requested services.

The Technical Proposal shall be arranged and include content as described below:

Section 1 - Executive Summary

The executive summary shall include a brief statement of approach to the work, understanding of the project’s goals and objectives and demonstrated understanding of the project’s potential problems and special concerns.

The executive summary shall include the following information:
- Provide the legal name of the entity responding to this proposal.

- Provide the business type of the entity responding to this proposal (i.e. Joint Venture, Partnership, etc.).

- Describe your process for efficiently resolving issues and maintaining the project commitments while working collaboratively with the DREAM/AFPLS/PMT teams and others as applicable.

- A brief statement of approach to the work, understanding of the project’s goals and objectives and demonstrated understanding of the project’s potential problems and concerns.

- Provide a statement of your definition of your firm’s proposed overall role in this project, your anticipated level of management responsibility and accountability for project concerns.

- Provide a statement of interest for the project including a narrative describing the Proposer’s unique qualifications to manage and implement the Atlanta-Fulton Public Library System Capital Improvement Program, Phase II.

- Provide a statement on the availability and commitment of the Proposer’s assigned principal(s) and professionals to undertake the project.

- Name, address, email address and telephone number of one (1) individual to whom all future correspondence and/or communications will be directed.

**Section 2 – Program Management Plan**

The Proposer shall provide an organizing framework of approach and detailed description of the Proposers strategic methodology to establish and carry out the Program Management Plan broken out by phase to accomplish the County’s objectives. The County will evaluate the comprehensiveness of the approach and understanding of the project, comprehensiveness of the program strategy and methodology, resources and personnel committed to perform services.

The Proposer shall prepare a detailed management plan outlining the methods and means to be used by the Proposer to implement the scope of services including an outline of task follow-up and reporting mechanisms.

The Proposer shall provide a proposed Design Plan timeline covering the scope of design, and a detailed work plan for the project. Each milestone must include
the detailed steps describing the tasks to be done. It is critical to note the concurrent nature of the projects, and individual design response required for each project.

1. Describe the comprehensive conceptual plan for services for the program that should include the proposed methodologies, and techniques for all aspects of program management. Schematically outline your proposed implementation method, and methods for management of programs with phased or delayed funding.

2. Describe your Team’s management philosophy, methodology, and its process for integrating institutional standards into programming and projects and approach to providing dedicated team leadership to ensure total client satisfaction and project success.

3. Describe any innovative management approaches that your Team will implement to advance the Programs objectives and goals.

4. Describe your Team’s quality assurance program explaining the method to be used and how the Team will maintain quality control during all phases of planning, programming and project management. Provide specific examples of how these techniques or procedures were used for any three (3) of the projects listed as references. Include any demonstrated technical competence and management qualifications with library programming and specific library projects.

5. Describe how Life Cycle expectations and costing will be established and developed through this project?

6. Describe your strategy to establishing LEED Oversight for the program?

7. Discuss your method of working with the D/B Contractor as a team member to keep projects within the agreed to Guaranteed Maximum Price (GMP) and to maintain the GMP throughout the design and construction process.

8. Describe your estimating capacity and methods. How do you develop cost estimates and how often are they updated? Provide examples of how these techniques were used and what degree of accuracy was achieved.

9. Describe how your Team will develop and maintain work schedules to coordinate with the Owner’s Programming schedule. Provide examples of how these techniques were used.
10. Describe the types of reports, monitoring systems and information management systems and software your Team will use in the management of projects, project phasing and development of the Programs Database.

11. Describe your Team’s approach to assuring timely completion of projects, including methods you will use for schedule recovery.

12. Describe how your team will establish Dispute/Claims avoidance and resolution for the program.

13. Please describe your firms’ capabilities and experience with representing Owners in resolving disputes on projects and negotiating claim settlements.

14. Describe how your Team will track Owner input and review comments on projects to confirm that the Owner’s concerns have been addressed. How will your Team track responses and provide responses to Owner’s comments.

15. Describe how your Team will incorporate each community’s unique requirements for the facility in their community.

16. Describe how your Team will coordinate the internal and external communications strategy and identify key strategic elements of the plan.

17. Describe how your Team will coordinate and manage communication processes. How will cooperative relationships between the PMT, County Staff and other consultants (e.g., architect & engineers/designers, construction managers) be established and maintained. Describe process that will ensure that necessary communications will occur and that pertinent project information will be distributed to affected individuals to ensure that they are informed and appropriately involved.

18. Discuss how your Team will structure joint ventures/partnerships to incorporate and encourage Minority, Female and Small Business Enterprise participation into the Program.

Section 3 – Qualifications of Key Personnel

The Proposer shall provide detailed information for the proposed Program Management Team.

1. Provide resumes for all proposed personnel of the Program Management
Team for the following positions required per the Proposers Management Plan:

- Program Manager
- Assistant Program Manager
- Project Manager/Director
- Project Controls Manager
- Chief Estimator
- Chief Scheduler
- Scheduler
- Administrative/Clerical
- Safety Coordinator
- Quality Assurance Coordinator

2. The resumes should be limited to no more than three (3) pages per person and be organized according to the following:

- Name and Title
- Professional Background
- Current and Past Relevant Employment
- Education
- Certifications
- List of Relevant Experience
  - Client Name
  - Project Name
  - Project Description
  - Role of the Individual
  - Project Start and Completion Date
  - Reference Contact Information (Name, phone number and email address)

3. The experience and past performance of the proposed Program Manager on similar programs/projects, including such factors as control of costs, quality of work, and ability to meet schedules.

4. Demonstrated ability to effectively manage and operate in a multi-company, integrated team environment (show the multiple-teams in your listed projects).

5. Provide information demonstrating success at managing large, complex, multi-project, multi-site programs.

6. Demonstrate ability to work with an integrated team of client and
consultant staff with transition to a full client trained team.

Section 4 – Experience/Organization of Project Team

1. Introduction of Proposed Professional Team:
   a. Provide a narrative description of the Team, and all proposed sub-consultants.
   b. Provide a narrative description of the role assigned to the Team Members and all proposed sub-consultants.
   c. Provide an organization chart of the proposed team for this Project indicating the role each proposed Team member will fulfill. Specifically name the proposed Program Manager. Submission of these names constitutes a commitment to use these individuals if the Team is selected.
   d. In the event that key Team members must be replaced during the course of the Program, describe your back-up personnel plan.

2. Submit an experience matrix for the Team and proposed sub-consultants. This matrix should describe exactly the type of work each Team member has performed in the past five (5) years on projects of comparable scope and nature to the County’s project. It is not sufficient to simply identify names of projects, or indicate an association with a project.

Section 5 – Relevant Project Experience

Identify three to five (3-5) Capital Improvement Programs consisting of multiple projects with a total combined construction value of at least $100 million dollars that the members of the PMT managed during the past ten (10) calendar years. Limit your response to one (1) page per program; please provide the following information for each program:

1. The name of the program, the owner, year performed and the project location.

2. A description of the program, size, budget, timing.

3. The date of major project milestones including the date of completion and the date on which each milestone was actually achieved. Explain the reason(s) for any significant schedule
4. The original program management contract amount and the actual sum paid. Explain the reason(s) for any significant differences.

5. The original construction contract amount and the actual sum paid. Explain the reason(s) for any significant differences.

6. A reference, including a contact name, email address and phone number. This reference should be the owner’s staff member who was in charge of the project for the owner.

**Section 6 - Availability of Key Personnel**

(1) Percentage of time key personnel will spend on this project

(2) Current workload of key personnel

(3) Identify the key contact personnel for the project who will work in the PMT Program Office.

**Section 7 - Local Preference**

Local Preference is given to businesses that have a business location within the geographic boundaries of Fulton County. The term business location means that the business has a staffed, fixed, physical place of business located within Fulton County and has had the same for at least one (1) year prior to the date of the business’ submission of its proposal or bid, as applicable and has had held a valid business license from Fulton County or a city located within Fulton County for the business at a fixed, physical, place of business, for at least one (1) year prior to the date of the business’ submission of its proposal or bid as applicable.

In order to receive the Local Preference points of five (5) points the Proposer must meet one (1) of the following criteria, provide supporting documentation as required and certify under oath that it is eligible to receive the local preference points by signing and submitting Form H, Local Preference Affidavit located in Section 5 of this RFP.

The Proposer must indicate which one (1) of the following criteria they will utilize in order to receive local preference:

1. Business having a business location within the geographic boundaries of Fulton County.
   The following supporting documentation must be provided:
Section 3

Program Management Services
Atlanta - Fulton Public Library System Capital Improvement Program, Phase II

17RFP021717K

- Copy of occupational tax certificate (business license) form Fulton County or a city located within Fulton County, or;
- Copy of a lease or rental agreement, or;
- Proof of ownership interest in a location within the geographical boundaries of Fulton County.

2. Businesses where at least fifty-one percent (51%) of the owners of the business are residents of Fulton County but the business is located outside of Fulton County.

The following supporting documentation must be provided:

- Provide the residential address of the business owner(s).

3. Businesses where at least fifty-one percent (51%) of the employees of the business are residents of Fulton County but the business is located outside of Fulton County.

The following supporting documentation must be provided:

- Provide a list of all employees name and address.

Failure to provide the required supporting documentation with your proposal submittal shall result in your firm receiving a “0” (zero) for Local Preference. In the event the affidavit or other declaration under oath is determined to be false, such business shall be deemed “non-responsive” and shall not be considered for award of the applicable contract.

Section 8 – Service Disabled Veterans Preference

Service Disabled Veterans Business Enterprise Preference is given to businesses that are independent and continuing operations for profit, performing commercially useful functions, and which is 51 percent owned and controlled by one or more individuals who are disabled as a result of military service who have been honorably discharged, designated as such by the United States Department of Veterans Affairs.

In order to receive the SDVBE Preference points the Proposer must complete and submit Form I, Service Disabled Veterans Preference Affidavit located in Section 5 of this RFP certifying under oath that it is eligible to receive the SDVBE preference points. The Service Disabled Veteran Business Enterprise (“SDVBE”) must be certified as such by the County’s Office of Contract Compliance.
Section 9 – Cost

The Proposer shall submit its proposed Hourly Rates in the format established in Section 3.7 Cost Proposal Format and Content, Exhibit 2 of this RFP for each employee classification. Hourly rates shall be fully burdened billing rates to include profit and multiplier, at the prime and sub-consultant levels. Separate markups for sub-consultant labor will not be allowed.

Hourly rates shall be provided for each of the initial three (3) years. Identify the proposed annual escalation of rates, Consumer Pricing Index, by percentage. Hourly rates will be negotiated with the selected Proposer based on its proposal and the County’s analysis of the hourly rates submitted by all Proposers.

Provide a formal written job description for each of the employee classifications identified on Exhibit 2.

Reimbursable expenses are in addition to compensation for PMT services and shall include actual and reasonable expenses incurred by the PMT, its employees solely and directly in connection with the performance of PMT services for the following:

- Transportation incurred is not reimbursable unless expressly approved by the Owner in advance.
- Reproductions, printing, binding, collating and handling of reports, drawings, specifications or other project related work product as directed by the Owner Representative Team.
- Shipping, mailing of all reports, drawings, specifications, and other project related work product as directed by the Owner Representative Team.

Cost will be evaluated for each respondent using the rates requested in Exhibit 2, Section 3.7 of this RFP. The hourly rates of each respondent will be totaled and divided by the number of classifications requested to determine the respondents’ average hourly rate. The respondent with the lowest average hourly rate will receive the full 15 points. For respondents with the second, third, fourth, etc., their average hourly rates will be divided into the lowest average hourly rate and multiplied by 15, the total points allowed for cost.

The County has established the following formula to evaluate cost proposals for Request for Proposals (RFP):
**Lowest cost submitted**

Each successive cost \( X \) Points allocated for cost in RFP = Cost proposal score

The County will determine responsibility based on the following criteria for the proposer(s) recommended by the Evaluation Committee:

**Section 10 – Proposer Financial Information**

It is the policy of the County to conduct a review of a firm’s financial responsibility in order to determine the firm’s capability to successfully perform the work.

If submitting as a Joint Venture, Partnership, Limited Liability Corporation or Limited Liability Partnership, the financials must be submitted for each entity that comprises the prime contractor.

The following documentation is required in order for the County to evaluate financial responsibility:

a. Provide your firm’s most recent balance sheets.

b. Provide your firm’s most recent Dun & Bradstreet, Value Line Reports or other credit ratings/report.

c. Identify any evidence of access to a line or letter of credit. The evidence must be provided by a financial institution.

d. Provide a sworn statement that your firm has not filed petition(s) for federal bankruptcy or state insolvency. The statement must be notarized.

**Section 11 – Disclosure Form and Questionnaire**

It is the policy of Fulton County to review the history of litigation of each Proposer that includes bankruptcy history, insolvency history, civil and criminal proceedings, judgments and termination for cause in order to determine whether a firm’s business practices, legal practices and overall reputation in the industry is one that would be acceptable to perform work for Fulton County. The Disclosure Form and Questionnaire is provided in Section 5, Proposal Forms, Form D.
3.5 COST PROPOSAL FORMAT AND CONTENT

Cost Proposal shall be provided in a separate sealed envelope. The Cost Proposal shall include current information and shall be arranged and include content as described below:

Section 1 - Introduction

The Proposer shall include an introduction which outlines the contents of the Cost Proposal.

Section 2 - Completed Cost Proposal Forms

The Proposer is required to complete all of the Cost Proposal Forms provided in Exhibit 2.
### SECTION 4
EVALUATION CRITERIA

#### 4.1 PROPOSAL EVALUATION – SELECTION CRITERIA

The following criteria will be used to evaluate the proposals submitted in response to this RFP:

<table>
<thead>
<tr>
<th>Evaluation Criteria Weight</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Executive Summary</td>
<td>5 points</td>
</tr>
<tr>
<td>Program Management Plan</td>
<td>25 points</td>
</tr>
<tr>
<td>Qualifications of Key Personnel</td>
<td>10 points</td>
</tr>
<tr>
<td>Experience/Organization of Project Team</td>
<td>15 points</td>
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<tr>
<td>Relevant Project Experience</td>
<td>18 points</td>
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<tr>
<td>Availability of Key Personnel</td>
<td>5 points</td>
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<td>Location of Firm</td>
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<tr>
<td>Cost</td>
<td>15 points</td>
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<tr>
<td>Services of Disabled Veterans</td>
<td>2 points</td>
</tr>
<tr>
<td><strong>TOTAL POINTS</strong></td>
<td><strong>100 points</strong></td>
</tr>
</tbody>
</table>
SECTION 5
PROPOSAL FORMS

5.1 INTRODUCTION

To be deemed responsive to this RFP, Proposers must provide the information requested and, where applicable, complete in detail all Proposal Forms. The appropriate individual(s) authorized to commit the Proposer to the Project must sign the Proposal Forms. As appropriate, Proposers shall reproduce each Proposal Form and complete the appropriate portions of the forms provided in this section.

Form A: Georgia Security and Immigration Contractor Affidavit/Agreement
Form B: Georgia Security and Immigration Subcontractor Affidavit
Form C: Disclosure Form and Questionnaire
Form D: Professional License
Form E: Local Preference Affidavit of Bidder/Offeror
Form F: Service Disabled Veteran Preference Affidavit of Bidder/Offeror
5.2 PROPOSAL FORMS DESCRIPTION

Georgia Security and Immigration Contractor Affidavit and Agreement
Proposer shall complete and submit Form A, in order to comply with the requirements of O.C.G.A. 13-10-91 and the Georgia Department of Labor Rule 300-10-01-.02.

Georgia Security and Immigration Subcontractor Affidavit
Proposer shall ensure that any and all subcontractor(s), that will be utilized for this project shall complete and submit Form B, Subcontractor Affidavit.

Disclosure Form and Questionnaire
The offerors and their joint venture partners or team members and first-tier subcontractors, shall complete and submit Form C, which requests disclosure of business and litigation.

Professional License
Proposer and any subcontractor(s) performing work required by state law to be licensed shall complete and submit Form D and attach a copy of their license for the work they will perform on this project.

Local Preference Affidavit of Bidder/Offeror
Proposer shall complete and submit Form E, which certifies that the Proposer is eligible to receive local preference points.

Service Disabled Veteran Preference Affidavit of Bidder/Offeror
Proposer shall complete and submit Form F, which certifies that the Proposer is certified as Service Disabled Veteran Business Enterprise ("SVDBE") by the County’s Office of Contract Compliance.
FORM A: GEORGIA SECURITY AND IMMIGRATION CONTRACTOR AFFIDAVIT

**Instructions:**

Contractors must attest to compliance with the requirements of O.C.G.A 13-10-91 and the Georgia Department of Labor Rule 300-10-01-.02 by executing the Contractor Affidavit.
STATE OF GEORGIA
COUNTY OF FULTON

FORM A: GEORGIA SECURITY AND IMMIGRATION CONTRACTOR AFFIDAVIT AND AGREEMENT

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 engaged in the physical performance of services\(^1\) under a contract with [insert name of prime contractor] on behalf of Fulton County Government has registered with and is participating in a federal work authorization program\(^2\), in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services to this contract with Fulton County Government, 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 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 the Fulton County Government at the time the subcontractor(s) is retained to perform such service.

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\(^1\)O.C.G.A.§ 13-10-90(4), as amended by Senate Bill 160, provides that “physical performance of services” means any performance of labor or services for a public employer (e.g., Fulton County) using a bidding process (e.g., ITB, RFQ, RFP, etc.) or contract wherein the labor or services exceed $2,499.99, except for those individuals licensed pursuant to title 26 or Title 43 or by the State Bar of Georgia and is in good standing when such contract is for service to be rendered by such individual.


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FORM B: GEORGIA SECURITY AND IMMIGRATION SUBCONTRACTOR AFFIDAVIT

Instructions:

In the event that your company is awarded the contract for this project, and will be utilizing the services of any subcontractor(s) in connection with the physical performance of services pursuant to this contract, the following affidavit must be completed by such subcontractor(s). Your company must provide a copy of each such affidavit to Fulton County Government, Department of Purchasing & Contract Compliance with the proposal submittal.

All subcontractor affidavit(s) shall become a part of the contract and all subcontractor(s) affidavits shall be maintained by your company and available for inspection by Fulton County Government at any time during the term of the contract. All subcontractor(s) affidavit(s) shall become a part of any contractor/subcontractor agreement(s) entered into by your company.
STATE OF GEORGIA

COUNTY OF FULTON

FORM B: GEORGIA SECURITY AND IMMIGRATION SUBCONTRACTOR AFFIDAVIT

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 [insert name of prime contractor] behalf of Fulton County Government has registered with and is participating in a federal work authorization program*, in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

______________________________________________
EEV/Basic Pilot Program* User Identification Number

BY: Authorized Officer of Agent
(Insert Subcontractor Name)

Title of Authorized Officer or Agent of Subcontractor

Printed Name of Authorized Officer or Agent

Sworn to and subscribed before me this _____ day of ________________, 20__. 

Notary Public: ________________________________

County: _____________________________________

Commission Expires: ____________________________

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1 O.C.G.A.§ 13-10-90(4), as amended by Senate Bill 160, provides that “physical performance of services” means any performance of labor or services for a public employer (e.g., Fulton County) using a bidding process (e.g., ITB, RFQ, RFP, etc.) or contract wherein the labor or services exceed $2,499.99, except for those individuals licensed pursuant to title 26 or Title 43 or by the State Bar of Georgia and is in good standing when such contract is for service to be rendered by such individual.

Form C: OFFEROR’S DISCLOSURE FORM AND QUESTIONNAIRE

1. Please provide the names and business addresses of each of the Offeror’s firm’s officers and directors.

For the purposes of this form, the term “Offeror” means an entity that responds to a solicitation for a County contract by either submitting a proposal in response to a Request for Proposal or a Request for Qualification or a Bid in response to an Invitation to Bid. Describe accurately, fully and completely, their respective relationships with said Offeror, including their ownership interests and their anticipated role in the management and operations of said Offeror.

2. Please describe the general development of said Offeror’s business during the past five (5) years, or such shorter period of time that said Offeror has been in business.

3. Please state whether any employee, agent or representative of said Offeror who is or will be directly involved in the subject project has or had within the last five (5) years: (i) directly or indirectly had a business relationship with Fulton County; (ii) directly or indirectly received revenues from Fulton County; or (iii) directly or indirectly receives revenues from the result of conducting business on Fulton County property or pursuant to any contract with Fulton County. Please describe in detail any such relationship.
LITIGATION DISCLOSURE:

Failure to fully and truthfully disclose the information required, may result in the disqualification of your bid or proposal from consideration or termination of the Contract, once awarded.

1. Please state whether any of the following events have occurred in the last five (5) years with respect to said Offeror. If any answer is yes, explain fully the following:

   (a) whether a petition under the federal bankruptcy laws or state insolvency laws was filed by or against said Offeror, or a receiver fiscal agent or similar officer was appointed by a court for the business or property of said Offeror;

      Circle One:  YES  NO

   (b) whether Offeror was subject of any order, judgment, or decree not subsequently reversed, suspended or vacated by any court of competent jurisdiction, permanently enjoining said Offeror from engaging in any type of business practice, or otherwise eliminating any type of business practice; and

      Circle One:  YES  NO

   (c) whether said Offeror's business was the subject of any civil or criminal proceeding in which there was a final adjudication adverse to said or Offeror, which directly arose from activities conducted by the business unit or corporate division of said Offeror which submitted a bid or proposal for the subject project. If so please explain.

      Circle One:  YES  NO

2. Have you or any member of your firm or team to be assigned to this engagement ever been indicted or convicted of a criminal offense within the last five (5) years?

      Circle One:  YES  NO

3. Have you or any member of your firm or team been terminated (for cause or otherwise) from any work being performed for Fulton County or any other Federal, State or Local Government?
4. Have you or any member of your firm or team been involved in any claim or litigation adverse to Fulton County or any other federal, state or local government, or private entity during the last three (3) years?

Circle One: YES NO

5. Has any Offeror, member of Offeror’s team, or officer of any of them (with respect to any matter involving the business practices or activities of his or her employer), been notified within the five (5) years preceding the date of this offer that any of them are the target of a criminal investigation, grand jury investigation, or civil enforcement proceeding?

Circle One: YES NO

If you have answered “YES” to any of the above questions, please indicate the name(s) of the person(s), the nature, and the status and/or outcome of the information, indictment, conviction, termination, claim or litigation, the name of the court and the file or reference number of the case, as applicable. Any such information should be provided on a separate page, attached to this form and submitted with your proposal.

NOTE: If any response to any question set forth in this questionnaire has been disclosed in any other document, a response may be made by attaching a copy of such disclosure. (For example, said Offeror’s most recent filings with the Securities and Exchange Commission (“SEC”) may be provided if they are responsive to certain items within the questionnaire.) However, for purposes of clarity, Offeror should correlate its responses with the exhibits by identifying the exhibit and its relevant text.

Disclosures must specifically address, completely respond and comply with all information requested and fully answer all questions requested by Fulton County. Such disclosure must be submitted at the time of the bid or proposal submission and included as a part of the bid/proposal submitted for this project. Disclosure is required for Offerors, joint venture partners and first-tier subcontractors.

Failure to provide required disclosure, submit officially signed and notarized documents or respond to any and all information requested/required by Fulton County can result in the bid/proposal declared as non-responsive. This document must be completed and included as a part of the bid/proposal package along with other required documents.

[SIGNATURES ON NEXT PAGE]
Under penalty of perjury, I declare that I have examined this questionnaire and all attachments hereto, if applicable, to the best of my knowledge and belief, and all statements contained hereto are true, correct, and complete.

On this ______ day of ______________________, 20__

(Legal Name of Proponent) (Date)

(Signature of Authorized Representative) (Date)

______________________________
(Title)

Sworn to and subscribed before me,

This ______ day of ______________________, 20__

(Notary Public) (Seal)

Commission Expires ________________________
(Date)
FORM D: GEORGIA PROFESSIONAL LICENSE CERTIFICATION

NOTE: Please complete this form for the work your firm will perform on this project.

Contractor’s Name: _____________________________________________________________

Performing work as: Prime Contractor ____  Sub-Contractor _____

Professional License Type: ____________________________________________________

Professional License Number: _________________________________________________

Expiration Date of License: ____________________________________________________

I certify that the above information is true and correct and that the classification noted is applicable to the Bid for this Project.

Signed: _____________________________________________________________________

Date: _____________________________________________________________________

(ATTACH COPY OF LICENSE)
STATE OF GEORGIA
COUNTY OF FULTON

FORM E: LOCAL PREFERENCE AFFIDAVIT OF BIDDER/OFFEROR

I hereby certify that pursuant to Fulton County Code Section 102-377, the Bidder/Offeror ____________________________ is eligible to receive local preference points and has a staffed, fixed, physical, place of business located within Fulton County and has had the same for at least one (1) year prior to the date of submission of its proposal or bid and has held a valid business license from Fulton County or a city within Fulton County boundaries for the business at a fixed, physical, place of business, for at least one (1) year prior to the date of submission of its proposal or bid.

Affiant further acknowledges and understands that pursuant to Fulton County Code Section 102-377, in the event this affidavit is determined to be false, the business named herein shall be deemed “non-responsive” and shall not be considered for award of the applicable contract.

__________________________________  (Affix corporate seal here, if a corporation)
(BUSINESS NAME)

___________________________________  (FULTON COUNTY BUSINESS ADDRESS)

__________________________________  (OFFICIAL TITLE OF AFFIANT)

__________________________________  (NAME OF AFFIANT)

__________________________________  (SIGNATURE OF AFFIANT)

Sworn to and subscribed before me this ______ day of ____________________, 20____.

Notary Public: ______________________________

County: ______________________________

Commission Expires: _______________________

Section 5
STATE OF GEORGIA
COUNTY OF FULTON

FORM F: SERVICE DISABLED VETERAN PREFERENCE AFFIDAVIT OF
BIDDER/OFFEROR

I hereby certify that pursuant to Fulton County Code Section 102-378, the Bidder/Offeror ___________________________ is eligible to receive Service Disabled Veteran Business Enterprise preference points and is independent and continuing operation for profit, performing a commercially useful function, and is 51 percent owned and controlled by one or more individuals who are disabled as a result of military service who has been honorably discharged, designated as such by the United States Department of Veterans Affairs.

Affiant further acknowledges and understands that pursuant to Fulton County Code Section 102-378, in the event this affidavit is determined to be false, the business named herein shall be deemed “non-responsive” and shall not be considered for award of the applicable contract.

___________________________________ (Affix corporate seal here, if a corporation)

(BUSINESS NAME)

(FULTON COUNTY BUSINESS ADDRESS)

(OFFICIAL TITLE OF AFFIANT)

(NAME OF AFFIANT)

(SIGNATURE OF AFFIANT)

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

Notary Public: ________________________________

County: ________________________________

Commission Expires: ________________________________
SECTION 6
CONTRACT COMPLIANCE REQUIREMENTS

6.1 NON-DISCRIMINATION IN PURCHASING AND CONTRACTING

It is the policy of Fulton County Government that discrimination against businesses by reason of the race, color, gender or national origin of the ownership of any such business is prohibited. Furthermore, it is the policy of the Board of Commissioners ("Board") that Fulton County and all vendors and contractors doing business with Fulton County shall provide to all businesses the opportunity to participate in contracting and procurement paid, in whole or in part, with monetary appropriations of the Board without regard to the race, color, gender or national origin of the ownership of any such business. Similarly, it is the policy of the Board that the contracting and procurement practices of Fulton County should not implicate Fulton County as either an active or passive participant in the discriminatory practices engaged in by private contractors or vendors seeking to obtain contracts with Fulton County.

Implementation of Equal Employment Opportunity (EEO) Policy

The County effectuates Equal Employment Opportunity thru Purchasing Code Section 102-430, Non-Discrimination in Contracting and Procurement. This policy considers racial and gender workforce availability. The availability of each workgroup is derived from the workforce demographics set forth in the 2000 Census EEO file prepared by the United States Department of Commerce for the applicable labor pool normally utilized for the contract.

Monitoring of EEO Policy

Upon award of a contract with Fulton County, the successful bidder/proposer must complete an Equal Employment Opportunity Report (EEOR), describing the racial and gender make-up of the firm’s work force. If the EEOR indicates that the firm’s demographic composition indicates underutilization of employee’s of a particular ethnic group for each job category, the firm will be required to submit an aggressive action plan setting forth steps the firm will take to address the identified underutilization.

6.2 EQUAL BUSINESS OPPORTUNITY PLAN (EBO PLAN)

In addition to the proposal submission requirements, each vendor must submit an Equal Business Opportunity Plan (EBO Plan) with their bid/proposal. The EBO Plan is designed to enhance the utilization of a particular racial, gender or ethnic group by a bidder/proposer, contractor, or vendor or by Fulton County. The respondent must outline a plan of action to encourage and achieve diversity and equality in the available procurement and contracting opportunities with this solicitation.

The EBO Plan must identify and include:
1. Potential opportunities within the scope of work of this solicitation that will allow for participation of racial, gender or ethnic groups.

2. Efforts that will be made by the bidder/proposer to encourage and solicit minority and female business utilization in this solicitation.

Fulton County encourages joint ventures, teaming, partnering and mentor-protégé relationships with minority and female businesses in an effort to achieve contracting and procurement diversity.

Prompt Payment: The prime contractor must certify in writing and must document all subcontractors, sub-consultants and suppliers have been promptly paid for work and materials, (less any retainage by the prime contractor prior to receipt of any further progress payments). In the event the prime contractor is unable to pay subcontractors, sub-consultants or suppliers until it has received a progress payment from Fulton County, the prime contractor shall pay all subcontractors, sub-consultants or suppliers funds due from said progress payment within forty-eight (48) hours of receipt of payment from Fulton County. In no event shall a subcontractor, sub-consultant or supplier be paid later than fifteen (15) days as provided for by state law.

6.3 DETERMINATION OF GOOD FAITH EFFORTS

During the course of the project, the Prime Contractor shall demonstrate that they have made all efforts reasonably possible to ensure that Minority and Female Business Enterprises (MFBE) have had a full and fair opportunity to compete and win subcontracts on this project. The Prime Contractor is required to include all outreach attempts that would demonstrate a “Good Faith Effort” in the solicitation of sub-consultants/subcontractors.

Written documentation demonstrating the Prime Contractor’s outreach efforts to identify, contact, contract with or utilize Minority or Female owned businesses shall include holding pre-bid conferences, publishing advertisements in general circulation media, trade association publications, minority-focused media, and the County’s bid board, as well as other efforts.

Include a list of publications where the advertisement was placed as well as a copy of the advertisement. Advertisement shall include at a minimum, scope of work, project location, location(s) of where plans and specifications may be viewed or obtained and trade or scopes of work for which subcontracts are being solicited.

6.4 REQUIRED FORMS AND EBO PLAN

In order to be compliant with the intent and provisions of the Fulton County Non-Discrimination in Purchasing and Contracting Ordinance (99-0960), bidders/proposers must submit the following completed documents. Failure to provide this information shall result in the proposal being deemed non-responsive.
- Exhibit A – Promise of Non-Discrimination
- Exhibit B – Employment Report
- Exhibit C – Schedule of Intended Subcontractor Utilization
- Exhibit D – Letter of Intent to Perform as a Subcontractor or Provide Materials or Services
- Exhibit E – Declaration Regarding Subcontractors Practices
- Exhibit F – Joint Venture Disclosure Affidavit
- Equal Business Opportunity Plan (EBO Plan). This document is not a form rather a statement created by the bidder/proposer on its company letter head addressing the EBO Plan requirements.

The following document must be completed as instructed if awarded the project:

- Exhibit G – Prime Contractor’s Subcontractor Utilization Report

All Contract Compliance documents (Exhibits A – H and EBO Plan) are to be placed in a **separate sealed envelope** clearly marked “Contract Compliance”. The EBO Plan must be submitted on company letterhead. These documents are considered part of and should be submitted with the Technical Proposal.
EXHIBIT A – PROMISE OF NON-DISCRIMINATION

“Know all persons by these presents, that I/We (_____________________________),

Name

Title

Firm Name

Hereinafter “Company”, in consideration of the privilege to bid on or obtain contracts funded, in whole or in part, by Fulton County, hereby consent, covenant and agree as follows:

1) No person shall be excluded from participation in, denied the benefit of, or otherwise discriminated against on the basis of race, color, national origin or gender in connection with any bid submitted to Fulton County for the performance of any resulting there from,

2) That it is and shall be the policy of this Company to provide equal opportunity to all businesses seeking to contract or otherwise interested in contracting with this Company without regard to the race, color, gender or national origin of the ownership of this business,

3) That the promises of non-discrimination as made and set forth herein shall be continuing in nature and shall remain in full force and effect without interruption,

4) That the promise of non-discrimination as made and set forth herein shall be made a part of, and incorporated by reference into, any contract or portion thereof which this Company may hereafter obtain,

5) That the failure of this Company to satisfactorily discharge any of the promises of non-discrimination as made and set forth herein shall constitute a material breach of contract entitling the Board to declare the contract in default and to exercise any and all applicable rights and remedies, including but not limited to cancellation of the contract, termination of the contract, suspension and debarment from future contracting opportunities, and withholding and/or forfeiture of compensation due and owning on a contract; and

6) That the bidder shall provide such information as may be required by the Director of Contract Compliance pursuant to Section 4.4 of the Fulton County Non-Discrimination in Purchasing and Contracting Ordinance.

SIGNATURE:________________________________________

ADDRESS:________________________________________

TELEPHONE NUMBER:________________________________
NON-DISCRIMINATION IN PURCHASING AND CONTRACTING

It is the policy of Fulton County Government that discrimination against businesses by reason of the race, color, gender or national origin of the ownership of any such business is prohibited. Furthermore, it is the policy of the Board of Commissioners (“Board”) that Fulton County and all vendors and contractors doing business with Fulton County shall provide to all businesses the opportunity to participate in contracting and procurement paid, in whole or in part, with monetary appropriations of the Board without regard to the race, color, gender or national origin of the ownership of any such business. Similarly, it is the policy of the Board that the contracting and procurement practices of Fulton County should not implicate Fulton County as either an active or passive participant in the discriminatory practices engaged in by private contractors or vendors seeking to obtain contracts with Fulton County.

The following demographic employment information must be submitted with this quote.

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<tr>
<th>JOB CATEGORIES</th>
<th>WHITE (Not Hispanic Origin)</th>
<th>BLACK or AFRICAN AMERICAN (Not of Hispanic Origin)</th>
<th>HISPANIC or LATINO</th>
<th>AMERICAN INDIAN or ALASKAN NATIVE (AIAN)</th>
<th>ASIAN</th>
<th>NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER (NHOP)</th>
<th>TWO or MORE RACES</th>
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<td>EXECUTIVE/SENIOR LEVEL OFFICIALS and MANAGERS</td>
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FIRMS’S NAME
ADDRESS
TELEPHONE
EMAIL ADDRESS
Submitted by:

Date Completed:
EXHIBIT C - SCHEDULE OF INTENDED SUBCONTRACTOR UTILIZATION

If the bidder/proposer intends to subcontract any portion of this scope of work/service(s), this form must be completed and submitted with the bid/proposal. All prime bidders/proposers must include Letter(s) of Intent (Exhibit D) in the bid document for all subcontractors who will be utilized under the scope of work/services.

Prime Bidder/Proposer: __________________________________________

ITB/RFP Number: __________________________________________

Project Name or Description of Work/Service(s): ______________________

1. My firm, as Prime Bidder/Proposer on this scope of work/service(s) is ___ is not ___ a minority or female owned and controlled business enterprise. (Please indicate below the portion of work, including, percentage of bid/proposal amount that your firm will carry out directly):

__________________________________________________________________________

2. If the Prime Bidder/Proposer is a Joint Venture, please complete Exhibit F: Joint Venture Disclosure Affidavit and attach a copy of the executed Joint Venture Agreement.

3. Sub-Contractors (including suppliers) to be utilized in the performance of this scope of work/service(s), if awarded, are:

SUBCONTRACTOR NAME: __________________________________________
ADDRESS: __________________________________________

PHONE: __________________________________________
CONTACT PERSON: __________________________________________
ETHNIC GROUP*: __________________ COUNTY CERTIFIED**: __________________
WORK TO BE PERFORMED: __________________

DOLLAR VALUE OF WORK: $____________ PERCENTAGE VALUE: ___ %

*Ethnic Groups: African American (AABE); Asian American (ABE); Hispanic American (HBE); Native American (NABE); White Female American (WFBE); **If yes, please attach copy of recent certification.
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*Ethnic Groups: African American (AABE); Asian American (ABE); Hispanic American (HBE); Native American (NABE); White Female American (WFBE); **If yes, please attach copy of recent certification.
CERTIFICATION: The undersigned certifies that he/she has read, understands and agrees to be bound by the Bid/Proposer provisions, including the accompanying Exhibits and other terms and conditions regarding sub-contractor utilization. The undersigned further certifies that he/she is legally authorized by the Bidder/Proposer to make the statement and representation in this Exhibit and that said statements and representations are true and correct to the best of his/her knowledge and belief. The undersigned understands and agrees that if any of the statements and representations are made by the Bidder/Proposer knowing them to be false, or if there is a failure of the intentions, objectives and commitments set forth herein without prior approval of the County, then in any such event the Contractor's acts or failure to act, as the case may be, shall constitute a material breach of the contract, entitling the County to terminate the Contract for default. The right to so terminate shall be in addition to, and in lieu of, any other rights and remedies the County may have for other defaults under the contract.

Signature: ___________________________ Title: ___________________________

Firm or Corporate Name: ___________________________

Address: _______________________________________

Telephone: (         )___________________________
Fax Number: (         )___________________________
Email Address: _________________________________
EXHIBIT D

LETTER OF INTENT TO PERFORM AS A SUBCONTRACTOR
OR
PROVIDE MATERIALS OR SERVICES

This form must be completed by ALL known subcontractor and submitted with the bid/proposal. The Prime Contractor must submit Letters of Intent for ALL known subcontractors at time of bid submission.

To: ____________________________________________
   (Name of Prime Contractor Firm)

From: ____________________________________________
   (Name of Subcontractor Firm)

ITB/RFP Number: __________________________________

Project Name: ___________________________________

The undersigned is prepared to perform the following described work or provide materials or services in connection with the above project (specify in detail particular work items, materials, or services to be performed or provided):

<table>
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<tr>
<th>Description of Work</th>
<th>Project Commence Date</th>
<th>Project Completion Date</th>
<th>Estimated Dollar Amount</th>
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(Prime Bidder) ____________________________________________
Signature ____________________________________________
Title ____________________________________________
Date ____________________________________________

(Subcontractor) ____________________________________________
Signature ____________________________________________
Title ____________________________________________
Date ____________________________________________
EXHIBIT E - DECLARATION REGARDING SUBCONTRACTING PRACTICES

If the bidder/proposer does not intend to subcontract any portion of the scope of work services(s), this form must be completed and submitted with the bid/proposal.

________________________________________ hereby declares that it is my/our intent to perform 100% of the work required for ________________________________

(Bidder)

(ITB/RFP Number)

(Description of Work)

In making this declaration, the bidder/proposer states the following:

1. That the bidder/proposer does not customarily subcontract elements of this type project, and normally performs and has the capability to perform and will perform all elements of the work on this project with his/her own current work forces;

2. If it should become necessary to subcontract some portion of the work at a later date, the bidder/proposer will comply with all requirements of the County’s Non-Discrimination Ordinance in providing equal opportunities to all firms to subcontract the work. The determination to subcontract some portion of the work at a later date shall be made in good faith and the County reserves the right to require additional information to substantiate a decision made by the bidder/proposer to subcontract work following the award of the contract. Nothing contained in this provision shall be employed to circumvent the spirit and intent of the County’s Non-Discrimination Ordinances;

3. The bidder will provide, upon request, information sufficient for the County to verify Item Number one.

AUTHORIZED COMPANY REPRESENTATIVE

Name:_____________________________ Title:_____________________________ Date:______

Signature:______________________________________________________________

Firm:______________________________________________________________

Address:____________________________________________________________

Phone Number:_______________________________________________________

Fax Number:_________________________________________________________

Email Address:_______________________________________________________
EXHIBIT F - JOINT VENTURE DISCLOSURE AFFIDAVIT

ITB/RFP No.____________________

Project Name____________________

This form must be completed and submitted with the bid/proposal if a joint venture approach is to be undertaken.

In order to evaluate the extent of small, minority and female business involvement being proposed by a Bidder/Proposer, certain relevant information must be provided prior to contract award. The information requested below is to clearly identify and explain the extent of small business participation in the proposed joint venture. All items must be properly addressed before the business entity can be evaluated.

1. Firms:

   1) Name of Business:______________________________
      Street Address:______________________________
      Telephone No.:______________________________
      Nature of Business:______________________________

   2) Name of Business:______________________________
      Street Address:______________________________
      Telephone No.:______________________________
      Nature of Business:______________________________

   3) Name of Business:______________________________
      Street Address:______________________________
      Telephone No.:______________________________
      Nature of Business:______________________________

NAME OF JOINT VENTURE (If applicable):______________________________

ADDRESS:________________________________________________________

________________________________________________________

PRINCIPAL OFFICE:________________________________________________

OFFICE PHONE:_________________________________________________
Note: Attach additional sheets as required

1. Describe the capital contributions by each joint venturer and accounting thereof.

2. Describe the financial controls of the joint venture, e.g., will a separate cost center be established? Which venturer will be responsible for keeping the books? How will the expense therefore be reimbursed? What is the authority of each joint venture to commit or obligate the order?

3. Describe any ownership, options for ownership, or loans between the joint ventures. Identify terms thereof.

4. Describe the estimated contract cash flow for each joint venturer.

5. To what extent and by whom will the on-site work be supervised?

6. To what extent and by whom will the administrative office be supervised?

7. Which joint venturer will be responsible for material purchases including the estimated cost thereof? How will the purchase be financed?

8. Which joint venturer will provide equipment? What is the estimated cost thereof? How will the equipment be financed?

9. Describe the experience and business qualifications of each joint venturer.

10. Submit a copy of all joint venture agreements and evidence of authority to do business in the State of Georgia as well as locally, to include all necessary business licenses.

11. Percent of Minority/Female Business Enterprises ownership by each joint venture in terms of profit and loss sharing:

12. The authority of each joint venturer to commit or obligate the other:

13. Number of personnel to be involved in project, their crafts and positions and whether they are employees of the Minority/Female Business Enterprises enterprise, the majority firm or the joint venture:
14. Identification of control and participation in venture; list those individuals who are responsible for day-to-day management and policy decision-maker, including, but not limited to, those with prime responsibility for areas designated below; (use additional sheets if necessary)

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<tr>
<th>Name</th>
<th>Race</th>
<th>Sex</th>
<th>Financial Decisions</th>
<th>Supervision Field Operation</th>
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In connection with any work that these firms, as a joint venture, might be authorized to perform in connection with above captioned contract, we each do hereby authorize representatives of the Fulton County Department of Contract Compliance, Departments of Purchasing and Contract Compliance, and Finance, under the direction of the County Manager's Office, to examine, from time to time, the books, records and files to the extent that such relate to this County project.

WE DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THE FOREGOING DOCUMENT ARE TRUE AND CORRECT, AND THAT WE ARE AUTHORIZED, ON BEHALF OF THE ABOVE FIRMS, TO MAKE THIS AFFIDAVIT AND GRANT THE ABOVE PRIVILEGE.

FOR______________________________
(Company)

Date:______________________________
(Signature of Affiant)

______________________________
(Printed Name)

______________________________
(Company)

Date:______________________________
(Signature of Affiant)

______________________________
(Printed Name)

State of________________________:  

County of____________________:  

On this _____ day of __________, 20___, before me, appeared ______________________, the undersigned officer, personally appeared ______________________ known to me to be the person described in the foregoing Affidavit and acknowledges that he (she) executed the same in the capacity therein stated and for the purpose therein contained.
EXHIBIT – G PRIME CONTRACTOR/SUB-CONTRACTOR UTILIZATION REPORT

This report must be submitted by the tenth day of each month, along with a copy of your monthly invoice (schedule of values/payment application) to Contract Compliance. Failure to comply shall result in the County commencing proceedings to impose sanctions to the prime contractor, in addition to pursuing any other available legal remedy. Sanctions may include the suspending of any payment or part thereof, termination or cancellation of the contract, and the denial of participation in any future contracts awarded by Fulton County.

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<tr>
<th>REPORTING PERIOD</th>
<th>PROJECT NAME:</th>
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<td>FROM:</td>
<td>PROJECT NUMBER:</td>
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<td>PROJECT LOCATION:</td>
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### PRIME CONTRACTOR

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<th>Name:</th>
<th>Address:</th>
<th>Phone #:</th>
<th>Email:</th>
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**AMOUNT INVOICED THIS MONTH:** $

**TOTAL AMOUNT PAID TO SUBCONTRACTORS THIS PERIOD (MONTH):** $

**TOTAL AMOUNT PAID TO SUBCONTRACTORS YEAR TO DATE:** $

**TOTAL AMOUNT PAID TO PRIME CONTRACTOR THIS PERIOD (MONTH):** $

**TOTAL AMOUNT PAID TO PRIME CONTRACTOR YEAR TO DATE:** $

### SUBCONTRACTOR UTILIZATION (add additional rows as necessary)

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<tr>
<th>Name of Sub-Contractor</th>
<th>Description of Work</th>
<th>Contract Amount</th>
<th>Amount Paid To Date</th>
<th>Amount Requisition This Period</th>
<th>Contract Period Starting Date</th>
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Executed By: ____________________________ (Signature) ____________________________ (Printed Name)

Notary: ____________________________ Date: ____________________________ My Commission Expires: ____________________________
Should you have questions regarding any of the documents contained in Section 6, please feel free to contact the Office of Contract Compliance at (404) 612-6300, for further assistance.
SECTION 7
INSURANCE AND RISK MANAGEMENT PROVISIONS

TO BE ISSUED VIA AN ADDENDUM
CONTRACT DOCUMENTS FOR

PROJECT NUMBER

PROJECT TITLE

For

DEPARTMENT NAME
Index of Articles

ARTICLE 1. CONTRACT DOCUMENTS
ARTICLE 2. SEVERABILITY
ARTICLE 3. DESCRIPTION OF PROJECT
ARTICLE 4. SCOPE OF WORK
ARTICLE 5. DELIVERABLES
ARTICLE 6. SERVICES PROVIDED BY COUNTY
ARTICLE 7. MODIFICATIONS/CHANGE ORDERS
ARTICLE 8. SCHEDULE OF WORK
ARTICLE 9. CONTRACT TERM
ARTICLE 10. COMPENSATION AND PAYMENT FOR CONSULTANT SERVICES
ARTICLE 11. PERSONNEL AND EQUIPMENT
ARTICLE 12. SUSPENSION OF WORK
ARTICLE 13. DISPUTES
ARTICLE 14. TERMINATION OF AGREEMENT FOR CAUSE
ARTICLE 15. TERMINATION FOR CONVENIENCE OF COUNTY
ARTICLE 16. WAIVER OF BREACH
ARTICLE 17. INDEPENDENT CONSULTANT
ARTICLE 18. PROFESSIONAL RESPONSIBILITY
ARTICLE 19. COOPERATION WITH OTHER CONSULTANTS
ARTICLE 20. ACCURACY OF WORK
ARTICLE 21. REVIEW OF WORK
ARTICLE 22. INDEMNIFICATION
ARTICLE 23. CONFIDENTIALITY
ARTICLE 24. OWNERSHIP OF INTELLECTUAL PROPERTY AND INFORMATION
ARTICLE 25. COVENANT AGAINST CONTINGENT FEES
ARTICLE 26. INSURANCE
ARTICLE 27. PROHIBITED INTEREST
ARTICLE 28. SUBCONTRACTING
ARTICLE 29. ASSIGNABILITY
ARTICLE 30. ANTI-KICKBACK CLAUSE
ARTICLE 31. AUDITS AND INSPECTORS
ARTICLE 32. ACCOUNTING SYSTEM
ARTICLE 33. VERBAL AGREEMENT
ARTICLE 34. NOTICES
ARTICLE 35. JURISDICTION
ARTICLE 36. EQUAL EMPLOYMENT OPPORTUNITY
ARTICLE 37. FORCE MAJEURE
ARTICLE 38. OPEN RECORDS ACT
ARTICLE 39. CONSULTANT’S COMPLIANCE WITH ALL ASSURANCES OR PROMISES MADE IN RESPONSE TO PROCUREMENT
ARTICLE 40. INVOICING AND PAYMENT
ARTICLE 41. TAXES
ARTICLE 42. PERMITS, LICENSES AND BONDS
ARTICLE 43. NON-APPROPRIATION
ARTICLE 44. WAGE CLAUSE
Displays

EXHIBIT A: GENERAL CONDITIONS
EXHIBIT B: SPECIAL CONDITIONS
EXHIBIT C: SCOPE OF WORK
EXHIBIT D: PROJECT DELIVERABLES
EXHIBIT E: COMPENSATION
EXHIBIT F: PURCHASING FORMS
EXHIBIT G: CONTRACT COMPLIANCE FORMS
EXHIBIT H: INSURANCE AND RISK MANAGEMENT FORMS

APPENDICES

APPENDIX 1:
CONTRACT AGREEMENT

Consultant: [Insert Consultant Name]
Contract No.: [Insert Project Number and Title]
Address: [Insert Consultant Address]
City, State
Telephone: [Insert Consultant telephone #]
Email: [Insert Consultant Email]
Contact: [Insert Consultant Contact Name] [Insert Consultant Contact Title]

This Agreement made and entered into effective the _____ day of ____________, 2014 by and between FULTON COUNTY, GEORGIA, a political subdivision of the State of Georgia, hereinafter referred to as “County”, and [Insert Consultant Company Name], hereinafter referred to as “Consultant”, authorized to transact business in the State of Georgia.

WITNESSETH

WHEREAS, County through its [Insert User Department Name] hereinafter referred to as the “Department”, desires to retain a qualified and experienced Consultant to perform [Insert project description/services to be provided], hereinafter, referred to as the “Project”.

WHEREAS, Consultant has represented to County that it is experienced and has qualified and local staff available to commit to the Project and County has relied upon such representations.

NOW THEREFORE, for and in consideration of the mutual covenants contained herein, and for other good and valuable consideration, County and Consultant agree as follows:

ARTICLE 1. CONTRACT DOCUMENTS

County hereby engages Consultant, and Consultant hereby agrees, to perform the services hereinafter set forth in accordance with this Agreement, consisting of the following contract documents:

I. Form of Agreement;
II. Addenda;
III. Exhibit A: General Conditions;
IV. Exhibit B: Special Conditions [where applicable];
V. Exhibit C: Scope of Work
VI. Exhibit D: Project Deliverables;
VII. Exhibit E: Compensation;
VIII. Exhibit F: Purchasing Forms
IX. Exhibit G: Office of Contract Compliance Forms;
X. Exhibit H: Insurance and Risk Management Forms

The foregoing documents constitute the entire Agreement of the parties pertaining to the Project hereof and is intended as a complete and exclusive statement of promises, representations, discussions and agreements oral or otherwise that have been made in connection therewith. No modifications or amendment to this Agreement shall be binding upon the parties unless the same is in writing, conforms to Fulton County Purchasing Code §102-420 governing change orders, is signed by the County's and the Consultant's duly authorized representatives, and entered upon the meeting minutes of the Fulton County Board of Commissioners.

If any portion of the Contract Documents shall be in conflict with any other portion, the various documents comprising the Contract Documents shall govern in the following order of precedence: 1) the Agreement, 2) the RFP, 3) any Addenda, 4) change orders, 5) the exhibits, and 6) portions of Consultant's proposal that was accepted by the County and made a part of the Contract Documents.

The Agreement was approved by the Fulton County Board of Commissioners on [Insert Board of Commissioners approval date and item number].

ARTICLE 2. SEVERABILITY

If any provision of this Agreement is held to be unenforceable for any reason, the unenforceability thereof shall not affect the remainder of the Agreement, which shall remain in full force and effect, and enforceable in accordance with its terms.

ARTICLE 3. DESCRIPTION OF PROJECT

County and Consultant agree the Project is to perform [Insert project description]. All exhibits referenced in this agreement are incorporated by reference and constitute an integral part of this Agreement as if they were contained herein.

ARTICLE 4. SCOPE OF WORK

Unless modified in writing by both parties in the manner specified in the agreement, duties of Consultant shall not be construed to exceed those services specifically set forth herein. Consultant agrees to provide all services, products, and data and to perform all tasks described in Exhibit C, Scope of Work.
ARTICLE 5. **DELIVERABLES**

Consultant shall deliver to County all reports prepared under the terms of this Agreement that are specified in Exhibit D, Project Deliverables. Consultant shall provide to County all deliverables specified in Exhibit D, Project Deliverables. Deliverables shall be furnished to County by Consultant in a media of form that is acceptable and usable by County at no additional cost at the end of the project.

ARTICLE 6. **SERVICES PROVIDED BY COUNTY**

Consultant shall gather from County all available non-privileged data and information pertinent to the performance of the services for the Project. Certain services as described in Exhibit C, Scope of Work, if required, will be performed and furnished by County in a timely manner so as not to unduly delay Consultant in the performance of said obligations. County shall have the final decision as to what data and information is pertinent.

County will appoint in writing a County authorized representative with respect to work to be performed under this Agreement until County gives written notice of the appointment of a successor. The County’s authorized representative shall have complete authority to transmit instructions, receive information, and define County’s policies, consistent with County rules and regulations. Consultant may rely upon written consents and approvals signed by County’s authorized representative that are consistent with County rules and regulations.

ARTICLE 7. **MODIFICATIONS**

If during the course of performing the Project, County and Consultant agree that it is necessary to make changes in the Project as described herein and referenced exhibits, such changes will be incorporated by written amendments in the form of Change Orders to this Agreement. Any such Change Order and/or supplemental agreement shall not become effective or binding unless approved by the Board of Commissioners and entered on the minutes. Such modifications shall conform to the requirements of Fulton County Purchasing Code §102-420 which is incorporated by reference herein.

ARTICLE 8. **SCHEDULE OF WORK**

Consultant shall not proceed to furnish such services and County shall not become obligated to pay for same until a written authorization to proceed (Notice to Proceed) has been sent to Consultant from County. The Consultant shall begin work under this Agreement no later than five (5) days after the effective date of notice to proceed.
ARTICLE 9. CONTRACT TERM

[Insert contract term and any renewal options] Make sure the contract term matches the contract term in the solicitation document exactly.

[Use this contract term if the contract is a one-time procurement or if the project is in calendar days with no renewal options.]

Example: The contract will commence as of the date indicated in the Notice to Proceed (NTP) and will terminate as indicated in the contract.

[Use this contract term if the contract is not funded with General Fund monies (Fund 100) but will include renewal options]

[Please check with the department regarding funding, if the funding is grant funding, federal funding and/or capital funds use this term of contract. If the project is funded with General Fund monies (Fund 100), the contract must end December 31st of that calendar year and you must use the Multi-Year Contract Term below.]

Example: The initial term of the contract shall be for a one (1) year term, with two (2), one (1) year renewal options.

MULTI-YEAR CONTRACT TERM

[Use this contract term if the contract is an annual contract with renewal options and funded with General Fund monies (Fund 100).]

[Please check with the department regarding funding, if the funding is grant funding, federal funding and/or capital funds the contract does not have to end on December 31st of the calendar year, use “Term of Contract” above.]

The period of this Agreement shall consist of a series of Terms as defined below. The County is obligated only to pay such compensation under this Agreement as may lawfully be made from funds budgeted and appropriated for that purpose during the County’s then current fiscal year.

a. Commencement Term

The “Commencement Term” of this Agreement shall begin on [Insert start date], the starting date, and shall end absolutely and without further obligation on the part of the county on the 31st day of December [Insert year]. The Commencement Term shall be subject to events of termination and the County’s termination rights that are described elsewhere in this Agreement. Notwithstanding anything contained in this Agreement, the County’s obligation to make payments provided under this Agreement shall
be subject to the County’s annual appropriations of funds for the goods, services, materials, property and/or supplies procured under this Agreement by the County’s governing body and such obligation shall not constitute a pledge of the County’s full faith and credit within the meaning of any constitutional debt limitation.

b. Renewal Terms

Unless the terms of this Agreement are fulfilled with no further obligation of the part of either party on or before the final date of the Commencement Term as stated above, or unless an event of termination as defined within this Agreement occurs during the Commencement Term, this Agreement may be renewed at the written option of the County upon the approval of the County Board of Commissioners for two (2) one-year (“Renewal Terms”). However, no Renewal Term of this Agreement shall be authorized nor shall any Renewal Term of this Agreement commence unless and until each Renewal Term has first been approved in writing by the County Board of Commissioners for the calendar year of such Renewal Term. If approved by the County Board of Commissioners, the First Renewal Term shall begin on the 1st day of January, 2015 and shall end no later than the 31st day of December, 2015. If approved by the County Board of Commissioners, the Second Renewal Term shall begin on the 1st day of January, 2015 and shall end no later than the 31st day of December, 2015. [More than two renewal options must be approved by the Purchasing Director] If approved by the County Board of Commissioners, the third Renewal Term shall begin on the 1st day of January, 2016 and shall end no later than the 31st day of December, 2016. If approved by the County Board of Commissioners, the fourth Renewal Term shall begin on the 1st day of January, 2017 and shall end no later than the 31st day of December, 2017. If the County chooses not to exercise any Renewal Term as provided in this Section, then the Term of this Agreement then in effect shall also be deemed the “Ending Term” with no further obligation on the party of either party.

c. Term Subject to Events of Termination

All “Terms” as defined within this Section are subject to the section of this Agreement which pertain to events of termination and the County’s rights upon termination.

d. Same Terms

Unless mutually agreed upon in writing by the parties, or otherwise indicated herein, all provisions and conditions of any Renewal Term shall be exactly the same as those contained within in this Agreement.

e. Statutory Compliance Regarding Purchase Contracts.

The parties intend that this Agreement shall, and this Agreement shall
operate in conformity with and not in contravention of the requirements of O.C.G.A. § 36-60-13, as applicable, and in the event that this Agreement would conflict therewith, then this Agreement shall be interpreted and implemented in a manner consistent with such statute.

ARTICLE 10. **COMPENSATION**

Compensation for work performed by Consultant on Project shall be in accordance with the payment provisions and compensation schedule, attached as Exhibit E, Compensation.

The total contract amount for the Project shall not exceed [Insert amount approved by BOC], (Insert dollar number in words) Example: $500,000.00 (Five Hundred Thousand Dollars and No Cents), which is full payment for a complete scope of work.

ARTICLE 11. **PERSONNEL AND EQUIPMENT**

Consultant shall designate in writing a person(s) to serve as its authorized representative(s) who shall have sole authority to represent Consultant on all manners pertaining to this contract.

Consultant represents that it has secured or will secure, at its' own expense, all equipment and personnel necessary to complete this Agreement, none of whom shall be employees of or have any contractual relationship with County. All of the services required hereunder will be performed by Consultant under his supervision and all personnel engaged in the work shall be fully qualified and shall be authorized or permitted under law to perform such services.

Written notification shall be immediately provided to County upon change or severance of any of the authorized representative(s), listed key personnel or sub-consultant performing services on this Project by Consultant. No changes or substitutions shall be permitted in Consultant’s key personnel or sub-consultants as set forth herein without the prior written approval of the County. Requests for changes in key personnel or sub-consultants will not be unreasonably withheld by County.

ARTICLE 12. **SUSPENSION OF WORK**

Suspension Notice: The County may by written notice to the Consultant, suspend at any time the performance of all or any portion of the services to be performed under this Agreement. Upon receipt of a suspension notice, the Consultant must, unless the notice requires otherwise:

1) Immediately discontinue suspended services on the date and to the extent specified in the notice;
2) Place no further orders or subcontracts for material, services or facilities with respect to suspended services, other than to the extent required in the notice; and
3) Take any other reasonable steps to minimize costs associated with the suspension.

Notice to Resume: Upon receipt of notice to resume suspended services, the Consultant will immediately resume performance under this Agreement as required in the notice.

ARTICLE 13. DISPUTES

Except as otherwise provided in this Agreement, any dispute concerning a question of fact arising under this contract which is not disposed of by agreement shall be decided by the County. The representative shall reduce the decision to writing and mail or otherwise furnish a copy thereof to the Consultant. The Consultant shall have 30 days from date the decision is sent to appeal the decision to the County Manager or his designee by mailing or otherwise furnishing to the County Manager or designee, copy of the written appeal. The decision of the County Manager or his designee for the determination of such appeal shall be final and conclusive. Pending any final decision of a dispute hereunder, Consultant shall proceed diligently with performance of the Agreement and in accordance with the decision of the County’s designated representative.

ARTICLE 14. TERMINATION OF AGREEMENT FOR CAUSE

(1) Either County or Consultant may terminate work under this Agreement in the event the other party fails to perform in accordance with the provisions of the Agreement. Any party seeking to terminate this Agreement is required to give thirty (30) days prior written notice to the other party.

(2) Notice of termination shall be delivered by certified mail with receipt for delivery returned to the sender.

(3) TIME IS OF THE ESSENCE and if the Consultant refuses or fails to perform the work as specified in Exhibit C, Scope of Work and maintain the scheduled level of effort as proposed, or any separable part thereof, with such diligence as will insure completion of the work within the specified time period, or any extension or tolling thereof, or fails to complete said work within such time. The County may exercise any remedy available under law or this Agreement. Failure to maintain the scheduled level of effort as proposed or deviation from the aforesaid proposal without prior approval of County shall constitute cause for termination
(4) The County may, by written notice to Consultant, terminate Consultant’s right to proceed with the Project or such part of the Project as to which there has been delay. In such event, the County may take over the work and perform the same to completion, by contract or otherwise, and Consultant shall be required to provide all copies of finished or unfinished documents prepared by Consultant under this Agreement to the County as stated in Exhibit D, “Project Deliverables”.

(5) Consultant shall be entitled to receive compensation for any satisfactory work completed on such documents as reasonably determined by the County.

(6) Whether or not the Consultant’s right to proceed with the work has been terminated, the Consultant shall be liable for any damage to the County resulting from the Consultant’s refusal or failure to complete the work within the specified time period, and said damages shall include, but not be limited to, any additional costs associated with the County obtaining the services of another Consultant to complete the project.

ARTICLE 15. TERMINATION FOR CONVENIENCE OF COUNTY

Notwithstanding any other provisions, the County may terminate this Agreement for its convenience at any time by a written notice to Consultant. If the Agreement is terminated for convenience by the County, as provided in this article, Consultant will be paid compensation for those services actually performed. Partially completed tasks will be compensated for based on a signed statement of completion to be submitted by Consultant which shall itemize each task element and briefly state what work has been completed and what work remains to be done.

If, after termination, it is determined that the Consultant was not in default, or that the default was excusable, the rights and obligations of the parties shall be the same as if the termination had been issued for the convenience of the government.

ARTICLE 16. WAIVER OF BREACH

The waiver by either party of a breach or violation of any provision of this Agreement, shall not operate or be construed to be, a waiver of any subsequent breach or violation of the same or other provision thereof.

ARTICLE 17. INDEPENDENT CONSULTANT

Consultant shall perform the services under this Agreement as an independent Consultant and nothing contained herein shall be construed to be inconsistent with such relationship or status. Nothing in this Agreement shall be interpreted or
construed to constitute Consultant or any of its agents or employees to be the agent, employee or representative of County.

ARTICLE 18. **PROFESSIONAL RESPONSIBILITY**

Consultant represents that it has, or will secure at its own expenses, all personnel appropriate to perform all work to be completed under this Agreement;

All the services required hereunder will be performed by Consultant or under the direct supervision of Consultant. All personnel engaged in the Project by Consultant shall be fully qualified and shall be authorized or permitted under applicable State and local law to perform such services.

None of the work or services covered by this Agreement shall be transferred, assigned, or subcontracted by Consultant without the prior written consent of the County.

ARTICLE 19. **COOPERATION WITH OTHER CONSULTANTS**

Consultant will undertake the Project in cooperation with and in coordination with other studies, projects or related work performed for, with or by County’s employees, appointed committee(s) or other Consultants. Consultant shall fully cooperate with such other related Consultants and County employees or appointed committees. Consultant shall provide within his schedule of work, time and effort to coordinate with other Consultants under contract with County. Consultant shall not commit or permit any act, which will interfere with the performance of work by any other consultant or by County employees. Consultant shall not be liable or responsible for the delays of third parties not under its control nor affiliated with the Consultant in any manner.

ARTICLE 20. **ACCURACY OF WORK**

Consultant shall be responsible for the accuracy of his work and shall promptly correct its errors and omissions without additional compensation. Acceptance of the work by the County will not relieve Consultant of the responsibility of subsequent corrections of any errors and the clarification of any ambiguities. Consultant shall prepare any plans, report, fieldwork, or data required by County to correct its errors or omissions. The above consultation, clarification or correction shall be made without added compensation to Consultant. Consultant shall give immediate attention to these changes so there will be a minimum of delay to others.

ARTICLE 21. **REVIEW OF WORK**

Authorized representatives of County may at all reasonable times review and inspect Project activities and data collected under this Agreement and amendments thereto. All reports, drawings, studies, specifications, estimates,
maps and computations prepared by or for Consultant, shall be available to authorized representatives of County for inspection and review at all reasonable times in the main office of County. Acceptance shall not relieve Consultant of its professional obligation to correct, at its expense, any of its errors in work. County may request at any time and Consultant shall produce progress prints or copies of any work as performed under this Agreement. Refusal by Consultant to submit progress reports and/or plans shall be cause for County, without any liability thereof, to withhold payment to consultant until Consultant complies with County's request in this regard. County's review recommendations shall be incorporated into the plans by Consultant.

ARTICLE 22. INDEMNIFICATION

22.1 Professional Services Indemnification. With respect to liability, damages, costs, expenses (including reasonable attorney's fees and expenses incurred by any of them), claims, suits and judgments that arise or are alleged to arise out of the Consultant/Contractor's acts, errors, or omissions in the performance of professional services, the Consultant/Contractor shall indemnify, release, and hold harmless Fulton County, its Commissioners and their respective officers, members, employees and agents (each, hereinafter referred to as an "Indemnified Person"), from and against liability, damages, costs, expenses (including reasonable attorney's fees and expenses incurred by any of them), claims, suits and judgments only to the extent such liability is caused by the negligence of the Consultant/Contractor in the delivery of the Work under this Agreement, but such indemnity is limited to those liabilities caused by a Negligent Professional Act, as defined below. This indemnification survives the termination of this Agreement and shall also survive the dissolution or to the extent allowed by law, the bankruptcy of Consultant/Contractor.

For the purposes of the Professional Services Indemnity above, a "Negligent Professional Act" means a negligent act, error, or omission in the performance of Professional Services (or by any person or entity, including joint ventures, for whom Consultant/Contractor is liable) that causes liability and fails to meet the applicable professional standard of care, skill and ability under similar conditions and like surrounding circumstances, as is ordinarily employed by others in their profession.

Consultant/Contractor obligation to indemnify and hold harmless, as set forth hereinabove, shall also include, but is not limited to, any matter arising out of any actual or alleged infringement of any patent, trademark, copyright, or service mark, or other actual or alleged unfair competition disparagement of product or service, or other tort or any type whatsoever, or any actual or alleged violation of trade regulations.

Consultant/Contractor further agrees to indemnify and hold harmless Fulton County, its Commissioners, officers, employees, subcontractors, successors, assigns and agents from and against any and all claims or liability for
compensation under the Worker’s Compensation Act, Disability Benefits Act, or any other employee benefits act arising out of injuries sustained by any employees of Consultant/Contractor. These indemnities shall not be limited by reason of the listing of any insurance coverage.

22.2 Notice of Claim. If an Indemnified Person receives written notice of any claim or circumstance which could give rise to indemnified losses, the receiving party shall promptly give written notice to Consultant/Contractor, and shall use best efforts to deliver such written notice within ten (10) Business Days. The notice must include a copy of such written notice of claim, or, if the Indemnified Person did not receive a written notice of claim, a description of the indemnification event in reasonable detail and the basis on which indemnification may be due. Such notice will not stop or prevent an Indemnified Person from later asserting a different basis for indemnification. If an Indemnified Person does not provide this notice within the ten (10) Business Day period, it does not waive any right to indemnification except to the extent that Consultant/Contractor is prejudiced, suffers loss, or incurs additional expense solely because of the delay.

22.3 Defense. Consultant/Contractor, at Consultant/Contractor's own expense, shall defend each such action, suit, or proceeding or cause the same to be resisted and defended by counsel designated by the Indemnified Person and reasonably approved by Consultant/Contractor (provided that in all instances the County Attorney of Fulton County Georgia shall be acceptable, and, for the avoidance of doubt, is the only counsel authorized to represent the County). If any such action, suit or proceedings should result in final judgment against the Indemnified Person, Consultant/Contractor shall promptly satisfy and discharge such judgment or cause such judgment to be promptly satisfied and discharged. Within ten (10) Business Days after receiving written notice of the indemnification request, Consultant/Contractor shall acknowledge in writing delivered to the Indemnified Person (with a copy to the County Attorney) that Consultant/Contractor is defending the claim as required hereunder.

22.4 Separate Counsel.

22.4.1 Mandatory Separate Counsel. In the event that there is any potential conflict of interest that could reasonably arise in the representation of any Indemnified Person and Consultant/Contractor in the defense of any action, suit or proceeding pursuant to Section 22.3 above or in the event that state or local law requires the use of specific counsel, (i) such Indemnified Person may elect in its sole and absolute discretion whether to waive such conflict of interest, and (ii) unless such Indemnified Person (and, as applicable, Consultant/Contractor) elects to waive such conflict of interest, or in any event if required by state or local law, then the counsel designated by the Indemnified Person shall solely represent such Indemnified Person and, if applicable, Consultant/Contractor shall retain its own separate counsel, each at Consultant/Contractor's sole cost and expense.
22.4.2 Voluntary Separate Counsel. Notwithstanding Consultant/Contractor's obligation to defend, where applicable pursuant to Section 22.3, a claim, the Indemnified Person may retain separate counsel to participate in (but not control or impair) the defense and to participate in (but not control or impair) any settlement negotiations, provided that for so long as Consultant/Contractor has complied with all of Consultant/Contractor's obligations with respect to such claim, the cost of such separate counsel shall be at the sole cost and expense of such Indemnified Person (provided that if Consultant/Contractor has not complied with all of Consultant/Contractor's obligations with respect to such claim, Consultant/Contractor shall be obligated to pay the cost and expense of such separate counsel). Consultant/Contractor may settle the claim without the consent or agreement of the Indemnified Person, unless the settlement (i) would result in injunctive relief or other equitable remedies or otherwise require the Indemnified Person to comply with restrictions or limitations that adversely affect or materially impair the reputation and standing of the Indemnified Person, (ii) would require the Indemnified Person to pay amounts that Consultant/Contractor or its insurer does not fund in full, (iii) would not result in the Indemnified Person's full and complete release from all liability to the plaintiffs or claimants who are parties to or otherwise bound by the settlement, or (iv) directly involves the County (in which case the County of Fulton County, Georgia shall be the only counsel authorized to represent the County with respect to any such settlement).

22.5 Survival. The provisions of this Article will survive any expiration or earlier termination of this Agreement and any closing, settlement or other similar event which occurs under this Agreement.

ARTICLE 23. CONFIDENTIALITY

Consultant agrees that its conclusions and any reports are for the confidential information of County and that it will not disclose its conclusions in whole or in part to any persons whatsoever, other than to submit its written documentation to County, and will only discuss the same with it or its authorized representatives, except as required under this Agreement to provide information to the public. Upon completion of this Agreement term, all documents, reports, maps, data and studies prepared by Consultant pursuant thereto and any equipment paid for by County as a result of this Agreement, shall become the property of the County and be delivered to the User Department's Representative.

Articles, papers, bulletins, reports, or other materials reporting the plans, progress, analyses, or results and findings of the work conducted under this Agreement shall not be presented publicly or published without prior approval in writing of County.

It is further agreed that if any information concerning the Project, its conduct results, or data gathered or processed should be released by Consultant without prior approval from County, the release of the same shall constitute grounds for
termination of this Agreement without indemnity to Consultant, but should any such information be released by County or by Consultant with such prior written approval, the same shall be regarded as Public information and no longer subject to the restrictions of this Agreement.

ARTICLE 24. OWNERSHIP OF INTELLECTUAL PROPERTY AND INFORMATION

Consultant agrees that Fulton County is the sole owner of all information, data, and materials that are developed or prepared subject to this Agreement. Consultant or any sub-consultant is not allowed to use or sell any information subject to this contract for educational, publication, profit, research or any other purpose without the written and authorized consent of the County. All electronic files used in connection to this Agreement, which are by definition, any custom software files used in connection to this Agreement, (collectively, the “Software”), shall be turned over to the County for its use after termination hereof and Consultant shall have no interest of any kind in such electronic files. Any required licenses and fees for the Software or other required materials shall be purchased and/or paid for by Consultant and registered in the name of the County, if possible. The Software as defined hereunder, specifically excludes all software, documentation, information, and materials in which Consultant has pre-existing proprietary rights and/or has otherwise been licensed to Consultant prior to this Agreement, and any upgrades, updates, modifications or enhancements thereto. Consultant agrees to provide at no cost to County any upgrades to any software used in connection with this Agreement which may be subsequently developed or upgraded for a period of three (3) years from the date of completion of the work under the Agreement, except in the case of commercial Software licensed to the County. Any information developed for use in connection with this Agreement may be released as public domain information by the County at its sole discretion.

ARTICLE 25. COVENANT AGAINST CONTINGENT FEES

Consultant warrants that no person or selling agency has been employed or retained to solicit or secure this Agreement upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, excepting bona fide employees maintained by Consultant for the purpose of securing business and that Consultant has not received any non-County fee related to this Agreement without the prior written consent of County. For breach or violation of this warranty, County shall have the right to annul this Agreement without liability or at its discretion to deduct from the Contract Price or consideration the full amount of such commission, percentage, brokerage or contingent fee.

ARTICLE 26. INSURANCE

Consultant agrees to obtain and maintain during the entire term of this Agreement, all of the insurance required as specified in the Agreement.
documents, Exhibit H, Insurance and Risk Management Forms, with the County as an additional insured and shall furnish the County a Certificate of Insurance showing the required coverage. The cancellation of any policy of insurance required by this Agreement shall meet the requirements of notice under the laws of the State of Georgia as presently set forth in the Georgia Code.

**ARTICLE 27. PROHIBITED INTEREST**

Section 27.01 **Conflict of interest:**

Consultant agrees that it presently has no interest and shall acquire no interest direct or indirect that would conflict in any manner or degree with the performance of its service hereunder. Consultant further agrees that, in the performance of the Agreement, no person having any such interest shall be employed.

Section 27.02 **Interest of Public Officials:**

No member, officer or employee of County during his tenure shall have any interest, direct or indirect, in this Agreement or the proceeds thereof.

**ARTICLE 28. SUBCONTRACTING**

Consultant shall not subcontract any part of the work covered by this Agreement or permit subcontracted work to be further subcontracted without prior written approval of County.

**ARTICLE 29. ASSIGNABILITY**

Consultant shall not assign or subcontract this Agreement or any portion thereof without the prior expressed written consent of County. Any attempted assignment or subcontracting by Consultant without the prior expressed written consent of County shall at County’s sole option terminate this Agreement without any notice to Consultant of such termination. Consultant binds itself, its successors, assigns, and legal representatives of such other party in respect to all covenants, agreements and obligations contained herein.

**ARTICLE 30. ANTI-KICKBACK CLAUSE**

Salaries of engineers, surveyors, draftsmen, clerical and technicians performing work under this Agreement shall be paid unconditionally and not less often than once a month without deduction or rebate on any account except only such payroll deductions as are mandatory by law. Consultant hereby promises to comply with all applicable "Anti-Kickback" Laws, and shall insert appropriate provisions in all subcontracts covering work under this Agreement.
ARTICLE 31. **AUDITS AND INSPECTORS**

At any time during normal business hours and as often as County may deem necessary, Consultant shall make available to County and/or representatives of the County for examination all of its records with respect to all matters covered by this Agreement.

It shall also permit County and/or representative of the County to audit, examine and make copies, excerpts or transcripts from such records of personnel, conditions of employment and other data relating to all matters covered by this Agreement. Consultant's records of personnel, conditions of employment, and financial statements (hereinafter "Information") constitute trade secrets and are considered confidential and proprietary by Consultant. To the extent County audits or examines such Information related to this Agreement, County shall not disclose or otherwise make available to third parties any such Information without Consultant's prior written consent unless required to do so by a court order. Nothing in this Agreement shall be construed as granting County any right to make copies, excerpts or transcripts of such information outside the area covered by this Agreement without the prior written consent of Consultant. Consultant shall maintain all books, documents, papers, accounting records and other evidence pertaining to costs incurred on the Project and used in support of its proposal and shall make such material available at all reasonable times during the period of the Agreement and for eight years from the date of final payment under the Agreement, for inspection by County or any reviewing agencies and copies thereof shall be furnished upon request and at no additional cost to County. Consultant agrees that the provisions of this Article shall be included in any Agreements it may make with any sub-consultant, assignee or transferee.

ARTICLE 32. **ACCOUNTING SYSTEM**

Consultant shall have an accounting system, which is established, and maintaining in accordance with generally accepted accounting principles. Consultant must account for cost in a manner consistent with generally accepted accounting procedures, as approved by Fulton County.

ARTICLE 33. **VERBAL AGREEMENT**

No verbal agreement or conversation with any officer, agent or employee of County either before, during or after the execution of this Agreement, shall affect or modify any of the terms of obligations herein contained, nor shall such verbal agreement or conversation entitle Consultant to any additional payment whatsoever under the terms of this Agreement. All changes to this shall be in writing and the form of a change order in supplemental agreement, approved by the County, and entered on the Minutes of the Board of Commissioners.
ARTICLE 34. NOTICES

All notices shall be in writing and delivered in person or transmitted by certified mail, postage prepaid.

Notice to County, shall be addressed as follows:

[Insert User Department Representative Position for project]
[Insert User Department Address]
Atlanta, Georgia 30303
Telephone:
Email:
Attention: [Insert User Department Representative for project]

With a copy to:

Department of Purchasing & Contract Compliance
Interim Director
130 Peachtree Street, S.W. Suite 1168
Atlanta, Georgia 30303
Telephone: (404) 612-5800
Email: felicia.strong-whitaker@fultoncountyga.gov
Attention: Felicia Strong-Whitaker

Notices to Consultant shall be addressed as follows:

[Insert Consultant Representative for project]
[Insert Consultant Address]
Telephone:
Email:
Attention: [Insert Consultant Representative for project]

ARTICLE 35. JURISDICTION

This Agreement will be executed and implemented in Fulton County. Further, this Agreement shall be administered and interpreted under the laws of the State of Georgia. Jurisdiction of litigation arising from this Agreement shall be in the Fulton County Superior Courts. If any part of this Agreement is found to be in conflict with applicable laws, such part shall be inoperative, null and void insofar as it is in conflict with said laws, but the remainder of this Agreement shall be in full force and effect.

Whenever reference is made in the Agreement to standards or codes in accordance with which work is to be performed, the edition or revision of the standards or codes current on the effective date of this Agreement shall apply, unless otherwise expressly stated.
ARTICLE 36. **EQUAL EMPLOYMENT OPPORTUNITY**

During the performance of this Agreement, Consultant agrees as follows:

Section 36.01 Consultant will not discriminate against any employee or applicant for employment because of race, creed, color, sex or national origin;

Section 36.02 Consultant will, in all solicitations or advertisements for employees placed by, or on behalf of, Consultant state that all qualified applicants, will receive consideration for employment without regard to race, creed, color, sex or national origin;

Section 36.03 Consultant will cause the foregoing provisions to be inserted in all subcontracts for any work covered by the Agreement so that such provision will be binding upon each sub-consultant, provided that the foregoing provisions shall not apply to contracts or subcontracts for standard commercial supplies or raw materials.

ARTICLE 37. **FORCE MAJEURE**

Neither County nor Consultant shall be deemed in violation of this Agreement if either is prevented from performing its obligations hereunder for any reason beyond its control, including but not limited to acts of God, civil or military authority, act of public enemy, accidents, fires, explosions, earthquakes, floods or catastrophic failures of public transportation, provided however, that nothing herein shall relieve or be construed to relieve Consultant from performing its obligations hereunder in the event of riots, rebellions or legal strikes.

ARTICLE 38. **OPEN RECORDS ACT**

The Georgia Open Records Act, O.C.G.A. Section 50-18-70 et seq., applies to this Agreement. The Consultant acknowledges that any documents or computerized data provided to the County by the Consultant may be subject to release to the public. The Consultant also acknowledges that documents and computerized data created or held by the Consultant in relation to the Agreement may be subject to release to the public, to include documents turned over to the County. The Consultant shall cooperate with and provide assistance to the County in rapidly responding to Open Records Act requests. The Consultant shall notify the County of any Open Records Act requests no later than 24 hours following receipt of any such requests by the Consultant. The Consultant shall promptly comply with the instructions or requests of the County in relation to responding to Open Records Act requests.
ARTICLE 39. CONSULTANT’S COMPLIANCE WITH ALL ASSURANCES OR PROMISES MADE IN RESPONSE TO PROCUREMENT

Where the procurement documents do not place a degree or level of service relating to the scope of work, M/FBE participation, or any other matter relating to the services being procured, should any Consultant submit a response to the County promising to provide a certain level of service for the scope of work, M/FBE participation, or any other matter, including where such promises or assurances are greater than what is required by the procurement documents, and should this response containing these promises or assurances be accepted by the County and made a part of the Contract Documents, then the degree or level of service promised relating to the scope of work, M/FBE participation, or other matter shall be considered to be a material part of the Agreement between the Consultant and the County, such that the Consultant’s failure to provide the agreed upon degree or level of service or participation shall be a material breach of the Agreement giving the County just cause to terminate the Agreement for cause, pursuant to ARTICLE 14 of the Agreement.

ARTICLE 40. INVOICING AND PAYMENT

Consultant shall submit monthly invoices for work performed during the previous calendar month, in a form acceptable to the County and accompanied by all support documentation requested by the County, for payment and for services that were completed during the preceding phase. The County shall review for approval of said invoices. The County shall have the right not to pay any invoice or part thereof if not properly supported, or if the costs requested or a part thereof, as determined by the County, are reasonably in excess of the actual stage of completion.

**Time of Payment:** The County shall make payments to Consultant within thirty (30) days after receipt of a proper invoice. Parties hereto expressly agree that the above contract term shall supersede the rates of interest, payment periods, and contract and subcontract terms provided for under the Georgia Prompt Pay Act, O.C.G.A. 13-11-1 et seq., pursuant to 13-11-7(b), and the rates of interest, payment periods, and contract and subcontract terms provided for under the Prompt Pay Act shall have no application to this Agreement; parties further agree that the County shall not be liable for any interest or penalty arising from late payments.

**Submittal of Invoices:** Invoices shall be submitted as follows:

**Via Mail:**
Fulton County Government
141 Pryor Street, SW
Suite 7001
Atlanta, Georgia 30303
Attn: Finance Department – Accounts Payable
OR

Via Email:
Email: Accounts.Payable@fultoncountyga.gov

At minimum, original invoices must reference all of the following information:

1) Vendor Information
   a. Vendor Name
   b. Vendor Address
   c. Vendor Code
   d. Vendor Contact Information
   e. Remittance Address

2) Invoice Details
   a. Invoice Date
   b. Invoice Number (uniquely numbered, no duplicates)
   c. Purchase Order Reference Number
   d. Date(s) of Services Performed
   e. Itemization of Services Provided/Commodity Units

3) Fulton County Department Information (needed for invoice approval)
   a. Department Name
   b. Department Representative Name

Consultant’s cumulative invoices shall not exceed the total not-to-exceed fee established for this Agreement.

County’s Right to Withhold Payments: The County may withhold payments, not to exceed the total of two months’ fees of the applicable SOW, for services that involve disputed costs, involve disputed audits, or are otherwise performed in an inadequate fashion. Payments withheld by the County will be released and paid to the Consultant when the services are subsequently performed adequately and on a timely basis, the causes for disputes are reconciled or any other remedies or actions stipulated by the County are satisfied. If there is a good faith dispute regarding a portion of an invoice, Consultant will notify County and detail the dispute before the invoice date. The County shall promptly pay any undisputed items contained in such invoices. Upon resolution of the dispute, any disputed amounts owed to Consultant will be promptly paid by County.

Payment of Sub-consultants/Suppliers: The Consultant must certify in writing that all sub-consultants of the Consultant and suppliers have been promptly paid for work and materials and previous progress payments received. In the event the prime Consultant is unable to pay sub-consultants or suppliers until it has received a progress payment from Fulton County, the prime Consultant shall pay all sub-consultants or supplier funds due from said progress payments within
forty-eight (48) hours of receipt of payment from Fulton County and in no event later than fifteen days as provided for by State Law.

**Acceptance of Payments by Consultant; Release.** The acceptance by the Consultant of any payment for services under this Agreement will, in each instance, operate as, and be a release to the County from, all claim and liability to the Consultant for work performed or furnished for or relating to the service for which payment was accepted, unless the Consultant within five (5) days of its receipt of a payment, advises the County in writing of a specific claim it contends is not released by that payment.

**ARTICLE 41. TAXES**

The Consultant shall pay all sales, retail, occupational, service, excise, old age benefit and unemployment compensation taxes, consumer, use and other similar taxes, as well as any other taxes or duties on the materials, equipment, and labor for the work provided by the Consultant which are legally enacted by any municipal, county, state or federal authority, department or agency at the time bids are received, whether or not yet effective. The Consultant shall maintain records pertaining to such taxes as well as payment thereof and shall make the same available to the County at all reasonable times for inspection and copying. The Consultant shall apply for any and all tax exemptions which may be applicable and shall timely request from the County such documents and information as may be necessary to obtain such tax exemptions. The County shall have no liability to the Consultant for payment of any tax from which it is exempt.

**ARTICLE 42. PERMITS, LICENSES AND BONDS**

All permits and licenses necessary for the work shall be secured and paid for by the Consultant. If any permit, license or certificate expires or is revoked, terminated, or suspended as a result of any action on the part of the Consultant, the Consultant shall not be entitled to additional compensation or time.

**ARTICLE 43. NON-APPROPRIATION**

This Agreement states the total obligation of the County to the Consultant for the calendar year of execution. Notwithstanding anything contained in this Agreement, the obligation of the County to make payments provided under this Agreement shall be subject to annual appropriations of funds thereof by the governing body of the County and such obligation shall not constitute a pledge of the full faith and credit of the County within the meaning of any constitutional debt limitation. The Director of Finance shall deliver written notice to the Consultant in the event the County does not intend to budget funds for the succeeding Contract year.
Notwithstanding anything contained in this Agreement, if sufficient funds have not been appropriated to support continuation of this Agreement for an additional calendar year or an additional term of the Agreement, this Agreement shall terminate absolutely and without further obligation on the part of the County at the close of the calendar year of its execution and at the close of each succeeding calendar year of which it may be renewed, unless a shorter termination period is provided or the County suspends performance pending the appropriation of funds.

ARTICLE 44. **WAGE CLAUSE**

Consultant shall agree that in the performance of this Agreement the Consultant will comply with all lawful agreements, if any, which the Consultant had made with any association, union, or other entity, with respect to wages, salaries, and working conditions, so as not to cause inconvenience, picketing, or work stoppage.
IN WITNESS THEREOF, the Parties hereto have caused this Contract to be executed by their duly authorized representatives as attested and witnessed and their corporate seals to be hereunto affixed as of the day and year date first above written.

OWNER: FULTON COUNTY, GEORGIA

CONSULTANT: [Insert Consultant COMPANY NAME]

John H. Eaves, Commission Chair
Board of Commissioners

ATTEST:

Mark Massey
Clerk to the Commission (Seal)

APPROVED AS TO FORM:

Office of the County Attorney

APPROVED AS TO CONTENT:

[Insert Department Head Name]
[Insert Department Head Title]
ADDENDA
EXHIBIT A

GENERAL CONDITIONS
EXHIBIT B

SPECIAL CONDITIONS
The Consultant shall
EXHIBIT D

PROJECT DELIVERABLES
EXHIBIT E

COMPENSATION
COMPENSATION

The County agrees to compensate the Consultant as follows:

County agrees to compensate Consultant for all services performed under this Agreement in an amount not to exceed $110,864.00. The detailed costs are provided below:
EXHIBIT F

PURCHASING FORMS
EXHIBIT G

OFFICE OF CONTRACT COMPLIANCE FORMS
EXHIBIT H

INSURANCE AND RISK MANAGEMENT FORMS
The following submittals shall be completed and submitted with each proposal (see table below “Required Proposal Submittal Check List.”) Please check to make sure that the required submittals are in the envelope before it is sealed. Failure to submit all required submittals may deem your proposal non-responsive.

Submit one (1) Original proposal and five (5) CD’s as required in Section 3.1.2 of the RFP.

<table>
<thead>
<tr>
<th>Item #</th>
<th>Required Proposal Submittal Check List</th>
<th>Check (✓)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>One (1) Proposal marked “Original”, five (5) CD’s or thumbdrive</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>*Form A: Georgia Security and Immigration Contractor Affidavit(s) and Agreements&lt;br&gt;Note: If prime contractor is a joint venture, partnership, LLC, each member of the entity must submit an affidavit</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>*Form B: Georgia Security and Immigration Subcontractor Affidavit(s)</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Technical Proposal</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Cost Proposal (submitted in a separate sealed envelope)</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Financial Information (submitted in a separate sealed envelope)</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Acknowledgement of each Addendum</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Purchasing Forms&lt;br&gt;Form C: Disclosure Form &amp; Questionnaire&lt;br&gt;Form D: Professional License&lt;br&gt;Form E: Local Preference Affidavit of Bidder/Offeror&lt;br&gt;Form F: Service Disabled Veteran Preference Affidavit</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Office of Contract Compliance Requirements (separate envelope)&lt;br&gt;Exhibit A: Promise of Non-Discrimination&lt;br&gt;Exhibit C: Schedule of Intended Subcontractor Utilization</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Evidence of Insurability, proposer must submit one (1) of the following: Letter from insurance carrier&lt;br&gt;Certificate of Insurance&lt;br&gt;An umbrella policy in excess of required limits for this project</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Verify that Bidder/Proposer is registered w/Georgia Secretary of State and attach a copy of print out for each</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Verify Georgia Utility License Number and attach a copy of print out for each Bidder/Proposer (If applicable)</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Verify Professional License and attach a copy of the print out for each Bidder/Proposer (If applicable)</td>
<td></td>
</tr>
</tbody>
</table>
**EXHIBIT 2**

**DIRECT PAYROLL HOURLY RATES SCHEDULE**

<table>
<thead>
<tr>
<th>Employee Classification*</th>
<th>Hourly Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Program Manager</td>
<td>$__________</td>
</tr>
<tr>
<td>2. Assistant Program Manager</td>
<td>$__________</td>
</tr>
<tr>
<td>3. Project Manager/Director</td>
<td>$__________</td>
</tr>
<tr>
<td>4. Project Controls Manager</td>
<td>$__________</td>
</tr>
<tr>
<td>5. Chief Estimator</td>
<td>$__________</td>
</tr>
<tr>
<td>6. Chief Scheduler</td>
<td>$__________</td>
</tr>
<tr>
<td>7. Scheduler</td>
<td>$__________</td>
</tr>
<tr>
<td>8. Administrative/Clerical</td>
<td>$__________</td>
</tr>
<tr>
<td>9. Safety Coordinator</td>
<td>$__________</td>
</tr>
<tr>
<td>10. Quality Assurance Coordinator</td>
<td>$__________</td>
</tr>
</tbody>
</table>

Please provide a table/chart that includes the following:

- Employee Classification
- Base Rate Per Hour
- Multiplier
- Profit
- Actual Billing Rate for each employee classification

Reimbursable ??????
EXHIBIT 3

FACILITY CONDITIONS ASSESSMENT

TO BE ISSUED VIA AN ADDENDUM