



Request for Proposals

RFP Item #25-153

**On Call Professional Services for Engineering, Architectural,
Surveying and Material Testing Services**

For Augusta, Georgia
Recreation and Parks Department

RFP Due: Tuesday, March 25, 2025 @ 11:00 a.m.

Until further notice

**All RFP openings, conferences, and evaluation meetings
will be conducted by electronic teleconferencing via ZOOM.**

Instructions are enclosed.

Sec. 1-10-50. Sealed bids selection method:

Bid acceptance and bid evaluation. Provided that the bids are delivered to the Procurement Director at the time, place, and under the conditions contained in the Invitation for Bids, the bids shall be conditionally accepted without alteration or correction pending evaluation.

To Ensure Timely Deliveries, It Is The Responsibility Of The Vendor To Ensure Their Bid Submittal Is Received By The Time Specified Above. All Submittals MUST Be Received During Our Normal Office Hours From 8:30 A.M. To 5:00 P.M., Monday Through Friday. No Deliveries Will Be Accepted Prior To 8:30 A.M. Or After 5:00 P.M., As The Building Is Closed To The Public And Delivery Services Outside Of These Hours.

One Original and Seven (7) Copies of RFP shall be submitted

Thanks for doing business with us . . .
Darrell White, Interim Procurement Director
535 Telfair Street, Room 605
Augusta, Georgia 30901



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Revised 9/6/24

Request for Proposals

Request for Proposals will be received at this office until **Tuesday, March 25, 2025 @ 11:00 a.m. via ZOOM Meeting ID: 817 4077 3121; Passcode: 25153** for furnishing:

RFP Item #25-153 On Call Professional Services for Engineering, Architectural, Surveying, and Material Testing Services for Augusta, GA – Augusta Recreation and Parks Department

RFPs will be received by: The Augusta Commission hereinafter referred to as the OWNER at the offices of:

**Darrell White, Interim Director
Augusta Procurement Department
535 Telfair Street - Room 605
Augusta, Georgia 30901**

RFP documents may be viewed on the Augusta Georgia web site under the Procurement Department ARcbid. RFP documents may be obtained at the office of the Augusta, GA Procurement Department, 535 Telfair Street – Room 605, Augusta, GA 30901 (706-821-2422).

Pre-Proposal Conference will be held on Monday, March 10, 2025 @ 10:00 a.m. via ZOOM – Meeting ID: 838 3358 4915; Passcode: 25153.

All questions must be submitted in writing by fax to 706 821-2811 or by email to procbidandcontract@augustaga.gov to the office of the Procurement Department by Tuesday, March 11, 2025 @ 5:00 P.M. No RFP will be accepted by fax or email, all must be received by mail or hand delivered. **To ensure timely deliveries, all submittals must be received during our normal office hours from 8:30 a.m. to 5:00 p.m., Monday through Friday. No deliveries will be accepted prior to 8:30 a.m. or after 5:00 p.m., as the building is closed to the public and delivery services outside of these hours.**

No RFP may be withdrawn for a period of **90** days after RFPs have been opened, pending the execution of contract with the successful bidder(s).

Request for proposals (RFP) and specifications. An RFP shall be issued by the Procurement Office and shall include specifications prepared in accordance with Article 4 (Product Specifications), and all contractual terms and conditions applicable to the procurement. **All specific requirements contained in the request for proposal including, but not limited to, the number of copies needed, the timing of the submission, the required financial data, and any other requirements designated by the Procurement Department are considered material conditions of the bid which are not waivable or modifiable by the Procurement Director.** All requests to waive or modify any such material condition shall be submitted through the Procurement Director to the appropriate committee of the Augusta, Georgia Commission for approval by the Augusta, Georgia Commission. Please mark RFP number on the outside of the envelope.

GEORGIA E-Verify and Public Contracts: The Georgia E-Verify law requires contractors and all sub-contractors on Georgia public contract (contracts with a government agency) for the physical performance of services over \$2,499 in value to enroll in E-Verify, **regardless of the number of employees.** They may be exempt from this requirement if they have no employees and do not plan to hire employees for the purpose of completing any part of the public contract. Certain professions are also exempt. All requests for proposals issued by a city must include the [contractor affidavit](#) as part of the requirement for their bid to be considered.

Proponents are cautioned that acquisition of RFP documents through any source other than the office of the Procurement Department is not advisable. Acquisition of RFP documents from unauthorized sources places the proponent at the risk of receiving incomplete or inaccurate information upon which to base their qualifications.

Correspondence must be submitted via mail, fax or email as follows:

**Augusta Procurement Department
Attn: Darrell White, Interim Procurement Director
535 Telfair Street, Room 605
Augusta, GA 30901
Fax: 706-821-2811 or Email: procbidandcontract@augustaga.gov**

DARRELL WHITE, Interim Procurement Director

Publish:

Augusta Chronicle February 13, 20, 27, 2025 and March 6, 2025
Metro Courier February 13, 2025

cc Tameka Allen Administrator
Tameka Williams Augusta Recreation and Parks Department

Revised: 10/02/24

PROCUREMENT DEPARTMENT

ELECTRONIC ZOOM INFORMATION

The Augusta, Georgia Procurement Department conducts Public RFP Pre-Proposal Conferences and Openings to award quality contracts for Augusta. Proposers may participate in our Public RFP Pre-Proposal Conferences and Openings via webcast or teleconference by following the instructions outlined below:

ELECTRONIC RFP INSTRUCTIONS

Join from a PC, Mac, iPad, iPhone, or Android device

Pre-Proposal Conference: RFP Item #25-153

On Call Professional Services for Engineering, Architectural, Surveying, and Material Testing Services for Augusta, GA - Augusta Recreation and Parks Department

Monday, March 10, 2025 @ 10:00 a.m.

ZOOM RFP Opening:

1. Go to <https://zoom.us/join> and enter meeting ID: 838 3358 4915
2. Passcode: 25153
3. Teleconference: Telephone number: 646 876 9923

RFP Opening - RFP Item #25-153

On Call Professional Services for Engineering, Architectural, Surveying, and Material Testing Services for Augusta, GA - Augusta Recreation and Parks Department

Tuesday, March 25, 2025 @ 11:00 a.m.

ZOOM RFP Opening:

4. Go to <https://zoom.us/join> and enter meeting ID: 817 4077 3121
5. Passcode: 25153
6. Teleconference: Telephone number: 646 876 9923

OFFICIAL RFP RESULTS will Post within 5 Days

For Assistance: Please Contact the Bid and Contract Team at (706) 821-2422

INSTRUCTIONS TO SUBMIT

INSTRUCTIONS TO SUBMIT

- 1.1 **Purpose:** The purpose of this document is to provide general and specific information for use by vendors in submitting a proposal to supply Augusta, Georgia with equipment, supplies, and or services as listed above. All proposals are governed by the Augusta, Georgia Code.
- 1.2 **Viewing the Augusta Code:** All proposals are governed and awarded in accordance with the applicable federal and state regulations and the Augusta, Georgia Code. To view the Code visit Augusta's website at www.augustaga.gov or <http://www.augustaga.gov/index.aspx?NID=685> **Guidelines & Procedures.**
- 1.3 **Compliance with laws:** The Proponent shall obtain and maintain all licenses, permits, liability insurance, workman's compensation insurance and comply with any and all other standards or regulations required by federal, state or Augusta, Georgia statute, ordinances and rules during the performance of any contract between the Proponent and Augusta, Georgia. Any such requirement specifically set forth in any contract document between the Proponent and Augusta, Georgia shall be supplementary to this section and not in substitution thereof.
- 1.4 **Proposal's For All Or Part:** Unless otherwise specified by Augusta, Georgia or by the proponent, **AUGUSTA, GEORGIA RESERVES THE RIGHT TO MAKE AWARD ON ALL ITEMS, OR ON ANY OF THE ITEMS ACCORDING TO THE BEST INTEREST OF AUGUSTA, GEORGIA.** Proponent may restrict his proposal to consideration in the aggregate by so stating but must name a unit price on each item submitted upon.
- 1.5 **All protest shall be made in writing to:**
- Attn: Darrell White,
Interim Procurement Director
535 Telfair Street, Room 605
Augusta, GA 30901,
Fax: 706-821-2811 or
Email: procbidandcontract@augustaga.gov**
- 1.6 **Minority/Women Business Enterprise (MWBE) Policy:** *Court Order Enjoining Race-Based Portion of DBE Program Augusta, Georgia does not have a race or gender conscious Disadvantaged Business Enterprises (DBE) program for projects having Augusta, Georgia as the source of funding. Augusta does enforce mandatory DBE requirements of federal and state agencies on contracts funded by such agencies and has a DBE Program to comply with U.S. Department of Transportation (DOT), Federal Transit Administration (FTA), Federal Aviation Administration (FAA) and other federal and state mandated DBE requirements for certain DOT, FTA, FAA, and other federal and state assisted contracts as required by 49 C.F.R. Part 26, et. seq. and/or 49 C.F.R. Part 23, et. seq. This DBE program is only for DOT, FTA and FAA assisted contracts and other federal or state funded contracts having mandatory DBE requirements. (See Article 13 of the Augusta, GA. Code.)*
- Augusta, Georgia prohibits any language in any solicitation, bid or contract that is inconsistent with the July 21, 2011, Court Order in the case, Thompson Wrecking, Inc. v. Augusta Georgia, civil action No. 1:07-CV-019. Any such language appearing in any Augusta, Georgia solicitation, bid or contract is void and unenforceable.*
- A copy of this Order can be reviewed at www.augustaga.gov home page.*
- 1.7 **Augusta, Georgia License Requirement:** For further information contact the License and Inspection Department @ 706 312-5050.
- General Contractors License Number:** If applicable, in accordance with O.C.G.A. §43-41, or be subjected to penalties as may be required by law.
- Utility Contractor License Number:** If applicable, in accordance with O.C.G.A. §43-14, or be subjected to penalties as may be required by law.
- 1.8 **Terms of Contract:** (Check where applicable)
- (A) Annual Contract
 (B) One time Purchase.
 (C) Other

Revised 10/02/2024



NOTICE TO ALL VENDORS

ADHERE TO THE BELOW INSTRUCTIONS AND DO NOT SUBSTITUTE FORMS

PLEASE READ CAREFULLY:

Attachment B is a consolidated document consisting of:

1. Business License Number Requirement (must be provided)
2. Acknowledgement of Addenda (must be acknowledged, if any)
3. Statement of Non-Discrimination
4. Non-Collusion Affidavit of Prime Proponent/Offeror
5. Conflict of Interest
6. Contractor Affidavit and Agreement (E-Verify User ID Number must be provided)

Attachment B Must be Notarized & Two (2) Pages Must be returned with your submittal - No Exceptions.

Business License Requirement: Proponent must be licensed in the Governmental entity for where they do the majority of their business. Your **company's business license number must** be provided on Page 1 of Attachment B. If your Governmental entity (State or Local) does not require a business license, your company will be required to obtain a Richmond County business license if awarded a contract. For further information contact the License and Inspection Department @ 706 312-5050.

Acknowledgement of Addenda: You Must acknowledge all Addenda. See Page 1 of Attachment B.

E-Verify * User Identification Number (Company I.D.) The recommended awarded vendor will be required to provide a copy of Homeland Security's Memorandum Of Understanding (MOU). **Contractors, Bids, RFPs, RFPs - Any** contractors performing the physical performance of services" for your city, including those that respond to bids or requests for proposals, must submit an E-Verify affidavit. Your city cannot consider any contractors, even as part of a bidding or RFP process, unless they have given you the appropriate E-Verify contractor affidavits.

Contractors are defined as those who provide any "physical performance of services," which means any performance of labor or services for a public employer using a bidding process or by contract that costs over \$2,499.99 in value between December 1 and November 30 of any given year. Typically, eligible contracts may include: New construction or the demolition of structures/roads Routine operation, repair, and maintenance of existing structures. Any contracts for labor and service that exceed \$2,499.99. Contracts for the purchase of goods without any services provided are not subject to these E-Verify requirements.

The city, each contractor, and each subcontractor have different roles and responsibilities in the E-Verify process. The city collects E-Verify affidavits from the contractor. The contractor collects E-Verify affidavits from its subcontractors. The subcontractors collect E-Verify affidavits from its sub-subcontractors. Independent contractors (those with no employees) do not need to supply E-Verify information. Instead, they will provide a driver's license or state identification card from states on the "compliant" list created by the Georgia Attorney General. Those contractors and subcontractors that fill out the affidavits are responsible for the accuracy of the information. The city does not need to confirm that the E-Verify information is correct. The liability for incorrect information is on the contractor or subcontractor. NOTE: The authorization date can be found within the Memorandum of Understanding (MOU).

Affidavit Verifying Status for Augusta Benefit Application (S.A.V.E. Program) (Must Be Returned With Your Submittal)

The successful proponent will submit the following forms to the Procurement Department no later than five (5) days after receiving the "Letter of Recommendation" (Vendor's letter will denote the date forms are to be received)

1. Georgia Security and Immigration Subcontractor Affidavit
2. Non-Collusion Affidavit of Sub-Contractor
3. **PLEASE NOTE GEORGIA LAW CHANGE: E-Verify and Public Contracts:** The Georgia E-Verify law requires contractors and all sub-contractors on Georgia public contract (contracts with a government agency) for the physical performance of services over \$2,499 in value to enroll in E-Verify, **regardless of the number of employees.** They may be exempt from this requirement if they have no employees and do not plan to hire employees for the purpose of completing any part of the public contract. Certain professions are also exempt. All requests for proposals issued by a city must include the contractor affidavit as part of the requirement for their bid to be considered.

WARNING: Please review "Notice to Proponent" regarding Augusta Georgia's Local Small Business Opportunity Program Proponent Requirements. Vendors are cautioned that acquisition of proposal documents through any source other than the office of the Procurement Department is not advisable. Acquisition of proposal documents from unauthorized sources places the proposer at the risk of receiving incomplete or inaccurate information upon which to base his qualifications.

Proposals are publicly opened. It is your responsibility to ensure that your company has met the Specifications and Licenses requirements prior to submitting a proposal.

Rev. 04/09/21



Attachment B

You Must Complete and Return the 2 pages of Attachment B with Your Submittal. Document Must Be Notarized.

Augusta, Georgia Augusta Procurement Department

ATTN: Procurement Director

535 Telfair Street, Suite 605

Augusta, Georgia 30901

Name of Proponent: _____

Street Address: _____

City, State, Zip Code: _____

Phone: _____ Fax: _____ Email: _____

Do You Have A Business License? Yes: _____ No: _____

Augusta, GA Business License # for your Company (Must Provide): _____

And/or Your State/Local Business License # for your Company (Must Provide): _____

Utility Contractors License # (Must Provide if applicable): _____ MUST BE LISTED ON FRONT OF ENVELOPE

General Contractor License # (Must Provide if applicable): _____

Additional Specialty License # (Must Provide if applicable): _____

NOTE: Company must be licensed in the Governmental entity for where they do the majority of their business. If your Governmental entity (State or Local) does not require a business license, please state above (Procurement will verify), your company will be required to obtain a Richmond County business license if awarded a BID. For further information regarding Augusta, GA license requirements, please contact the License and Inspection Department @ 706 312-5050.

List the State, City & County that issued your license: _____

Acknowledgement of Addenda: (#1) _____: (#2) _____: (#3) _____: (#4) _____: (#5) _____: (#6) _____: (#7) _____: (#8) _____:

NOTE: CHECK APPROPRIATE BOX (ES) - ADD ADDITIONAL NUMBERS AS APPLICABLE

Statement of Non-Discrimination

The undersigned understands that it is the policy of Augusta, Georgia to promote full and equal business opportunity for all persons doing business with Augusta, Georgia. The undersigned covenants that we have not discriminated, on the basis of race, religion, gender, national origin or ethnicity, with regard to prime contracting, subcontracting or partnering opportunities.

The undersigned covenants and agrees to make good faith efforts to ensure maximum practicable participation of local small businesses on the proposal or contract awarded by Augusta, Georgia. The undersigned further covenants that we have completed truthfully and fully the required forms regarding good faith efforts and local small business subcontractor/supplier utilization.

The undersigned further covenants and agrees not to engage in discriminatory conduct of any type against local small businesses, in conformity with Augusta, Georgia's Local Small Business Opportunity Program. Set forth below is the signature of an officer of the proposer/contracting entity with the authority to bind the entity.

The undersigned acknowledge and warrant that this Company has been made aware of understands and agrees to take affirmative action to provide such companies with the maximum practicable opportunities to do business with this Company;

That this promise of non-discrimination as made and set forth herein shall be continuing in nature and shall remain in full force and effect without interruption;

That the promises of non-discrimination as made and set forth herein shall be and are hereby deemed to be made as part of and incorporated by reference into any contract or portion thereof which this Company may hereafter obtain and;

That the failure of this Company to satisfactorily discharge any of the promises of nondiscrimination as made and set forth herein shall constitute a material breach of contract entitling Augusta, Georgia to declare the contract in default and to exercise any and all applicable rights 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 owing on a contract.

Non-Collusion of Prime Proponent

By submission of a proposal, the vendor certifies, under penalty of perjury, that to the best of its knowledge and belief:

(a) The prices in the proposal have been arrived at independently without collusion, consultation, communications, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other vendor or with any competitor.

(b) Unless otherwise required by law, the prices which have been quoted in the proposal have not been knowingly disclosed by the vendor prior to opening, directly or indirectly, to any other vendor or to any competitor.

(c) No attempt has been made, or will be made, by the vendor to induce any other person, partnership, or corporation to submit or not to submit a proposal for the purpose of restricting competition. Collusions and fraud in proposal preparation shall be reported to the State of Georgia Attorney General and the United States Justice Department.

You Must Complete and Return the 2 pages of Attachment B with Your Submittal. Document Must Be Notarized.

Rev. 4/09/21

Conflict of Interest

By submission of a bid, the responding firm certifies, under penalty of perjury, that to the best of its knowledge and belief:

- 1. No circumstances exist which cause a Conflict of Interest in performing the services required by this BID, and
- 2. That no employee of the County, nor any member thereof, nor any public agency or official affected by this BID, has any pecuniary interest in the business of the responding firm or his sub-consultant(s) has any interest that would conflict in any manner or degree with the performance related to this BID. By submission of a bid, the vendor certifies under penalty of perjury, that to the best of its knowledge and belief:
 - (a) The prices in the bid have been arrived at independently without collusion, consultation, communications, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other vendor or with any competitor.
 - (b) Unless otherwise required by law, the prices which have been quoted in the bid have not knowingly been disclosed by the vendor prior to opening, directly or indirectly, to any other vendor or competitor.
 - (c) No attempt has been made, or will be made, by the vendor to induce any other person, partnership, or cooperation to submit or not to submit a bid for the purpose of restricting competition. For any breach or violation of this provision, the County shall have the right to terminate any related contract or agreement without liability and at its discretion to deduct from the price, or otherwise recover, the full amount of such fee, commission, percentage, gift, payment, or consideration.

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

GEORGIA E-Verify and Public Contracts: The Georgia E-Verify law requires contractors and all sub-contractors on Georgia public contract (contracts with a government agency) for the physical performance of services **over \$2,499 in value to enroll in E-Verify, regardless of the number of employees.** They may be exempt from this requirement if they have no employees and do not plan to hire employees for the purpose of completing any part of the public contract. Certain professions are also exempt. All requests for proposals issued by a city must include the contractor affidavit as part of the requirement for their bid to be considered.

The undersigned contractor ("Contractor") executes this Affidavit to comply with O.C.G.A § 13-10-91 related to any contract to which Contractor is a party that is subject to O.C.G.A. § 13-10-91 and hereby verifies its compliance with O.C.G.A. § 13-10-91, attesting as follows:

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

Georgia Law requires your company to have an E-Verify*User Identification Number (Company I.D.) on or after July 1, 2009.

For additional information or to enroll your company, visit the **State of Georgia** website:

<https://e-verify.uscis.gov/enroll/> and/or http://www.dol.state.ga.us/pdf/rules/300_10_1.pdf

Federal Work Authorization User Identification Number: **E-VERIFY REQUIRED FOR ALL CONTRACTS OVER \$2,499.00**

Date of Authorization

**** (E-Verify Number)** _____

Name of Contractor

Name of Project / RFP Number

AUGUSTA, GEORGIA – RICHMOND COUNTY CONSOLIDATED GOVERNMENT

Name of Public Employer

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

Executed on _____, _____, 20____ in _____ (City), _____ (State).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

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

Notary Public

My Commission Expires:

NOTARY SEAL

The undersigned further agrees to submit a notarized copy of Attachment B and any required documentation noted as part of the Augusta, Georgia Board of Commissions specifications which govern this process. In addition, the undersigned agrees to submit all required forms for any subcontractor(s) as requested and or required. **I further understand that my submittal will be deemed non-compliant if any part of this process is violated.**

You Must Complete and Return the 2 pages of Attachment B with Your Submittal. Document Must Be Notarized.



You Must Complete and Return with Your Submittal. Document Must Be Notarized

Systematic Alien Verification for Entitlements (SAVE) Program

Affidavit Verifying Status for Augusta, Georgia Benefit Application By executing this affidavit under oath, as an applicant for an Augusta, Georgia Business License or Occupation Tax Certificate, Alcohol License, Taxi Permit, Contract, or other public benefit as reference in O.C.G.A. Section 50-36-1, I am stating the following with respect to my bid for an Augusta, Georgia contract for

[RFP Project Number and Project Name]

[Print/Type: Name of natural person applying on behalf of individual, business, corporation, partnership, or other private entity]

[Print/Type: Name of business, corporation, partnership, or other private entity]

1.) _____ I am a citizen of the United States.

OR

2.) _____ I am a legal permanent resident 18 years of age or older.

OR

3.) _____ I am an otherwise qualified alien (8 § USC 1641) or nonimmigrant under the Federal Immigration and Nationality Act (8 USC 1101 et seq.) 18 years of age or older and lawfully present in the United States. •

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

Signature of Applicant

Printed Name

* Alien Registration Number for Non-Citizens

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

Notary Public

My Commission Expires: _____

NOTARY SEAL

Note: THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR SUBMITTAL

REV. 2/17/2016



**TRADE SECRET STATUS AFFIDAVIT
Augusta, Georgia**

All documents, data, letters and generated information received by Augusta, Georgia constitutes a “public record” and is subject to disclosure under the Georgia Open Records Act ("GORA"). O.C.G.A. § 50-18-70 *et seq.* However, pursuant to O.C.G.A. § 50-18-72(a)(34), "[an] entity submitting records containing trade secrets that wishes to keep such records confidential under this paragraph shall submit and attach to the records an affidavit affirmatively declaring that specific information in the records constitute trade secrets pursuant to Article 27 of Chapter 1 of Title 10 [O.C.G.A. § 10-1-760 *et seq.*].”

O.C.G.A. § 10-1-761(4) defines “Trade secret” as “...information, without regard to form, including, but not limited to, technical or nontechnical data, a formula, a pattern, a compilation, a program, a device, a method, a technique, a drawing, a process, financial data, financial plans, product plans, or a list of actual or potential customers or suppliers which is not commonly known by or available to the public and which information:

- A. Derives economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use; and
- B. Is the subject of efforts that are reasonable under the circumstances to maintain its secrecy.”

Therefore, the records listed below and attached hereto, that were submitted with _____ response to Augusta, Georgia Request for Proposal, Request for Quote, or Request for Qualified Contractor _____ are marked confidential pursuant to O.C.G.A. § 10-1-761(4):

- (List specific information that the supplier wishes to withhold and how that information constitutes a trade secret)
- Additional trade secret information requested to be withheld
- **Your company is requested to send a redacted copy of your submittal.**

Under penalty of perjury, acknowledging that O.C.G.A. §16-10-71 provides a penalty of a fine of up to \$1,000 and potential imprisonment of one to five years, I attest that the specific information in the records listed above constitutes trade secrets pursuant to O.C.G.A. § 10-1-761(4), and request that Augusta, Georgia not disclose this protected information under the Georgia Open Records Act ("GORA").

Signature:

[Signatory Name in Print]

[Signatory’s Title] [Company Name]

[Signatory’s Title]

Date: _____

SUBSCRIBED AND SWORN BEFORE
ME ON THIS _____ DAY OF
_____, 202_.

NOTARY PUBLIC

My Commission Expires: _____

Return form only if applicable. If form is not returned with your submittal, it will be deemed there are no trade secrets in your package submittal.

Minority and Women Owned Business Enterprise Program Ordinance Requirements

Notice To All Bidders (PLEASE READ CAREFULLY)

Shall apply to ALL Bids regardless of the dollar amount

In accordance with the Commission Action on 7/25/24 and the adoption of Ordinance No. 7945 Chapter 10C of the AUGUSTA, GA, CODE, Contractors agree to collect and maintain all records necessary to Augusta, Georgia to evaluate the effectiveness of its Minority and Women Owned Business Enterprise Program and to make such records available to Augusta, Georgia upon request. The requirements of the Minority and Women Owned Business Enterprise Program can be found at www.augustaga.gov. In accordance with AUGUSTA, GA. CODE, Contractors shall report to Augusta, Georgia the total dollars paid to each subcontractor, vendor, or other business on each contract, and shall provide such payment affidavits, regarding payment to subcontractors, if any as required by Augusta, Georgia. Such utilization reports shall be in the format specified by the Director of Compliance and shall be submitted at such times as required by Augusta, Georgia. Required forms can be found at www.augustaga.gov. If you need assistance completing a form or filing information, please contact the M/WBE Program office at (706) 821-2406. Failure to provide such reports within the time period specified by Augusta, Georgia shall entitle Augusta, Georgia to exercise any of the remedies set forth, including, but not limited to, withholding payment from the Contractor and/or collecting liquidated damages.

SHALL APPLY TO PROJECTS IN EXCESS OF \$300,000

Minority and Women Owned Business Enterprise Program (Continued)

Sec. 1-10-138. Race and Gender-Conscious Efforts

Contract-by-Contract Subcontractor Goals The City, through the Goal Setting Committee (GSC), will set specific, separate percentage-based MBE and WBE subcontracting goals on a contract-by contract basis for Prime contracts in Construction, Architecture & Engineering, Professional Services, and Other Services valued in excess of \$300,000. The City shall establish such goals based upon the type of contract, the type of subcontracting work that will be required, and the availability of M/WBE firms to perform the work for that specific contract.

The GSC shall not establish subcontracting goals on contracts where (a) there are no subcontracting opportunities identified for the contract; or (b) there are

not at least three (3) MBE and/or WBE firms that are available and capable to perform a CUF for the overall subcontracting opportunities on the contract.

Good Faith Efforts (GFE) Requirements and Guidance

1. Achievement of subcontracting goals or documentation of Good Faith Efforts applies to every Contract for which such goals are established. **The Bidder shall submit a compliance plan detailing its achievement of the goals or its Good Faith Efforts to meet the goals. The compliance plan shall be due at the time set out in the solicitation documents.**

2. When a Bidder cannot achieve the goals, its compliance plan shall document its GFE to achieve the goals. The Director of Compliance will determine whether the Bidder has made such GFE.

Bid Documents

All bid documents shall require bidders or proponents to submit with their bid the following written documents, statements, or forms, which shall be made available by the Procurement Department.

- Proposed Letter of Intent MBE/WBE.
- Proposed MBE/WBE Utilization Plan.
- Documentation of Good Faith Efforts Form (*in the event the bidder will not meet the MBE and WBE goals*).

Failure to submit the above documentation shall result in the bid being declared non-responsive.

Sec. 1-10-154. Exceptions

In accordance with § 1-10-8, on federally funded projects or contracts, the M/WBE Program shall only be utilized when authorized by the applicable federal (and/or Georgia) laws, regulations, and conditions relating to that project or contract. To the extent that there are any conflicts between any such laws, regulations, or conditions and the provisions of the M/WBE Program, the federal (and/or Georgia) guidance shall control.

NOTE: All forms should be submitted in a separate, sealed envelope, labeled M/WBE Forms, Company's Name & Bud number

For questions and or additional information, please contact:

Minority-Owned and Women-Owned Business Enterprise Program
535 Telfair Street, Suite 530
Augusta, Georgia 30901
(706) 821-2406
mwbe@augustaga.gov

Website: <https://www.augustaga.gov/83/Disadvantaged-Business-Enterprise>

REV. 9/6/24

INSTRUCTION TO PROPOSERS

Augusta, Ga, invites qualified firms to submit a proposal for On Call Professional Services for Engineering, Architectural, Surveying, and Material Testing Services for the Augusta Recreation and Parks Department. Your submittal should respond to, and be based on, the information included in this Request for Proposal.

Responses will be received in the office of the Interim Procurement Director at 535 Telfair Street, Suite 605, Augusta, GA 30901 until **Tuesday, March 25, 2025 @ 11:00 a.m.** The RFP must be submitted in a sealed package and labeled with firm's name and the name of the project - **RFP 25-153 On Call Professional Services for Engineering, Architectural, Surveying, and Material Testing Services. Vendors are required to submit one (1) marked unbound original and seven (7) copies of the RFP.**

RFP Opening will be via ZOOM – Meeting ID: 817 4077 3121; Passcode: 25153.

No RFP will be accepted by fax or email, all must be received by mail or hand delivered. If RFP is forwarded by mail or other second party delivery, the sealed envelope containing the submittal must be enclosed in an envelope addressed to:

**Darrell White, Interim Procurement Director
Procurement Department
535 Telfair Street - Room 605
Augusta, Georgia 30901**

To ensure timely deliveries, all submittals must be received during our normal office hours from 8:30 a.m. to 5:00 p.m., Monday through Friday. No deliveries will be accepted prior to 8:30 a.m. or after 5:00 p.m., as the building is closed to the public and delivery services outside of these hours.

RFP Packages may be obtained at the Augusta, Georgia Procurement Department, at the address listed above.

All firms responding are cautioned to read this Request for Proposals (RFP) carefully for understanding and request clarification from Augusta, Georgia on any questions pertaining to this RFP. The Proposer should examine all documents and requirements of the services requested to become fully informed. Failure to examine these areas will not relieve the successful Proposer of its obligation to furnish all products and services necessary to carry out the provisions of the contract. After RFPs have been submitted, the vendor shall not assert that there was a misunderstanding concerning the quantities of work or of the nature of the work to be done.

Pre-Proposal Conference will be held on Monday, March 10, 2025 @ 10:00 a.m. via ZOOM – Meeting ID: 838 3358 4915; Passcode: 25153.

All questions must be submitted to the Procurement Department in writing by fax to 706 821-2811 or by email to procbidandcontract@augustaga.gov by Tuesday, March 11, 2025 @ 5:00 P.M. Issues and responses addressed in any other manner will not be considered valid or binding in consideration of proposals or any subsequent contract negotiations. Failure to provide all the requested information may cause the submittal to be rejected as non-responsive.

Failure to provide all the requested information may cause the RFP to be rejected as non-responsive. An official authorized to bind the firm to the terms and provisions of the RFP must sign. The Proposer's response must include a service proposal and fee proposal as well as all other information requested in this RFP. The fees must be the full cost to Augusta. Augusta, Georgia will consider the degree to which each Proposer has submitted a complete Service and Fee Proposal without irregularities, excisions, special conditions, or alternative proposals for any item unless specifically requested in the RFP.

The contract will be awarded, if awarded, to the most responsive and responsible Proposer. If an award of contract is made as a result of this solicitation, contract will be made on the basis of the response which best satisfies the intent of this Request for Proposals and other factors considered in the best interest of the Owner. Negotiations may be undertaken with those firms whose proposal shows them to be qualified, responsible, and capable of performing the work. The Owner will consider professional qualifications and related experience to determine which proposal would be in Owner's best interest if a contract were made. The Owner reserves the right to consider proposals or modification thereof received at any time before the award is made if such action is in the interest of the Owner.

Any interested qualified firm and/or party is requested to make a response to accomplish the Scope of Services described herein. The response is to be signed by a duly authorized official of the firm and must be submitted in the time, manner and form prescribed.

The Owner reserves the right to reject any or all statements received as the result of this request. The Owner also maintains the right to negotiate with any firm, as necessary, to serve the best interests of Owner. The Owner will not be liable for any costs incurred by the firm prior to the signing of a contract.

An official authorized to bind the firm to the terms and provisions of the proposal must sign the proposal. **No RFP may be withdrawn for a period of 90 days after RFP have been opened**, pending the execution of contract with the successful proposer(s). The information contained in this RFP defines and describes the services requested.

The proposal shall be no more than thirty-five (35) pages in length, excluding cover letter, required forms, tabs, and appendices. All documents will be typewritten on standard 8 x 11 white paper. Exceptions to the minimum page limit would be schematics, exhibits, photographs or other information necessary to facilitate Augusta's ability to accurately evaluate the proposal.

The Proposer must package and seal its proposals so that they will not be damaged in mailing. Proposers are reminded that under Georgia law, all opened documents fall under the Open Records Act and are subject to inspection by the public. Accordingly, proprietary information and/or data cannot be withheld from public inspection. All proposals and supporting documents will be submitted in accordance with the specifications. **See the Trade Secret Affidavit. Vendors are required to submit a redacted copy of their RFP submittal for any trade secret information contained in their RFP submittal.**

It is Augusta's intent to evaluate the proposals based on service merit and price and to choose the Proposer whose proposal provides the highest value to Augusta. Augusta reserves the right to waive any irregularities, reject any and/or all proposals, in whole or in part, when, in Augusta's opinion, such rejection is in the best interests of Augusta.

The Owner will evaluate all statements received from firms with respect to evidence that the goals and objectives of the project are fully understood. The firm's demonstrated technical capability and other qualifications, as described herein, will also be assessed. The Owner will then make their recommendation to the Augusta Commission for their consideration and final approval.

NOTE: Augusta reserves the right to accept a proposal, as submitted, and upon Commission approval enter into a contractual agreement with that selected Proposer. Consequently, it is imperative that all Proposers submit the best service and cost offer in the initial submission.

SECTION I INTRODUCTION

This Request for Proposals (RFP) is being submitted by the Augusta Recreation and Parks Department (ARPD) to seek out qualified engineering and architectural firms to perform miscellaneous preliminary and final design project services. These services will be provided on an as-needed, on-call basis with the flexibility to be utilized by various Augusta Departments for projects falling within the general scope of work described and as funding allows.

ARPD intends to award contracts to qualified firms with a history of successfully performing miscellaneous civil and architectural services based on requirements described in the sections that follow. Selection to the On-Call list will be based on the following criteria:

- Experience and knowledge of firm with Engineering, Architectural, Surveying and Material Testing Services.
- Experienced project office personnel for the different specialty categories included in **Appendix C**.
- Client references and experience.

The overall results will be the On-Call Roster which will list the qualified firms by specialty area which will be assigned projects on a task order basis. Firms may choose which specialty area to submit their proposal for and are not required to submit on all areas. The Roster will be submitted to the Augusta Commission for approval. Firms are encouraged, but not required, to create teams in order to propose on multiple specialty areas listed in **Appendix C**.

Term: The term of the qualified on-call firms shall be for three (3) years with an option to extend for an additional two (2) one (1) year terms with the option to review and modify requested services unit rates/fees at the end of base three-year period provided that the vendor has provided continued satisfactory performance.

BACKGROUND

Augusta, Georgia has a total area of 329 square-miles with a total population of approximately 210,000 varying in density and character between urban, suburban, and rural.

ARPD maintains over 90 facilities that include regional and neighborhood scale parks, multi-use trails, athletic facilities, community centers, golf course(s), cemeteries, and amphitheaters.

PROJECT DESCRIPTION

ARPD is seeking comprehensive engineering, architectural, surveying, and material testing services firms to perform design related tasks for preliminary and final plan preparation, and emergency purposes. Services and/or work orders will include a wide variety of recreation and parks projects, and other miscellaneous work. Potential tasks may include, but will not be limited to public park development, athletic fields and courts, amphitheaters, pavilions, playgrounds, rope courses, fishing piers, boat ramps, storage buildings, roads, parking areas, sidewalks, hiker/biker paths, walking trails, stormwater management features, and public building design activities. Projects may include new construction or renovation, repair, and replacement of existing facilities.

SECTION II SCOPE OF WORK

The general scope of work may include, but not be limited, to the following:

1. Preliminary and final design for various recreation and parks and other Augusta, Georgia projects. (Plans will be developed using Civil 3D software.)
2. Engineering design services for various recreation and parks projects involving site layout, grading, utilities, stormwater management, and landscaping using Augusta, Georgia Standard Specifications, and applicable State and Federal regulations.
3. Field topographic and boundary survey, as needed, to support development of design plans.
4. Preparation of Contract Documents for bidding purposes including final plans, technical specifications, engineer's construction cost estimates, bid addenda, and constructability reviews.
5. Stormwater management and erosion and sediment control designs meeting Augusta, Georgia specifications and standards.
6. Landscape design and planting plans as required.
7. Peer review services of engineering documents prepared by other firms or County staff to assure adherence to accepted engineering practices and standards.
8. Geotechnical engineering services including soil borings, soil analysis, foundation recommendation, underdrain assessment, and specialized field consultation during construction.
9. Civil, Architectural, Structural, Mechanical, and Electrical engineering services, as needed, to support project scopes.
10. Coordination and preparation of environmental permitting documents required to receive the necessary environmental approvals for recreation and park projects and activities including, wetland and stream impacts, forest conservation and reforestation, wildlife habitat protection, and hydrology and hydraulic studies for flood plain impacts.
11. Archeological, historical, and cultural resource investigations, if required.
12. Coordination of all utility relocations associated with recreation and park projects and activities including prior rights negotiations, utility designation and location services, and preparation or technical review of proposed relocation plans.
13. Bid phase support to include attending pre-bid meetings, responding to contractor questions, and reviewing bids.
14. Special construction support services, including review and approval of shop drawings, respond to Request for Information, periodic progress meetings, and field consultation as necessary.
15. Participation in public hearings and public meetings as needed and required including, preparation of exhibits, figures, artistic renderings, presentations, and informational fact sheets.

Services provided under these contracts will be assigned by specialty area on a task order basis.

Selected firms shall, upon request from Augusta, Georgia, submit the following per task order:

- A comprehensive scope of services and cost derivation for each task assigned.
- The scope of services shall include all activities necessary to complete the assigned task
- Critical Path Method (CPM) schedule showing a timeline to implement each activity
- A cost derivation for direct labor to provide professional services,
- Projected costs for direct expenses such as travel, equipment rental, non-professional services, printing, etc., and proposed deliverables required to complete the task.

PROPOSED AREAS OF SERVICES

The on-call services to be provided include the following proposed specialty areas of services. This project may be awarded to multiple vendors by area of specialty at a negotiated pricing fee. Augusta reserves the right to choose more than one respondent for the award of this agreement. Firms are encouraged, but not required to create teams in order to submit a proposal on multiple areas listed in Appendix C. If a firm submits a team concept, they are required to include all team members qualifications in their proposal.

NEGOTIATIONS

It is policy to procure from responsible sources at fair prices for the goods and services required by Augusta, Georgia. During the RFP process, Price Negotiation may be required to resolve uncertainties relating to procurement, including the price prior to the final award of the contract. The objective of Price Negotiation is the complete agreement of the parties on all basic issues of the RFP.

The following exhibit is to be included in the Qualification/Proposal Technical Content portion of your proposal. The chart of Proposed Areas of Services is included as Appendix C.

Firms are to choose the areas of Specialty Categories or Categories for which you are applying. Firms are encouraged, but not required, to create teams in order to propose on multiple areas listed in Appendix C. (Firms are not required to choose all)

SPECIALTY CATEGORY WORKSHEET (See Appendix C)

	PROPOSED AREAS OF SERVICES	Specialty Category or Categories for which you are applying
1	Electrical and Electrical Systems	
2	Elevator & Conveying Systems	
3	Food Service and Kitchen Equipment	
4	Landscaping and Site Development	
5	Mechanical (Plumbing and HVAC)	
6	Structural (Vertical and Horizontal)	
7	Building Architectural Engineering/Design	
8	Park and Recreation Related Design	
9	Civil Site Design and Engineering	
10	Engineering, Design, and Inspection and Testing	
11	Land Surveying	
12	Misc. Design and Engineering	

SECTION III

QUALIFICATIONS/PROPOSAL TECHNICAL CONTENT

Response to this RFP should be concise and focused. Proposals must indicate specifically which Project team member is responsible for the work proposed. To aid in the comparative evaluation of proposals, please include the following:

1. Procurement Documents

All documents required under the Augusta Procurement regulations and procedures, properly executed, and notarized as required. The notary seal shall be visible on the original AND all copies.

2. Qualifications and Experience

- Name, address, phone, and fax number of firm
- Brief background history of the firm
- Principals of firm, number of staff
- Services offered by firm
- Location of office from which this contract will be administered
- A brief statement of the Proposer's understanding of the services to be performed. Include the firm's record of performance and demonstrated ability, knowledge, and experience.
- **Include Appendix C – Proposed Areas of Services**

3. Qualifications and Experience

Identify each key team member and other specialty members employed or contracted by the firm for this Project and identify the person who will be the daily point of contact for communications.

- Describe the organization and management team for this Project.
- Brief resume for all key team members, including subconsultants.
- Name(s) of Professional Engineer licensed in the State of Georgia that will perform or direct the work performed under this contract.
- Name(s) of Registered Architect and Landscape Architect licensed in the State of Georgia that will perform work or direct the work performed under this contract.
- Brief description of similar type On-Call projects.

4. Scope of Services

Provide information on the technical expertise and familiarity of the Firm/Project Team listed in this proposal on the items described under **Section II - Scope of Work** and any other factors that demonstrate the firm's ability to provide the requested services, including subconsultants as well.

Provide information to convey the experience and qualifications of your firm (team) for the areas of Specialty Category or Categories for which you are submitting in the proposal (**Appendix C**).

5. Schedule of Work

Schedule of work and availability of personnel to fulfill requirements requested in the specifications.

6. Financial Stability

Provide financial information that would allow proposal evaluators to ascertain the financial stability of the Proposer.

- a. If a public company, include a recap of the most recent audited financial report.
- b. If a private company, provide a recap of the most recent internal financial statement; and a letter, on the financial institution's letterhead, stating financial stability.

NOTE: Will NOT be disclosed in any part of the RFP. Failure to include the above listed financial stability requirements will affect your scoring on the evaluation sheet.

7. References:

All proposers shall include three (3) client references contact names, physical addresses, e-mail addresses, fax, and telephone numbers of any client for whom projects of this nature have been completed within the **past five (5) years**. Contact information should be current.

8. Fee Proposal (include in a separately sealed envelope):

The fee proposal is to be submitted on **Attachment A**. Firms are to list hourly rates for the specified classifications of personnel, and an average hourly rate for the proposed project team. Personnel classifications may be revised to reflect the personnel that you expect to use on this contract. Consideration for salary rate escalation will occur annually after the anniversary date of the three (3) year awarded contract.

Fee proposal must be sealed and placed in a separate sealed envelope labeled on the outside of the package to clearly indicate that it is a response to RFP 25-153 On-Call Professional Services for Engineering, Architectural, Surveying, and Material testing Services.

SECTION IV **SPECIAL PROVISIONS:**

SUSPENSION OF THE WORK, TERMINATION AND DELAY:

To the extent that it does not alter the scope of this agreement, Augusta, GA reserves the right of unilaterally ordering, without any cause, a temporary stopping of the work, or delay of the work to be performed by the Consultant under this agreement. Augusta, GA will not be held liable for compensation to the Consultant for an extension of contract time or increase in contract price, or both, directly attributable to this action of Augusta, GA.

HOLD HARMLESS:

Except as otherwise provided in this agreement, the consultant shall indemnify and hold harmless Augusta, GA, and its employees and agents from and against all liabilities, claims, suits, demands, damages, losses, and expenses, including attorneys' fees, arising out of or resulting from the performance of its Work.

CONTINGENT FEES:

The consultant is prohibited from directly or indirectly advocating in exchange for compensation that is contingent in any way upon the approval of this contract or the passage, modification, or defeat of any legislative action on the part of the Augusta, Georgia Commission the consultant shall not hire anyone to actively advocate in exchange for compensation that is contingent in any way upon the passage, modification, or defeat of any contract or any legislation that is to go before the Augusta, Georgia Commission.

GEORGIA PROMPT PAY ACT:

Not applicable. The terms of this agreement supersede any and all provisions of the Georgia Prompt Pay Act.

CONTRACTUAL OBLIGATIONS:

The consultant acknowledges that this contract and any changes to it by amendment, modification, change order or other similar document may have required or may require the legislative authorization of the Board of Commissioners and approval of the Mayor. Under Georgia law, the consultant is deemed to possess knowledge concerning Augusta, Georgia's ability to assume contractual obligations and the consequences of the consultant provision of goods or services to Augusta, Georgia under an unauthorized contract, amendment, modification, change order or other similar document, including the possibility that the consultant may be precluded from recovering payment for such unauthorized goods or services. Accordingly, the consultant agrees that if it provides goods or services to Augusta, Georgia under a contract that has not received proper legislative authorization or if the contractor provides goods or services to Augusta, Georgia in excess of the any contractually authorized goods or services, as required by Augusta, Georgia's Charter and Code, Augusta, Georgia may withhold payment for any unauthorized goods or services provided by the consultant. The consultant assumes all risk of non-payment for the provision of any unauthorized goods or services to Augusta, Georgia, and it waives all claims to payment or to other remedies for the provision of any unauthorized goods or services to Augusta, Georgia, however characterized, including, without limitation, all remedies at law or equity." This acknowledgement shall be a mandatory provision in all Augusta, Georgia contracts for goods and services, except revenue producing contracts.

MINORITY AND WOMEN OWNED BUSINESS ENTERPRISE PROGRAM:

In accordance with the Commission Action on 7/25/24 and the adoption of Ordinance No. 7945 Chapter 10C of the AUGUSTA, GA, CODE, Contractors agree to collect and maintain all records necessary to Augusta, Georgia to evaluate the effectiveness of its Minority and Women Owned Business Enterprise Program and to make such records available to Augusta, Georgia upon request. The requirements of the Minority and Women Owned Business Enterprise Program can be found at www.augustaga.gov. In accordance with AUGUSTA, GA. CODE, Contractors shall report to Augusta, Georgia the total dollars paid to each subcontractor, vendor, or other business on each contract, and shall provide such payment affidavits, regarding payment to subcontractors, if any as required by Augusta, Georgia. Such utilization reports shall be in the format specified by the Director of Compliance and shall be submitted at such times as required by Augusta, Georgia. Required forms can be found at www.augustaga.gov. If you need assistance completing a form or filing information, please contact the M/WBE Program office at (706) 821-2406. Failure to provide such reports within the time period specified by Augusta, Georgia shall entitle Augusta, Georgia to exercise any of the remedies set forth, including, but not limited to, withholding payment from the Contractor and/or collecting liquidated damages.

SECTION V PROPOSAL REQUIREMENTS

All proposals should be complete and carefully worded and must convey all information requested by Augusta. Your response should follow the general format listed below. **The Proposer will submit one (1) marked unbound original and seven (7) copies of their RFP and one (1) copy of your fee proposal.** All proposals shall be 8 ½ x 11 formatted with all standard text fonts no smaller than 12 points. The original will use one-sided copying and be bound by binder clip or some other non-permanent form of binding. Each of the seven (7) copies of the proposal shall be one sided copies and shall be spiral bound or bound

with some other secure and permanent form of binding. Failure to follow the required format may result in your organization's proposal being rejected as nonresponsive to this process and ARC may exercise that right at its sole discretion. The successful proposal will have at a minimum the following features:

- Firms shall outline the scope of work, elements, and tasks therein and the means of execution. Firms should focus on the scope of the requested services as described in this RFP and address their qualifications relative to this specific scope of work.
- Firms are encouraged to develop teams in order to propose on all areas listed in **Appendix C**.
- The proposal shall be **no more than thirty-five (35) pages** in length, excluding cover letter, required forms, tabs, and appendices. If the proposal includes any information in addition to the specific information requested in the RFP, it should be included as an appendix to the proposal.
- Proposals should be prepared simply and economically, providing a straightforward, concise description of Offeror's capabilities to satisfy the requirements of the RFP.
- The fee proposal is to be submitted on **Attachment A**. Firms are to list hourly rates for the specified classifications of personnel, and an average hourly rate for the proposed project team. Personnel classifications may be revised to reflect the personnel that you expect to use on this contract. Consideration for salary rate escalation will occur annually after the anniversary date of the three (3) year awarded contract.
- **Fee Proposal must be in a separate envelope and labeled "Fee Proposal" on the outside of the package to clearly indicate that it is in response to RFP 25-153 On Call Professional Services for Engineering, Architectural, Surveying, and Material Testing Services.**
- When in the best interest of Augusta, Georgia, Augusta reserves the right to request additional information and to request a "Best and Final" offer.
- **INDEMNIFICATION AND INSURANCE:** The offeror shall carry general liability insurance coverage in the amount of One Million Dollars (\$1,000,000). This policy shall cover the firm and all its employees and agents, and shall indemnify and hold harmless Augusta, Georgia and their representatives and employees, from any claim, demands, actions, and cause for actions arising from any act or non-act or the commission or omission of any act while under the terms of the contract. **See Appendix B**
- **Each proposal will be evaluated using the following criteria of evaluation.**

SECTION VI

CRITERIA FOR EVALUATION

RFP – Evaluation/Scoring Guidelines

Evaluation Process

All proposals will be evaluated by an Augusta, Georgia Selection Committee (Committee). The Committee may be composed of Augusta, Georgia staff and other parties that may have expertise or experience in the services described herein. The Committee will review the submittals and will rank the proposers. The evaluation of the proposals shall be within the sole judgment and discretion of the Committee. All contacts during the evaluation phase shall be through the Augusta, Georgia Procurement Office only. Proposers shall neither contact nor lobby evaluators during the evaluation process. Attempts by Proposer to contact members of the Committee may jeopardize the integrity of the evaluation and selection process and risk possible disqualification of Proposer.

The Committee will evaluate each proposal meeting the qualification requirements set forth in this RFP. Proposers should bear in mind that any proposal that is unrealistic in terms of the technical or schedule commitments may be deemed reflective of an inherent lack of technical competence or indicative of a failure to comprehend the complexity and risk of Augusta, Georgia’s requirements as set forth in this RFP.

If needed, the selection process will include oral interviews. The consultant will be notified of the time and place of oral interviews and if any additional information that may be required to be submitted.

It is the intent of the Owner to conduct a fair and comprehensive evaluation of all proposals received. **The contract for this project/service will be awarded to the proposer who submitted a proposal that is most advantageous to the Owner.**

Evaluation Criteria

Proposals will be evaluated according to each Evaluation Criteria and scored on a zero-to-five-point rating. The scores for all the Evaluation Criteria will then be multiplied according to their assigned weight to arrive at a weighted score for each proposal. A proposal with a high weighted total will be deemed of higher quality than a proposal with a lesser-weighted total. The final maximum score for any project/service is five hundred (500) points.

Rating Scale		
0	Not Acceptable	Non-responsive, fails to meet RFP specifications. The approach has no probability of success. For mandatory requirement this score will result in disqualification of proposal.
1	Poor	Below average, falls short of expectations, is substandard to that which is the average or expected norm, has a low probability of success in achieving project/service objectives per RFP. 0% of the available points assigned to the category. Does not have minimum qualifications/availability.
2	Marginal	Has a reasonable probability of success, however, some objectives may not be met. 25% of the available points assigned to the category. Meets minimum qualifications/availability but one or major considerations are not addressed or is lacking in some essential aspects.
3	Adequate	Acceptable, achieves all objectives in a reasonable fashion per RFP specification. This will be the baseline score for each item with adjustments based on interpretation of proposal by Evaluation Committee members. 50% of the available points assigned to the category. Meets minimum qualifications/availability and generally capable of performing work.
4	Good	Very good probability of success, better than that which is average or expected as the norm. Achieves all objectives per RFP requirements and expectations. 75% of the available points assigned to the category. More than meets minimum qualifications/availability and exceeds some aspects.
5	Excellent	Exceeds expectations, very innovative, clearly superior to that which is average or expected as the norm. Excellent probability of success and in achieving all objectives and meeting RFP specification. 100% of the available points assigned to the category. Fully meets qualifications/availability and exceeds in several or all areas.

1. Completeness of Response (Pass/Fail)

- a. Responses to this RFP must be complete. Responses that do not include the proposal content requirements identified within this RFP and subsequent addenda and do not address each of the items listed below will be considered incomplete, be rated a Fail in the Evaluation Criteria and will receive no further consideration. Responses that are rated a Fail and are not considered may be picked up at the delivery location or returned to the vendor (at vendor's expense). Please provide shipping instructions and/or fees upon the completion of the competitive process.

Conflict of Interest Statement (Pass/Fail)

- a. Discloses any financial, business or other relationship with the Augusta, Georgia that may have an impact upon the outcome of the contract or the construction project/service.
- b. Lists current clients who may have a financial interest in the outcome of this contract or the construction project/service that will follow.
- c. Discloses any financial interest or relationship with any construction company that might submit a bid on the construction project/ service.

2. Qualifications & Experience (10 points)

- a. Relevant experience, specific qualifications, and technical expertise of the firm and sub-consultants/proposers to conduct the required services as listed in this RFP and adhering to all required license requirement for federal, state and local services.

3. Organization & Approach (10 points)

- a. Describes familiarity of project/service and demonstrates understanding of work completed to date and project/service objectives moving forward
- b. Roles and Organization of Proposed Team
 - i. Proposes adequate and appropriate disciplines of project/service team.
 - ii. Some or all of team members have previously worked together on similar project/service(s).
 - iii. Overall organization of the team is relevant to Augusta, Georgia needs.
- c. Project and Management Approach
 - i. Team is managed by an individual with appropriate experience in similar project/services. This person's time is appropriately committed to the project/service.
 - ii. Team successfully addresses all requirements of this RFP.
 - iii. The team and management approach responds to project/service issues. Team structure provides adequate capability to perform both volume and quality of needed work within project/service schedule milestones.
- d. Roles of Key Individuals on the Team
 - i. Proposed team members, as demonstrated by enclosed resumes, have relevant experience for their role in the project/service.
 - ii. Key positions required to execute the project/service team's responsibilities are appropriately staffed.
- e. Working Relationship with Augusta, Georgia
 - i. Team and its leaders have experience working in the public sector and knowledge of public sector procurement process.
 - ii. Team leadership understands the nature of public sector work and its decision-making process.
 - iii. Proposal responds to need to assist Augusta, Georgia during the /service.

4. Scope of Services to be Provided (30 points)

Provide information on the technical expertise and familiarity of the Firm/Project Team listed in this proposal on the items described under **Section II - Scope of Work** and any other factors that demonstrate the firm's ability to provide the requested services, including subconsultants as well.

Provide information to convey the experience and qualifications of your firm (team) for the areas of Specialty Category or Categories for which you are submitting in the proposal (**Appendix C**).

5. Schedule of Work (5 points)

Current workload and staffing availability to perform Augusta Engineering Departments assigned on-call projects.

6. Financial Stability (5 points)

Provide financial information that would allow proposal evaluators to ascertain the financial stability of the Proposer.

- If a public company, include a recap of the most recent audited financial report.
- If a private company, provide a recap of the most recent internal financial statement; and a letter, on the financial institution's letterhead, stating financial stability.

NOTE: Financial Stability is part of the evaluation criteria. Failure to include the requested information will impact your evaluation score. Please see Trade Secret Affidavit.

7. References (5 points)

All proposers shall include three (3) client references contact names, physical addresses, e-mail addresses, fax, and telephone numbers of any client for whom projects of this nature have been completed within the **past five (5) years**. Contact information should be current.

8. Proximity to Area (10 points max. - Weighted Value *5)

- | | |
|--|-----------|
| a. Within Richmond County | 10 points |
| b. Within CSRA | 6 points |
| c. Within Georgia | 4 points |
| d. Within SE United States (includes AL, TN, NC, SC, FL) | 2 points |
| e. All Others | 1 points |

9. Presentation by Team (10 points) (Optional)

Team presentation conveying project/service understanding, communication skills, innovative ideas, critical issues and solutions.

10. Q&A Response to Panel Questions (5 points) (Optional)

Proposer provides responses to various interview panel questions.

11. Cost/Fee Proposal (10 points max. - Weighted Value *5) Enclosed in a separate sealed envelope.

Will NOT be disclosed in any part of the RFP

- | | |
|---------------|----|
| a. Lowest Fee | 10 |
| b. Second | 6 |
| c. Third | 4 |
| d. Fourth | 2 |
| e. Fifth | 1 |

Phase 1				
No.	Evaluation Criteria	Rating (0-5)	Weight	Score (Rating * Weight)
1	Completeness of Response <ul style="list-style-type: none"> Package submitted by the deadline Package is complete (includes requested information as required per this solicitation) Attachment B is complete, signed and notarized 	N/A	Pass/Fail	Pass/Fail
2	Qualifications & Experience		10	
3	Organization & Approach		10	
4	Scope of Services: <ul style="list-style-type: none"> Provide information on the technical expertise and familiarity of the Firm/Project Team listed in this proposal on the items described under Section II - Scope of Work and any other factors that demonstrate the firm's ability to provide the requested services, including subconsultants as well. Provide information to convey the experience and qualifications of your firm (team) for the areas of Specialty Category or Categories for which you are submitting in the proposal (Appendix C). 		30	
5	Schedule of Work		5	
6	Financial Stability		5	
7	References		5	
8	Proximity to Area Within Richmond County 10 points Within CSRA 6 points Within Georgia 4 points Within SE United States (includes AL, TN, NC, SC, FL) 2 points All Others 1 points		10	
Phase 2 (Optional Numbers 9 and 10) Any Vendors that Receive Less Than a 3 Ranking in Any Category will not be considered for Phase II				
9	Presentation by Team		10	
10	Q&A Response to Panel Questions		5	
11	Cost/Fee Proposal Consideration a. Lowest Fee 10 b. Second 6 c. Third 4 d. Fourth 2 e. Fifth 1		10	
Total:			100	

Proposals will be evaluated according to each Evaluation Criteria and scored on a zero to five point rating. The scores for all the Evaluation Criteria will then be multiplied according to their assigned weight to arrive at a weighted score for each proposal. A proposal with a high weighted total will be deemed of higher quality than a proposal with a lesser-weighted total. The final maximum score for any project/service is five hundred (500) points.

SECTION VII SELECTION PROCESS

A Selection Committee will review all proposals submitted in response to this RFP. The selection committee will rank the firms based upon cost as well as the quality and content of their proposal. While cost is not the driving factor, the committee will also review qualifications and past performance.

Based on the Evaluation Criteria, Augusta reserves the right to select more than one firm to provide the requested services. Please submit your proposal in a concise written tabulated format indexed and organized. The recommended firm(s) and contract will be presented to the Augusta Commission for final approval.

Phase One Criteria (Identify short listed offerors only)

The Interim Procurement Director, in consultation and upon the recommendation of the head of the using agency, shall select from among the offerors no less than three (3) offerors (the "short-listed offerors") deemed to be the most responsible and responsive; provided, however, that if three (3) or less offerors respond to the solicitation, this requirement will not apply. The selection of the short-listed offerors shall be made in order of preference. From the date proposals are received by Procurement Director through the date the contract is awarded, no offeror may make substitutions, deletions, additions or other changes in the configuration or structure of the offeror's teams or members of offeror's teams prior to award.

It is the intent of the Owner to conduct a fair and comprehensive evaluation of all proposals received. The contract will be awarded to the proposer who submitted a proposal that is most advantageous to the Owner.

Your team will be evaluated on the basis of how well your firm and its individual professionals meet the criteria outlined including general and specific selection criteria. Based on the Evaluation Criteria, Augusta reserves the right to select more than one firm to provide the requested services. Please submit your proposal in a concise written tabulated format indexed and organized. The recommended firm and contract will be presented to the Augusta Commission for final approval.

Each submittal must respond to the requested information for each section.

Phase Two Criteria (if deemed necessary)

(Rank the company that best address scope of service/ technical proposal as outlined in the specifications to be in the best interest of Augusta, Georgia).

After an initial screening process, a technical question and answer conference or interview will be conducted, if deemed necessary, to clarify or verify the offeror's proposal and to develop a comprehensive assessment of the proposal.

Final negotiations and letting the contract. The Committee shall rank the technical proposals, open and consider the pricing proposal. Award shall be made or recommended for award through the Augusta, Georgia Administrator, to the most responsible and responsive offeror whose proposal is determined to be the most advantageous to Augusta, Georgia. No other factors or criteria shall be used in the evaluation. The contract file shall contain a written report of the basis on which the award is made/recommended. The contract shall be awarded or let in accordance with the procedures set forth in this Section and the other applicable sections of this chapter.

Any or all of the firm(s) may be requested to expand on their response and/or make a formal presentation.

When in the best interest of the Augusta, Georgia, Augusta reserves the right to request additional fee information and to request a "Best and Final" offer.

Negotiations:

It is policy to procure from responsible sources at fair prices for the goods and services required by Augusta, Georgia. During the RFP process, Price Negotiation may be required to resolve uncertainties relating to procurement, including the price prior to the final award of the contract. The objective of Price Negotiation is the complete agreement of the parties on all basic issues of the RFP.

The on-call services to be provided include the following proposed specialty areas of services. This project may be awarded to multiple vendors by area of specialty at a negotiated pricing fee. Augusta reserves the right to choose more than one respondent for the award of this agreement. Firms are encouraged, but not required to create teams in order to submit a proposal on multiple areas listed in **Appendix C**. If a firm submits a team concept, they are required to include all team members qualifications in their proposal.

PROPOSED AREAS OF SERVICES	
1	Electrical and Electrical Systems
2	Elevator & Conveying Systems
3	Food Service and Kitchen Equipment
4	Landscaping and Site Development
5	Mechanical (Plumbing and HVAC)
6	Structural (Vertical and Horizontal)
7	Building Architectural Engineering/Design
8	Park and Recreation Related Design
9	Civil Site Design and Engineering
10	Engineering, Design, and Inspection and Testing
11	Land Surveying
12	Misc. Design and Engineering

It is Augusta’s intent to award the contract to the most qualified and responsible proponent(s) who provides the best overall proposal(s) is Augusta’s sole discretion. Augusta reserves the right to award more than one firm the specific project areas for listed above.

Contract Type and Payment Method

Contractor shall be paid on hourly rate – task order basis, Hourly rate fee proposal shall be negotiated with the most highly qualified consultants. Negotiated rates will be re-evaluated at end of primary three-year period and revisions may be made by mutual agreement between the firm and Augusta.

Term: The contract will be on as needed basis for a period of three (3) years with an option to renewal for two (2) additional one (1) year terms with the option to review and modify requested services unit rates/fees at the end of base three-year period.

Award

Upon completion of negotiations with the selected firm, the Augusta Recreation and Parks Department will prepare the contractual agreement to be executed between Augusta, Georgia and the selected firm. Augusta Recreation and Parks Department will forward the award recommendation to Augusta Procurement Department and Augusta, Georgia Commission. Upon award approval by the Augusta, Georgia Commission, Augusta Recreation and Parks will contract document executed by both parties.

Consultant Evaluation

During the course of the project, Augusta Recreation and Parks will monitor the performance of the Consultant and evaluate to ensure there is clear understanding of how well the consultant is achieving contractual requirements. Such evaluations may be performed monthly or annually or at any project milestone over the duration of project completion, as determined by the Augusta Recreation and Parks Department.

Appendix A
RFP 25-153 FEE PROPOSAL FORM

(FEE PROPOSAL IS TO BE SUBMITTED IN A SEPARATELY SEALED ENVELOPE)

NO.	DESCRIPTION	UNIT	RATE
1	Principal(s)	hr.	
2	Senior Civil Engineer(s)	hr.	
3	Staff Civil Engineer(s)	hr.	
4	Senior Electrical Engineer(s)	hr.	
5	Staff Electrical Engineer(s)	hr.	
6	Senior Mechanical Engineer(s)	hr.	
7	Staff Mechanical Engineer(s)	hr.	
8	Senior Architect(s)	hr.	
9	Staff Architect(s)	hr.	
10	Senior Landscape Architect(s)	hr.	
11	Staff Landscape Architect(s)	hr.	
12	Land Surveyor(s) PLS	hr.	
13	Staff Land Surveyor(s)	hr.	
14	Senior CAD Technician(s)	hr.	
15	Staff CAD Technician(s)	hr.	
16	Senior Technician(s)	hr.	
17	Staff Technician(s)	hr.	
18	Project Managers(s)	hr.	
19	Project Engineer(s)	hr.	
20	Administration	hr.	
		TOTAL RATE:	
		AVERAGE RATE:	

All contracts are contingent upon budgetary constraints.

NOTE: The Department, at its discretion, can negotiate and accept a Lump Sum.

FEE PROPOSAL SUBMITTED BY:

NAME: _____

COMPANY: _____

ADDRESS: _____

CITY/STATE: _____

TELEPHONE: _____

EMAIL: _____ **FAX:** _____

SIGNATURE: _____

By signing this document, the bidder is stating that he is, or she is not an employee of Augusta, Georgia.

**FEE PROPOSAL IS TO BE SUBMITTED IN A SEPARATELY SEALED ENVELOPE LABELED:
FEE PROPOSAL - RFP 25-153 On Call Professional Services for Engineering, Architectural,
Surveying, and Material Testing Services.**

Appendix B

Insurance Requirements:

1. Contractor shall at all times during the term of this Contract, obtain and maintain continuously, at its own expense, and file with the County evidence of a policy or policies of insurance as enumerated below.
2. A policy of Commercial General Liability Insurance, written on an insurance industry standard occurrence form for not less than \$1,000,000.
3. A policy of Professional Liability, Errors and Omissions with limits not less than \$1,000,000.
4. A policy of Workers Compensation Insurance. As respects Workers Compensation insurance in the State of Georgia, the Contractor shall secure its liability for industrial injury to the employees in accordance with the provisions of § 34-9-1 et seq, Official Code of Georgia Annotated. Such policy must provide the following minimum limit:
 - a. Worker's Compensation – Statutory coverage
 - b. Employer's Liability - \$1,000,000
5. Any deductible or self-insured retention must be disclosed and is subject to approval by the County. The cost of any claim payments falling within the deductible shall be the responsibility of the Contractor.
6. If any such policy is written on a "Claims Made" form, the retroactive date shall be prior to or coincident with the Effective Date of this Contract. The policy shall state the coverage is "Claims made" and state the retroactive date. Claims made from coverage shall be maintained by the Contractor for a minimum of two years following the expiration or earlier termination of this Contract and Contractor shall annually provide the County with proof of renewal. If renewal of the claims made form of coverage becomes unavailable, or economically prohibitive, Contractor shall purchase an extended reporting period ("tail") or execute another form of guarantee acceptable to the County to assure financial responsibility for liability for services performed.
 - a. Additional Insured and Primary Insurance Provisions:

Such insurance, as provided in (1), (2), & (4) above, shall be endorsed to include the County, its officers, elected officials, employees, agents, and volunteers as additional insured, and shall not be reduced or canceled without forty-five (45) days prior written notice to the County. In addition, Contractor's insurance shall be primary as respects the County, and any other insurance maintained by the County shall be excess and not contributing insurance with the Contractors insurance.
 - b. Evidence of Insurance: The following documents must be provided as evidence of insurance coverage:
 - i. A copy of the policies declarations pages, showing the Insuring Company, policy effective dates limits of liability and the Schedule of Forms and Endorsements.
 - ii. A copy of the endorsement naming the County as an Additional Insured showing the policy number and signed by an authorized representative of the insurance company for Commercial General Liability and Worker's Compensation.
 - iii. A copy of an endorsement stating that the coverage's provided by this policy to the County or any other named insured shall not be terminated reduced or otherwise materially changed without providing at least forty-five (45) days prior written notice to the County.

- c. Policy Rating: All policies shall be subject to approval by the County Finance Director as to company (must be rated A-VII or higher in the A.M. Best's Key Rating Guide and licensed to do business in the State of Georgia or issued as a surplus line by a Georgia Surplus lines broker), form and coverage, and primary to all other insurance.
 - d. Self-Insurance: Should Contractor be self-insured, under item (1), (2) (3) and (4) above, a letter from a Corporate Officer stipulating if actuarially funds and fund limits; plus, any excess declaration pages to meet the contract requirements. Further, this letter should advise how Contractor would protect and defend the County as Additional Insured in their Self-Insured layer and include claims handling directions in the event of a claim.
 - e. Subcontractors: Contractor shall include all subcontractors as insured under its policies or shall furnish separate evidence of insurance as stated above for each subcontractor. All coverages for subcontractors shall be subject to all the requirements stated herein and applicable to their profession.
7. Failure of the Contractor to furnish and maintain said Insurance requirements shall be considered a material default of this Contract.

Indemnity

The contractor(s) shall defend, indemnify and save harmless the County and the County's officers, employees and agents from any and every claim and risk, and from all losses, damages demands, suits, judgments and attorney fees, and other expenses of any kind (collectively "losses") and account of injury to or death of any and all persons (including but not limited to the Contractor, its agents, employees, subcontractors and their successors and assigns as well as the County or the County's agents and all third parties), and/or on account of all property damage of any kind, whether tangible or intangible, including loss of use resulting there from, in connection with or related to the work performed under this Contract, or in connection with or related to (in whole or employees or agents, upon or in proximity to the property of the County or any other property (upon which the Contractor is performing any work called for), except only those losses resulting solely from the negligence of the County.

Appendix C

Proposed Area of Specialty

**Specialty Categories or Categories for which you are applying
(Firms are not required to choose all)**

PROPOSED AREAS OF SERVICES		Specialty Category or Categories for which you are applying
1	Electrical and Electrical Systems	
2	Elevator & Conveying Systems	
3	Food Service and Kitchen Equipment	
4	Landscaping and Site Development	
5	Mechanical (Plumbing and HVAC)	
6	Structural (Vertical and Horizontal)	
7	Building Architectural Engineering/Design	
8	Park and Recreation Related Design	
9	Civil Site Design and Engineering	
10	Engineering, Design, and Inspection and Testing	
11	Land Surveying	
12	Misc. Design and Engineering	

SUBMITTED BY: _____

Minority and Woman Owned Business Enterprise Program (M/WBE) Goal Waiver

The Minority and Woman Owned Business Enterprise Program (M/WBE) provides for goals to be set for Minorities and Women on all applicable Augusta, Georgia procurements over \$300,000 in value.

After careful review of the specific work categories available on this procurement and a review of the MBE and WBE firms available to perform a CUF on this procurement, the Goal Setting Committee has determined that neither a MBE nor WBE goal could be placed on this procurement. **As such, the M/WBE Waiver applies** and therefore, the M/WBE goal for this procurement is:

0 %

As a result of the M/WBE Goal on this procurement being ZERO, no M/WBE goal documents are required as a part of the procurement process. However, even when a solicitation does not contain a M/WBE goal (or the goal is set at zero), each Bidder must negotiate in good faith with each minority and woman owned business that responds to the Bidder's solicitation and each minority and woman owned business that contacts the Bidder on its own accord. All successful bidders are required to collect and maintain all records necessary for Augusta to evaluate the effectiveness of its M/WBE Program.

NO RESPONSE LETTER

PLEASE SUBMIT BY RESPONSE DUE DATE

RFP #25-153	On Call Professional Services for Engineering, Architectural, Surveying, and Material Testing Services	Due: Tuesday, March 25, 2025 @ 11:00 a.m.
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To: **Augusta, Georgia - Procurement Department**

This is to certify that _____, will not be submitting a response to the above referenced solicitation document prepared by Augusta Procurement Department.

Reason(s) for No Submission:

- Unavailability of required resources
 - Prior commitments
 - Inadequate anticipated funding Level
 - Project Duration
 - Potential conflict of interest
 - Duplication of ongoing effort
 - Other (please explain)
-
-

Authorized Representative:

Name:

Title:

Signature:

Date: ____/____/20____