

**ADVERTISEMENT FOR REQUEST FOR PROPOSALS
COBB COUNTY, GEORGIA
COBB COUNTY DEPARTMENT OF TRANSPORTATION
SEALED BID 10-5481**

Cobb County Department of Transportation is soliciting Request for Proposals from experienced firms **for Architectural/Engineering Services for a Paratransit Facility at the Cobb Community Transit (CCT) Multi-Use Transit Center, 463 Commerce Park Dr., Marietta, GA.**

This project is anticipated to be partially funded with Federal Transit Administration (FTA) and State of Georgia funds. Accordingly, the successful proposer will be required to comply with all applicable FTA rules and regulations, as well as those of Cobb County and the State of Georgia.

A Disadvantaged Business Enterprise (DBE) goal of 4% has been established for this project.

Cobb County will receive Sealed Proposals before **12:00 noon on March 25, 2010**, by the Board of Commissioners of Cobb County, Georgia, **at the Cobb County Purchasing Department located at 1772 County Services Parkway** in Marietta, Georgia. **NO PROPOSALS WILL BE ACCEPTED AFTER THE 12:00 NOON DEADLINE.** Those received late will be unopened. No submitted proposal may be withdrawn after the scheduled proposal opening time for a period of ninety (90) days.

Proposals will be opened at 2:00 p.m. on March 25, 2010 at the Cobb County Purchasing Department, 1772 County Services Parkway, Marietta, Georgia 30008.

The work to be done consists of full architectural and engineering services for:

Project Name: Paratransit Facility at the CCT Multi-use Transit Center

This Request For Proposals requires full architectural and engineering services for an Administrative, Operations, and Maintenance building (approximately 30,000 square feet, possibly multi-story), including parking. The facility will be located on approx. 4.25 acres adjacent to and west of the existing CCT MULTI-USE TRANSIT Center. Demolition and removal of the existing improvements on the 4.25 acres are not included in the scope of services for this project.

A pre-proposal meeting will be held at 2:00 p.m. on March 10, 2010 in the Training Room at CCT Multi-use Transit Center, 463 Commerce Drive, Suite 114, Marietta, GA.

This solicitation and any addenda are available for download in PDF format on the Cobb County purchasing website. www.purchasing.cobbcountyga.gov. To request a copy of the proposal documents, **FAX** the following information to the Purchasing Department @ 770-528-1154 or **e-mail** requests to purchasing@cobbcounty.org: Company name, contact name, company address, phone number and fax number. Please reference the proposal number and the title of the proposal in the request.

Advertise: February 26, 2010
March 5, 12, 19, 2010

BIDDING INSTRUCTIONS – TERMS AND CONDITIONS

1. PREPARATION OF BID:

- (A) Bidders are expected to examine the drawings, specifications, schedules, and all instructions. Failure to do so will be at the bidder's risk.
- (B) Each bidder shall furnish the information required by the bid form. The bidder shall sign and print or type his/her name where designated. The person signing the bid must initial erasures or other changes.
- (C) Unit price for each quotation shall be shown and such price shall include packing unless otherwise specified, along with a total and grand total where applicable. In case of discrepancy between a unit price and extended price, the unit price will be presumed correct.
- (D) Where not otherwise specified, bidders must definitely state DATE OF DELIVERY.

2. EXPLANATION TO BIDDERS:

Any explanation desired by a bidder regarding the meaning or interpretation of Invitation to Bids, Request for Proposals or Qualifications, drawings, specifications, etc., must be in writing. All questions must be received within seven (7) business days prior to the bid opening date for a response to be generated by the County to all bidders in the form of an addendum. If any statement in the bidding documents, specifications, etc., appears ambiguous to the bidder, the bidder is specifically instructed to make a written request to the Purchasing Department, unless otherwise outlined in the specifications. Any information given to a prospective bidder concerning an Invitation for Bid will be furnished to all prospective bidders, as an addendum to the invitation, if such information is necessary to bidders in submitting bids on the invitation or if the lack of such information would be prejudicial to uninformed bidders. Receipt of the addendum by a bidder must be acknowledged on the bid or by letter received before the date and time specified for the bid opening. **ORAL EXPLANATION OR INSTRUCTIONS GIVEN BEFORE THE AWARD OF THE CONTRACT WILL NOT BE BINDING.**

3. SUBMISSION OF BIDS: FACSIMILE BIDS WILL NOT BE CONSIDERED.

- (A) Any Bid Package and modifications thereof shall be enclosed in a sealed envelope, addressed to the office specified in the Invitation to Bid, with the name and address of the bidder, the date and hour of bid opening, and name of bid. A bid reply label will be included in most bid packages stating the above referenced information. Any bid package NOT having bid information on outside of package could be opened as regular mail, and bid could be disqualified.
- (B) Samples of items, when required, must be submitted within the time specified, unless otherwise specified by the County, and at no expense to the County
- (C) An item offered must at least meet specifications called for and must be of quality which will adequately service the purpose and use for which it was intended.
- (D) Full identification of each item bid upon, including brand name, make, model, and catalog number, must be furnished according to the bid specifications if requested to identify exactly what the bidder is proposing. Supporting literature may be furnished to further substantiate the proposal.
- (E) The bidder represents that the article(s) to be furnished under this Invitation to Bid is (are) new and that the quality has not deteriorated so as to impair its usefulness.
- (F) Bids cannot be withdrawn or corrected after the bid opening (except reductions or changes by the successful bidder which would be beneficial or advantageous to the County). The County as deemed necessary may reject changes.
- (G) Cobb County is exempt from Federal Excise Tax and Georgia Sales Tax.
- (H) Cobb County does not accept conditional bids.

4. DEFAULT:

The Award as a result of bids received under this invitation may be in part based on the delivery factor. Accordingly, should delivery fail to be performed within the time specified by the bidder, the bid may then be declared in default of the contract. In such event, the County may then proceed to purchase in the open market the items from another source.

5. F.O.B. POINT:

Unless otherwise stated in the Invitation to Bid and any resulting contract, all articles will be F.O.B. Destination. This means delivered, unloaded, and placed in the designated place.

6. AWARD OF CONTRACT:

The Contract will be awarded to the responsible bidder whose bid will be the most advantageous to the County, price, and other factors considered. The County will make the determination. The County reserves the right at any time to reject any and all bids, to waive informalities and technicalities, to award portions of the bid, and to award contracts consistent with the County and the laws governing the State of Georgia. Normal payment terms are net thirty (30) days after receipt of invoice by the Finance Department.



SUBMIT BID/PROPOSAL TO:
COBB COUNTY PURCHASING DEPARTMENT
1772 COUNTY SERVICES PARKWAY
MARIETTA, GA 30008-4012

BID/PROJECT NUMBER: 10-5481

REQUEST FOR PROPOSAL
PROFESSIONAL ARCHITECTURAL/ENGINEERING SERVICES FOR THE
MULTI USE TRANSIT CENTER PARATRANSIT FACILITY
COBB COUNTY COMMUNITY TRANSIT

DELIVERY DEADLINE: MARCH 25, 2010 BEFORE 12:00 (NOON) EST
(NO BIDS/PROPOSALS WILL BE ACCEPTED AFTER THIS DEADLINE).

OPENING DATE: MARCH 25, 2010 @ 2:00 P.M. IN THE PURCHASING DEPARTMENT BID ROOM.

BUSINESS NAME AND ADDRESS INFORMATION:

COMPANY NAME: _____

CONTACT NAME: _____

COMPANY ADDRESS: _____

E-MAIL ADDRESS: _____

PHONE NUMBER: _____

FAX NUMBER: _____

NAME AND OFFICIAL TITLE OF OFFICER GUARANTEEING THIS QUOTATION:

(PLEASE PRINT/TYPE) NAME _____ TITLE _____

SIGNATURE OF OFFICER ABOVE: _____
(SIGNATURE)

TELEPHONE: _____ FAX: _____

BIDDER WILL INDICATE TIME PAYMENT DISCOUNT: _____

BIDDER SHALL INDICATE MAXIMUM DELIVERY DATE: _____

BIDS RECEIVED AFTER THE DATE AND TIME INDICATED WILL NOT BE CONSIDERED. COBB COUNTY RESERVES THE RIGHT TO REJECT ANY AND ALL BIDS, TO WAIVE INFORMALITIES, TO REJECT PORTIONS OF THE BID, TO WAIVE TECHNICALITIES AND TO AWARD CONTRACTS IN A MANNER CONSISTENT WITH THE COUNTY AND THE LAWS GOVERNING THE STATE OF GEORGIA.

THE ENCLOSED (OR ATTACHED) BID IS IN RESPONSE TO INVITATION NUMBER 10-5481; IS A FIRM OFFER, AS DEFINED BY SECTION O.C.G.A. (S) 11-2-205 OF THE CODE OF GEORGIA (GEORGIA LAWS 1962 PAGES 156-178), BY THE UNDERSIGNED BIDDER. THIS OFFER SHALL REMAIN OPEN FOR ACCEPTANCE FOR A PERIOD OF 90 CALENDAR DAYS FROM THE BID OPENING DATE, AS SET FORTH IN THIS INVITATION TO BID UNLESS OTHERWISE SPECIFIED IN THE BID DOCUMENTS.

NOTICE TO BIDDERS -- BID QUOTES MUST INCLUDE INSIDE DELIVERY CHARGES

ADVERTISE DATES: FEBRUARY 26, 2010
MARCH 5, 12, 19, 2010



COBB COUNTY
PURCHASING DEPARTMENT
1772 County Services Parkway
Marietta, Georgia 30008-4012
(770) 528-8400/FAX (770) 528-1154
www.cobbcounty.org

IMPORTANT NOTICE – PLEASE READ CAREFULLY!!

All vendors are required to submit the ORIGINAL AND AT LEAST one (1) duplicated copy of any bid submitted to Cobb County. Please refer to your bid specifications to determine if more than one (1) copy is required. Non-submission of a duplicate copy may disqualify your bid/proposal.

A “**SEALED BID LABEL**” has been enclosed to affix to your bid. This label ***MUST*** be affixed to the outside of the envelope or package, **even if it is a “NO BID” response**. Failure to attach the label may result in your bid being opened in error or not being routed to the proper location for consideration. No bid will be accepted after the date and time specified. **IT IS THE VENDOR’S RESPONSIBILITY TO ENSURE THAT EACH BID HAS BEEN RECEIVED IN A TIMELY MANNER.**

BIDS MUST BE RECEIVED BEFORE 12:00 (NOON) ON BID OPENING DAY

Bids must be received at the Cobb County Purchasing Department. **Any bids received later than 12:00 (noon) will not be accepted.** The County accepts no responsibility for delays in the mail. Bids are to be mailed or hand delivered to:

COBB COUNTY PURCHASING DEPARTMENT
1772 COUNTY SERVICES PARKWAY
MARIETTA, GA 30008-4012

Bids will be opened at 2:00 P.M. in the Cobb County Purchasing Department, 1772 County Services Parkway, 2nd Floor, Conference/Bid Room, Marietta, GA 30008.

Thank you in advance for your cooperation.

SEALED BID LABEL

SEALED BID ENCLOSED

DELIVER TO:
COBB COUNTY PURCHASING
1772 County Services Parkway
Marietta, GA 30008-4012

SEALED BID # 10-5481 DATE: March 25, 2010

BIDS MUST BE RECEIVED BEFORE 12:00 NOON

**DESCRIPTION: Request for Proposal
Professional Architectural/Engineering Services for the
Multi Use Transit Center Paratransit Facility**

PLEASE ATTACH LABEL TO OUTSIDE OF BID PACKAGE



Cobb County...Expect the Best!

REQUEST FOR PROPOSAL

**SEALED BID # 10 – 5481
PROFESSIONAL ARCHITECTURAL/ENGINEERING SERVICES FOR THE
MULTI USE TRANSIT CENTER PARATRANSIT FACILITY
COBB COUNTY COMMUNITY TRANSIT**

BID OPENING DATE: MARCH 25, 2010

**PRE-PROPOSAL CONFERENCE: MARCH 10, 2010 @ 2:00 P.M. (E.S.T.)
COBB COUNTY CCT MULTI-USE TRANSIT CENTER TRAINING ROOM
463 COMMERCE DRIVE
SUITE 114
MARIETTA, GEORGIA 30060**

BIDS ARE RECEIVED IN THE
COBB COUNTY PURCHASING DEPARTMENT
1772 COUNTY SERVICES PARKWAY
MARIETTA, GEORGIA 30008

BEFORE 12:00 (NOON) BY THE BID OPENING DATE

BIDS WILL BE OPENED IN THE COBB COUNTY PURCHASING DEPARTMENT
BID/MEETING ROOM AT 2:00 P.M.

**VENDORS ARE REQUIRED TO SUBMIT THE ORIGINAL AND 7 COPIES OF BID
(UNLESS OTHERWISE SPECIFIED IN BID SPECIFICATIONS)**

N.I.G.P. COMMODITY CODE: 90600, 92500

NAME: _____

ADDRESS: _____

REPRESENTATIVE: _____

PHONE: _____ FAX: _____

E-MAIL _____

NOTE: The Cobb County Purchasing Department will not be responsible for the accuracy or completeness of the content of any Cobb County Invitation to Bid or Request for Proposal or subsequent addenda thereto received from a source other than the Cobb County Purchasing Department.



Cobb County...Expect the Best!

"STATEMENT OF NO BID"

COBB COUNTY PURCHASING DEPARTMENT
1772 COUNTY SERVICES PARKWAY
MARIETTA, GA 30008

TO ALL PROSPECTIVE BIDDERS:

Because of the many requests to be placed on our vendors' list, we are continuously updating the list. While we want to include all bona fide vendors, we do not want to mail bids to those vendors who may no longer be interested in participating in our bidding process.

If you do not choose to respond to the attached Invitation to Bid/Request for Proposal, please fill out the form below indicating whether or not you want to be retained on our current vendor list.

Vendors who do not respond in any way (by either submitting a bid or by returning this form) over a period of one year may be removed from the current vendor list.

Vendors who do not wish to bid often return the entire bid package, sometimes at considerable postage expense. Returning the entire bid package is not necessary. Simply return this form.

Thank you for your cooperation.
Cobb County Purchasing Department

**"STATEMENT OF NO BID"
SEALED BID NUMBER 10-5481
REQUEST FOR PROPOSAL
PROFESSIONAL ARCHITECTURAL/ENGINEERING SERVICES FOR THE
MULTI USE TRANSIT CENTER PARATRANSIT FACILITY**

If you do not wish to respond to the attached Invitation to Bid/Request for Proposal, please complete this form and mail/fax to: **Cobb County Purchasing Department, Attention: Sealed Bid Department, 1772 County Services Parkway, Marietta, GA. Fax # 770-528-1154**

I do not wish to submit a bid/proposal on this solicitation.

I wish to be retained on the vendor list for this commodity or service: Yes _____ No _____

Please PRINT the following:

Company

Representative

You are invited to list reasons for your decision not to bid: _____

**REQUEST FOR PROPOSALS
PROFESSIONAL ARCHITECTURAL/ENGINEERING SERVICES
FOR THE
MULTI-USE TRANSIT CENTER PARATRANSIT FACILITY

COBB COUNTY COMMUNITY TRANSIT**

SEALED BID # 10-5481

**DUE DATE FOR PROPOSALS
March 25, 2010
Before 12:00 Noon (local time)**

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**ADVERTISEMENT FOR REQUEST FOR PROPOSALS
COBB COUNTY, GEORGIA
COBB COUNTY DEPARTMENT OF TRANSPORTATION
SEALED BID #10-5481**

Cobb County Department of Transportation is soliciting Request for Proposals from experienced firms **for Architectural/Engineering Services for a Paratransit Facility at the Cobb Community Transit (CCT) Multi-Use Transit Center, 463 Commerce Park Dr., Marietta, GA.**

This project is anticipated to be partially funded with Federal Transit Administration (FTA) and State of Georgia funds. Accordingly, the successful proposer will be required to comply with all applicable FTA rules and regulations, as well as those of Cobb County and the State of Georgia.

A Disadvantaged Business Enterprise (DBE) goal of 4% has been established for this project.

Cobb County will receive Sealed Proposals before **12:00 noon on March 25, 2010**, by the Board of Commissioners of Cobb County, Georgia, **at the Cobb County Purchasing Department located at 1772 County Services Parkway** in Marietta, Georgia. **NO PROPOSALS WILL BE ACCEPTED AFTER THE 12:00 NOON DEADLINE.** Those received late will be unopened. No submitted proposal may be withdrawn after the scheduled proposal opening time for a period of ninety (90) days.

Proposals will be opened at 2:00 p.m. on March 25, 2010 at the Cobb County Purchasing Department, 1772 County Services Parkway, Marietta, Georgia 30008.

The work to be done consists of full architectural and engineering services for:

Project Name: Paratransit Facility at the CCT Multi-use Transit Center

This Request For Proposals requires full architectural and engineering services for an Administrative, Operations, and Maintenance building (approximately 30,000 square feet, possibly multi-story), including parking. The facility will be located on approx. 4.25 acres adjacent to and west of the existing CCT MULTI-USE TRANSIT Center. Demolition and removal of the existing improvements on the 4.25 acres are not included in the scope of services for this project.

A pre-proposal meeting will be held at 2:00pm on March 10, 2010 in the Training Room at CCT Multi-use Transit Center, 463 Commerce Drive, Suite 114, Marietta, GA.

This solicitation and any addenda are available for download in PDF format on the Cobb County purchasing website: www.purchasing.cobbcountyga.gov.

I. INTRODUCTION

The Cobb County Board of Commissioners is soliciting Request for Proposals (RFP) from experienced firms for professional architectural/engineering services for a proposed Paratransit Facility to be located adjacent to and integral with the Cobb Community Transit's Multi-Use Transit Center located at 463 Commerce Park Drive, Marietta, Georgia. Selection Process 1, Competitive Negotiations, as defined in the Cobb County *Policy for Procurement of Professional Services*, will be used to select the highest qualified consultant submitting a proposal for this project. A copy of the Procurement Policy can be found online at www.cobbcip.org/transportation.htm.

This project is anticipated to be partially funded with Federal Transit Administration (FTA) and State of Georgia funds. Accordingly, the successful proposer will be required to comply with all applicable FTA rules and regulations, as well as those of Cobb County and the State of Georgia.

An evaluation committee will determine the firm believed to be most qualified to provide full architectural/engineering services for programming and designing the facility.

An evaluation committee will rank the top firms in accordance with the evaluation criteria in Section IV of this request for proposals. Interviews may be conducted with the top three firms deemed most qualified by the evaluation committee. Scope, fee and contract negotiations will then be conducted with the top ranked firm. If unsuccessful, negotiations with the top ranked firm will cease, and negotiations with the next highest ranked firm will be initiated. If negotiations are unsuccessful with either of the firms ranked as most qualified, then the competitive negotiations effort may be terminated and a new procurement process may be initiated.

The proposal shall cover the firm's project approach, key staff identified for the project and relevant experience, experience of the firm, identification of any sub-consultants, project schedule and current workload. The project approach (as noted in Section IV, Item 3) shall be limited to ten (10) pages, excluding cover, cover letter, DBE attachments, photo pages, drawings or illustrations (i.e. typical sections), dividers, and resumes of proposed staff. **Proposals submitted in excess of ten (10) pages will not be reviewed.** The proposal shall be sealed in an envelope or box with your firm's name and **"PROPOSAL FOR CCT PARATRANSIT FACILITY, SEALED BID NO. 10-5481**, clearly marked on the front.

Cobb County reserves the right to reject any proposal not submitted within the required time frame; reject any incomplete proposal submitted; contact client references; require further information; and/or require interviews with any responding firm. All costs related to the preparation, submittal, and/or presentation of a proposal are the responsibility of the proposer and will not be assumed in full or in part by Cobb County.

Any questions regarding the Project or Request for Proposal should be submitted in writing to:
Cobb County Purchasing Department
Purchasing Director
1772 County Services Parkway
Marietta, Georgia 30008
Fax: 770-528-1154
Email: purchasing@cobbcounty.org

Deadline for questions is 5:00 pm, on Tuesday, March 16, 2010. Responses will be posted on the purchasing website in the form of an addendum.

An original and seven (7) copies of the proposal are to be submitted to:

**Cobb County Purchasing Department
1772 County Services Parkway
Marietta, Georgia 30008**

DO NOT SEND PROPOSALS TO THE DEPARTMENT OF TRANSPORTATION

Proposals must be submitted before 12:00 noon, Thursday, March 25, 2010.

Proposals will be opened at **2:00 p.m. on March 25, 2010 at the Cobb County Purchasing Department, 1772 County Services Parkway, Marietta, Georgia 30008.**

PRE-PROPOSAL MEETING:

A Pre-proposal Meeting will be held on March 10, 2010 at 2:00pm in the Training Room at CCT Multi-use Transit Center, 463 Commerce Drive, Suite 114, Marietta, GA.

II. BACKGROUND

The COBB COMMUNITY TRANSIT MULTI-USE TRANSIT CENTER (MTC) is located at 463 Commerce Park Drive, Marietta GA. The MTC is heavily used and requires additional space to accommodate Cobb Community Transit's Paratransit operations, maintenance, employee parking, Paratransit certifications and Paratransit functional assessments. The facility will need to be designed for future expansion, as well as accommodating related functions such as a county-wide vanpool program, expansion of Mobility Management activities, and leasing space to Cobb County Senior Services for the operation of their bus fleet.

III. SCOPE OF SERVICES

This request for proposal requires full architectural and engineering services for an Administrative, Operations, and Maintenance building (approximately 30,000 square feet, possibly multi-story), including parking for approximately 50 paratransit buses, 50 senior services buses, 100 drivers, 25 support staff and 30 customers. The facility is to be located on approximately 4.25 acres adjacent to and west of the existing CCT MULTI-USE TRANSIT facility, which Cobb County has recently acquired. Demolition and removal of the existing improvements on the 4.25 acres will be done by others, and is not included in the scope of services for this project.

A total budget of approximately \$6,000,000 has been established for this project. The successful proposer shall make every reasonable effort to stay within the established budget, and shall keep Cobb County aware of any developments during the design process that would cause the project to possibly overrun the established project budget.

A thorough concept development phase will be critical to the success of this project. The successful proposer will be required to present a reasonable number of layouts from which to choose a preferred facility configuration. Preliminary and final design will not proceed until the CCT Division Manager selects the preferred facility configuration and issues a written notice to proceed with preliminary and final design.

The successful proposer will sign Cobb County's Professional Services Agreement.

Once a contract is executed between the County and the successful proposer, the successful proposer will be required to provide the services as required by this request for proposals by the members of the firm's proposed project team, including any and all sub-consultants. Cobb County must first approve any change in or substitution of project team members, including any sub-consultant, in writing.

The successful proposer will provide full architectural and engineering services including, but not limited to:

- Cost estimating
- Project program and design
- Preparation of all specifications and bid documents
- Evaluation and recommendation/selection of successful construction contractor
- and all other bidders
- Interior and exterior signage
- Americans with Disabilities Act Code Compliance
- Preparation and control of all change order documents
- Provide all project documentation
- Provide reproducible as-built on drawings and CAD diskettes
- Provide reproducible drawings through project development and other stages
- Provide reproducible drawings and specifications to Owner and Contractor

IV. SELECTION CRITERIA

The evaluation by the evaluation committee will be based on the criteria listed below. .

1. Staffing – Evaluation of the list of personnel specifically assigned to the proposed project, including their qualifications, overall experience and recent experience on projects of similar nature and complexity to the proposed project. – 25 points;
2. Experience/Performance – Review of past performance on Cobb County projects or other projects of similar nature and complexity as the proposed project; evaluation of client references whether included in the proposal response or not; overall responsiveness to Owner’s needs. – 30 points;
3. Approach – Evaluation of the overall understanding of the scope of the proposed project; completeness, adequacy and responsiveness to the required Information of the request for proposals (*ten page limit in proposal*). – 25 points;
4. Availability – Evaluation of the work load of the proposing firm and the staffing to be assigned to the proposed project; time schedule of the proposer in relation to that of the proposed project location of the offices or facilities from which the services are to be provided to the Owner. – 15 points;
5. Financial Stability – Evaluation of the overall financial position of the firm as determined from financial Information required by the Request for Proposal or Qualifications or from other independent sources. - 5 points;

V. QUALIFICATIONS AND INFORMATION (provide the following):

1. Firm and Consultants'/Engineers' Information
 - a. Firm local name, address, and telephone number
 - b. Primary local contact person(s) and telephone number(s)
 - c. Total number of firm's local full-time employees
 - d. Year local firm established
 - e. Local firm billings for the last three fiscal years
 - f. Local firm's billing for the current fiscal year
 - g. Provide a listing and description of all current and past litigation history for the local firm since and including 2010.
 - h. Provide a copy of the most recent completed year's financial statements (Income Statement and Balance Sheet) for the local firm.
 - i. List of full service architectural projects completed in the last 5 years Include: size, cost, total fee, time to complete design services, scope of design services, time to construct facility, description and cost of contractor change

orders, special features (energy conservation, etc.), awards received, and type of project (be sure to specify which projects were or were similar to Office facilities of this size and type).

- j. Provide a description of the firm's special capabilities, techniques or resources that can be contributed to this assignment. A minimum of three references from projects of a similar scope and type shall be submitted with each proposal by the prime firm and sub-consultants. If the three chosen projects do not meet the criteria herein, provide additional references to satisfy the requirements. Particular emphasis should be placed on demonstrating previous experience in related projects. Describe the firm's, or team's, qualifications to complete the work. The planning and/or architectural expertise required to accomplish the complete scope-of-work must be represented either within the firm's in-house staff, or by a team of consulting firms. A team submission must be made by a prime consultant. If the submission is a team submission, describe the previous experience that the prime consultant has had working with the various team members. Identify and provide resume information for Project Manager and the key personnel whose seals will appear on the drawings.
- k. Provide the office location where the Design work will be performed.
- l. Provide a description of the firm or team experience in getting projects planned within Cobb County. Include any projects planned for the County. State the designated Project Manager and other key personnel experience.
- m. Provide a description of the firm, or team, experience in developing specifications, and providing for the construction of a new public facility. List examples of past projects and include the name of the funding agency.
- n. Statement of local firm's capability to absorb additional workload, availability of personnel, and commitment to provide services on a timely basis.
- o. Provide a proposed Owner/Project Manager, Architect/Engineer Organizational Chart which identifies individual names and areas of responsibility.
- p. Provide a comprehensive outline of the steps you propose in order to meet the services required in this RFP. This detail should indicate what is to be done, who individually, and by name is responsible to do it, and when it is to be completed.
- q. At your option, you may provide any additional supporting documentation or Information which would be helpful in evaluating your firm's qualifications and commitment.

VI. REQUIRED CERTIFICATIONS

This project will be funded in part with Federal Transit Administration funds. The following certifications must be completed and submitted with proposal. **Failure to provide all the required certifications and information will cause the bid to be rejected and considered non-responsive.**

| | |
|---------------|---|
| Attachment 1 | Disadvantaged Business Enterprise Participation: Complete and submit (DBE). |
| Attachment 2 | Non-Collusion Bidding Certificate: Complete and submit. |
| Attachment 3 | Government-Wide Debarment and Suspension: Required by 49 CFR part 29, Executive Order 12549. Complete and submit. |
| Attachment 4 | Ineligibility Certificate: Complete and submit |
| Attachment 5 | Certification of Contractor Drug-Free Workplace: Complete and submit. |
| Attachment 6 | Cobb County Conflict of Interest and Prohibition Against Contingent Fees Certification: Complete and submit |
| Attachment 7 | Certification Regarding Non-segregated Facilities: Complete and submit. |
| Attachment 8 | Certification Regarding Lobbying: Required by 49 CFR Part 20. Complete and submit. |
| Attachment 9 | Buy America: Requirements of 49 CFR Part 661. Complete and submit. |
| Attachment 10 | Proposal Transmittal Letter. Complete and submit. |
| Attachment 11 | Evidence of Compliance with Georgia Security & Immigration Compliance Act: Complete and submit. <ul style="list-style-type: none"> • Contractor Affidavit and Agreement • Subcontractor Affidavit |

ATTACHMENT 1

DISADVANTAGED BUSINESS ENTERPRISE PROGRAM

49 CFR PART 26

The following bid conditions apply to this United States Department of Transportation assisted contract. Submission of a proposal by a prospective Contractor shall constitute full acceptance of these bid conditions.

REQUIRED CONTRACT CLAUSES (49 CFR 26.13) UTILIZATION OF DISADVANTAGED BUSINESS ENTERPRISES

The Cobb Community Transit will ensure that the following clauses are included in each DOT assisted contract and subcontract:

- I. Policy - It is the policy of the Cobb Community Transit that Disadvantaged Business Enterprises shall have the maximum practicable opportunity to participate in the performance of contracts. Consequently, the DBE requirements of 49 CFR Part 26, do apply to this agreement. Bidders shall use sufficient and reasonably good faith efforts to carry out this policy in the award of their subcontracts to the fullest extent, consistent with the efficient performance of this contract.
- II. DBE Obligation - The contractor agrees to ensure that Disadvantaged Business Enterprises as defined in 49 CFR Part 26, Subpart D, have the maximum opportunity to participate in the performance of contracts and subcontracts. In this regard, all contractors shall take necessary and reasonable steps in accordance with 49 CFR Part 26 to ensure that Disadvantaged Business Enterprises have the maximum opportunity to compete for and perform contracts. Contractors shall not discriminate on the basis of race, color, national origin or sex.
- III. Compliance - All bidders, potential contractors, or sub-contractors for this contract are hereby notified that failure to carry out the policy and the DBE obligation, as set forth above, shall constitute a breach of contract which may result in non-selection; termination of the contract; or such other remedy as deemed appropriate by Cobb Community Transit. Agreements between a bidder/proposer and a DBE, in which the DBE promises not to provide sub-contracting quotations to other BIDDERS/PROPOSERS, are prohibited.
- IV. Sub-contract Clauses - All bidders and potential contractors hereby assure that they will include the above clauses in all sub-contracts which offer further sub-contracting opportunities.
- V. Additional Terms And Conditions

(A) **DBE Goal:**

An Overall Annual Goal has been established at 4.0% in which any DBE participation on this contract will count toward meeting that goal.

All bidders and proposers hereby assure that they will make sufficient reasonable good faith efforts to utilize DBE's to meet the above stated goals.

BIDDERS/PROPOSERS, also agree to provide any additional information requested by Cobb Community Transit to substantiate DBE participation, including but not limited to, the written subcontract agreement between prime bidder and each subcontractor for the work relative to this project.

(B) **DBE Substitutions:**

All bidders and proposers shall make a good faith effort to replace a DBE sub-contractor who is unable to perform successfully, with another DBE sub-contractor. The Cobb Community Transit Division Manager or Disadvantaged Business Enterprise Liaison Officer must approve all substitutions. There shall be no substitutions or additions during the time period between the bid opening date and the bid award date.

Bidders or proposers may not make substitutions of DBE subcontractors after bid award on the grounds that they have solicited a response from another contractor whose price is more reasonable than the DBE submitted at bid opening.

(C) Contract Award Criteria:

The award selection procedure for this solicitation will ensure that prime contracts are awarded only to competitors who make a good faith effort to meet the established Disadvantaged Business Enterprise (DBE) goal.

1. Subject to other applicable provisions herein, bids or proposals will be considered incomplete, and ineligible to receive a contract award unless the following forms (copies are a part of the bid documents) are completed and submitted with the bid:
 - (a) DBE Form 1 – Schedule of DBE Participation Form
 - (b) DBE Form 2 – DBE Contractor Affidavit Identification
 - (c) DBE Form 3 – Letter of Intent to perform as a Disadvantaged Business Enterprise Subcontractor. One form for each DBE subcontractor listed on DBE Form 1 must be completely filled out and executed by the proposed subcontractor. Failure to submit this with the bid may preclude the bidder from award. Forms are supplied with the contract documents.
2. Cobb Community Transit will count toward the established DBE project goal only those firms which are certified as a DBE at bid opening. For information regarding the DBE certification process, please contact the Georgia Department of Transportation.

(D) Reporting Requirements:

The awardee shall establish, maintain and submit regular reports, as required, which will identify and assess progress in achieving DBE sub-contract goals and other affirmative action efforts.

Progress reports shall be submitted with each periodic pay request, or application for payment. Payments will not be approved without current, completed progress reports.

The awardee is required to submit invoices each month for portions of work completed during the month, including all DBE monies due for that period. The awardee is also required to submit a DBE Utilization Form with each monthly invoice.

Failure to comply with this requirement may constitute breach of contract and may result in the termination of this contract or such other remedy as Cobb Community Transit may deem appropriate.

- VI. Acceptable Good Faith Efforts - If any bidder fails to meet the DBE goals for this solicitation, the bidder shall submit, with the bid, proof of good faith efforts, using the guideline listed in Appendix A to 49 CFR 26, along with a written statement of efforts made and reasons for not meeting said goals. (See DBE Form 4 which must be submitted with bid)

A list of the efforts that a bidder should make, and Cobb Community Transit may use in making a determination as to the acceptability of the bidder, are as follows:

- (1) Whether the bidder attended any pre-solicitation or pre-bid meetings which were scheduled by Cobb Community Transit to inform DBEs of contracting and subcontracting opportunities;
- (2) Whether the bidder advertised in general circulation, trade association, and minority-focus media concerning the sub-contracting opportunities;
- (3) Whether the bidder provided written notice to a reasonable number of specific DBEs that their interest in the contract was being solicited, in sufficient time to allow the DBEs to participate effectively;
- (4) Whether the bidder followed up initial solicitations of interest by contracting DBEs to determine, with certainty, whether the DBEs were interested;
- (5) Whether the bidder selected portions of work to be performed by DBEs in order to increase his/her chances of meeting the DBE goal (including, where appropriate, breaking down contracts into economically feasible units to facilitate DBE participation);
- (6) Whether the bidder provided interested DBEs with adequate information about the plans, specifications and requirements of the contract;
- (7) Whether the bidder negotiated in good faith with interested DBEs, not rejecting DBEs as unqualified without sound reasons based on a thorough investigation of their capabilities.
- (8) Whether the bidder made efforts to assist interested DBEs in obtaining bonding, lines of credit, or insurance required by Cobb Community Transit or contractor, and
- (9) Whether the bidder effectively used the services of available minority and women community organizations; minority and women contractors' groups; local, state and Federal minority business assistance offices; and other organizations that provide assistance in the recruitment and placement of socially and economically individuals.

NOTE: The nine (9) items set forth above are not the exclusive criteria, and Cobb Community Transit may specify that you submit information on certain other actions which were taken to secure DBE participation in an effort to meet the goal. A bidder may also submit, to the owner, other information on efforts he/she made to meet the goal.

- VII. Contractor Assurance - The bidder assures that he/she will make a good faith effort to meet the DBE participation goal as established in Paragraph V, Section A.

General Instructions

1. Contract Goal - Bidders who fail to achieve the contract goal(s) stated in the bid document must provide (with the bid) an explanation as to why the goal was not achieved and documentation demonstrating that a "Good Faith Effort" was made by the bidder as outlined in DBE Form 4.
- *2. DBE Forms 1 & 2- All bidders/contractors shall complete and submit, with their bids, DBE Forms 1 & 2.
- *3. Letter of Intent to Perform as a DBE Subcontractor - Each subcontractor listed on DBE Form 1 shall complete and sign a Letter of Intent to Perform as a DBE Subcontractor.
4. Certification - **BUSINESS/CONTRACTORS seeking to participate as DBEs must be certified at the time of bid submittal. Check the DBE Directory. The Directory is available on line at <http://www.dot.state.ga.us>.** or by contacting:

Georgia Department of Transportation
2 Capitol Square, S.W., Room 262
Atlanta, Georgia 30334
(404) 656-5323 (phone)
(404) 656-5509 (fax)

5. Copies of Forms - Contractors may duplicate as many forms as needed. All DBE Program questions should be directed to the Cobb Community Transit Division Manager or the DBE Liaison Officer.

***ITEMS 2 & 3 ABOVE MUST BE SUBMITTED WITH THE BID IN ORDER TO BE ELIGIBLE TO RECEIVE A CONTRACT AWARD.**

DBE FORM 1 (Reproduce as necessary)

SCHEDULE OF DBE PARTICIPATION

Name of Bidder: _____

Project: _____

Project No.: _____

Bid No: _____

Total Bid Amount: _____

| NAME OF DBE SUBCONTRACTOR | ADDRESS (COUNTY, STATE) | TYPE OF WORK SUBCONTRACTED | DBE | SUBCONTRACT VALUE |
|------------------------------|-------------------------------|-------------------------------|-----|----------------------|
| | | | | \$ |
| | | | | \$ |
| | | | | \$ |
| | | | | \$ |
| | | | | \$ |

DBE PARTICIPATION TOTAL VALUE: \$ _____

The attainment of DBE participation goals for this contract will be measured as a percentage of the total dollar value of the contract.

The undersigned will enter into a formal agreement with the DBE Subcontractors identified herein for work listed in this schedule conditioned upon execution of a contract with _____.

Signature

Date

Name (Typed)

Sworn to and subscribe before me, this ____ day of _____, 20__.

(SEAL)

By: _____

Name (Typed) _____

NOTARY PUBLIC

DBE FORM 2 (Reproduce as necessary)

DBE SUBCONTRACTOR IDENTIFICATION AFFIDAVIT

STATE OF _____

COUNTY OF _____

I HEREBY DECLARE AND AFFIRM THAT I AM THE _____
(Title - Owner, President, Co-Venturer, etc.)

and duly authorized representative of _____, whose address
(Name of Firm)

is _____

* I hereby declare and affirm that I am a certified DBE.

This firm is interested in quoting/bidding on the following categories of work being procured for

This firm has current DBE certification from the following agencies:

A copy of the current certification letter notifying the firm that it has been DBE certified by the Georgia Department of Transportation must be attached to this form.

I DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THE FOREGOING DOCUMENT ARE TRUE AND CORRECT, AND THAT I AM AUTHORIZED ON BEHALF OF THE FIRM TO MAKE THIS AFFIDAVIT.

(Date)

(Affiant)

STATE OF _____

COUNTY OF _____

On this _____ day of _____, 20 ____, before me, _____, the above signed officer, personally appeared, known to me to be the person described in the foregoing affidavit and acknowledged that he/she executed the same in the capacity therein stated and for the purposes therein contained.

In witness thereof, I hereunto set my hand and official seal.

_____ (SEAL)

My Commission Expires _____

DBE FORM 3 (Reproduce as necessary)

LETTER OF INTENT TO PERFORM AS A SUBCONTRACTOR

TO: _____
(Name of General Contractor Proposing)

PROJECT: _____

The undersigned intends to perform work in connection with the above project.

The status of the undersigned is confirmed on the attached DBE Contractor Identification Affidavit (DBE FORM 2).

The undersigned is prepared to perform the following described work in connection with the above project:

(Specify in detail, work items or parts thereof to be performed)

at the following price: \$ _____.

The undersigned agrees to enter into a contract with you to perform the above work, if you are awarded the prime contract.

(Date) (Telephone No.) (Name of DBE Subcontractor)

(Firm Address) By: _____
(Signature)

(City and State) Name: _____
(Typed)

Title: _____

*

DBE FORM 4 (Reproduce as necessary)

If you have sought DBE subcontractors for this project, please complete

DBE UNAVAILABILITY CERTIFICATION

I, _____, of _____, certify
(Name) (Firm Name)

that on the dates below, I invited the following DBE Subcontractor(s) to bid work items to be performed on

| <u>DATE OF REQUEST</u> | <u>DBE</u> | <u>NAME OF SUBCONTRACTOR</u> | <u>WORK ITEMS SOUGHT</u> |
|------------------------|------------|------------------------------|--------------------------|
| | | | |
| | | | |
| | | | |
| | | | |

The following Subcontractors submitted bids, which were not the low responsible bid:

| | |
|-------|----------|
| _____ | \$ _____ |
| _____ | \$ _____ |
| _____ | \$ _____ |
| _____ | \$ _____ |
| _____ | \$ _____ |

End of Section

ATTACHMENT 2

NON-COLLUSION BIDDING CERTIFICATE

By submission of this certificate, each Proposer and each person signing on behalf of any Proposer certifies under penalty of perjury, that to the best of its knowledge and belief:

1. The cost or prices to be negotiated shall have been arrived at independently without collusion, consultation, communication or agreement, for any purpose of restricting competition as to any matter relating to such costs or prices with any other Proposer or with any competitor.
2. Unless otherwise required by law, the cost or prices to be negotiated have not been knowingly disclosed by the firm prior to the opening of price negotiations, directly or indirectly to any other Proposer or to any competitor; and,
3. No attempt has been made or will be made by the Proposer to induce any person, partnership or corporation to submit or not submit a Statement of Qualifications for the purpose of restricting competition.

Date: _____

By: _____

Proposer: _____

ATTACHMENT 3

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER
RESPONSIBILITY MATTERS; PRIMARY COVERED TRANSACTIONS**

The Proposer, _____, certifies to the best of its knowledge and belief, that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
2. Have not within a three-year period preceding this Proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or Contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with the commission of any of the offenses enumerated in paragraph (2) of this certification; and
4. Have not within a three-year period preceding this application/Proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

Where the Contractor is unable to certify to any of the statements in this certification, such participant shall attach an explanation to this Proposal.

THE CONSULTANT, _____, CERTIFIES OR AFFIRMS THE TRUTHFULNESS AND ACCURACY OF THE CONTENTS OF THE STATEMENTS SUBMITTED ON OR WITH THIS CERTIFICATION AND UNDERSTANDS THAT THE PROVISIONS OF 31 U.S.C. SECTIONS 3801 ET SEQ. ARE APPLICABLE THERETO.

Signature of Authorized Official

Witness

Title of Authorized Official

Date

ATTACHMENT 4

INELIGIBILITY CERTIFICATE

_____ certifies that neither it nor any of its consultants to be used in performing this Contract are listed on the list of Ineligible Contractors maintained by the Comptroller General of the United States.

Date: _____

Signature of Authorized Official: _____

Name/Title of Authorized Official: _____

ATTACHMENT 5

CERTIFICATION OF CONSULTANT DRUG-FREE WORKPLACE

I hereby certify that I am a principal and duly authorized agent of _____ whose address is _____, and it is also certified that:

1. The provisions of Section 50-24-1 through 50-24-6 of the Official Code of Georgia Annotated, relating to the "Drug-Free Workplace Act" have been complied in full; and
2. A drug-free workplace will be provided for the consultant's employees during the performance of the Contract; and
3. Each subcontractor hired by the consultant shall be required to ensure that the subcontractor's employees are provided a drug-free workplace. The Consultant shall secure from that subcontractor the following written certification: "As part of the subcontracting agreement with the Consultant, certifies to the Consultant that a drug-free workplace will be provided for the subcontractor's employees during the performance of this Contract pursuant to paragraph (7) of subsection (b) of the Official Code of Georgia Annotated Section 50-24-3"; and 4.
4. It is certified that the undersigned will not engage in the unlawful manufacture, sale, undersigned will not engage in the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana during the performance of the Contract.

Date

Signature

ATTACHMENT 6

**COBB COUNTY CONFLICT OF INTEREST AND PROHIBITION AGAINST
CONTINGENT FEES CERTIFICATION**

_____ certifies that to the best of its knowledge there are no circumstances which shall cause a Conflict of Interest in performing services for Cobb County.

Date: _____

Signature of Authorized Agent

Name/Title of Authorized Agent

ATTACHMENT 7

NON-SEGREGATED FACILITIES

The Bidder certified that he does not, and will not, provide and maintain segregated facilities for his employees at his establishments and, further that he does not, and will not, permit his employees to perform their services at those locations, under his control, where segregated facilities are provided and maintained. Segregated facilities include, but are not necessarily limited to, drinking fountains, transportation, parking, entertainment, recreation, and housing facilities; waiting, rest, wash, dressing, and locker rooms, and time clock, work, storage, restaurant, and other eating areas which are set apart in fact, or by explicit directive, habit, local custom, or otherwise, on the basis of color, creed, national origin, and race. The Bidder agrees that, except where he has obtained identical certifications from proposed Contractors for specific time periods, he will obtain identical certifications from proposed subcontractors prior to the award of subcontracts exceeding \$10,000.00 which are not exempt from the provisions of the Equal Opportunity clause, and that he will retain such certifications in his files.

The Bidder agrees that a breach of this certification is in violations of the Equal Opportunity clause in this Contract. The penalty for making false statements is prescribed in 18 U.S.C. 1001.

Contractor

Signature

Name and Title of Signer

Date

ATTACHMENT 8

CERTIFICATION REGARDING LOBBYING

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for making lobbying contracts to an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form –LLL, “Disclosure Form to Report Lobbying,” in accordance with its instructions [as amended by “Government wide Guidance for New Restrictions on Lobbying,” 61 Fed. Reg. 1413 (1/19/96). Note: Language in paragraph (2) herein has been modified in accordance with Section 10 of the Lobbying Disclosure Act of 1995 (P.L. 104-65, to be codified at 2 U.S.C 1601, *et seq.*)]
3. The undersigned shall require that the language of this certification be included in the award documentations for subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure. [Note: Pursuant to 31 U.S.C. 1352(c)(1)-(2)(A), any person who makes a prohibited expenditure or fails to file or amend a required certification or disclosure form shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such expenditure or failure.]

The Consultant, _____, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Consultant understands and agrees that the provisions of 31 U.S.C. 3801, *et seq.*, apply to this certification and disclosure, if any.

Signature of Consultant’s Authorized Agent: _____

Name and Title of Consultant’s Authorized Agent: _____

Date: _____ Telephone #: _____

Company Name: _____

Address: _____

ATTACHMENT 9

BUY AMERICA

The Buy America requirements apply to the following types of contracts: Construction contracts, and acquisition of goods and rolling stock (valued at more than \$100,000).

Certificate of Compliance

The bidder or offeror hereby certifies that it will meet the requirements of 49 U.S.C. 5323 (j)(i) and the applicable regulations in 49 CFR Part 661.

Date: _____
Signature: _____
Company Name: _____
Title: _____

Certificate of Non-Compliance

The bidder or offeror hereby certifies that it cannot comply with the requirements of 49 U.S.C. 5323 (j)(k), but it may qualify for an exception pursuant to 49 U.S.C. 5323 (j)(2)(b) or (j)(2)(d) and the regulations in 49CFR 661.7

Date: _____
Signature: _____
Company Name: _____
Title: _____

Note: Bidder must complete either the Certificate of Compliance or the Certificate of Non-Compliance.

ATTACHMENT 10

PROPOSAL TRANSMITTAL LETTER

The undersigned, _____, representing (*Company*)
_____ hereby submits its Proposal to provide Professional Architectural Services for Cobb Community Transit pursuant to the Request for Proposals (the "RFP") delivered to the undersigned by Cobb County, Georgia.

The undersigned acknowledges and agrees that the Proposal submitted by the undersigned shall be binding upon the undersigned and that if Cobb County, Georgia awards the Contract to the undersigned, the Proposal made by the undersigned and delivered to Cobb County, Georgia herewith, together with such award, will constitute a legal, valid and binding Contract between the undersigned and Cobb County, Georgia. The Contract created pursuant to the previous sentence shall incorporate the terms and conditions of the RFP including, but not limited to, the RFP Scope of Work, Solicitation Instructions and Conditions as described in the RFP.

IN WITNESS WHEREOF, the undersigned has duly executed and delivered this Proposal Transmittal Letter this _____ day of _____, 20____.

By:

Name:

Title

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

Notary Public

My Commission Expires:

Date

ATTACHMENT 11

EVIDENCE OF COMPLIANCE WITH GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT

The County and Contractor agree that compliance with the requirements of O.C.G.A. Sec. 13-10-91 and Rule 300-10-1-.02 of the Rules of the Georgia Department of Labor are conditions of this Agreement for the physical performance of services.

The Contractor represents that it employs:

- _____ 500 or more employees;
- _____ 100 or more employees; or
- _____ fewer than 100 employees

(Contractor must initial appropriate category).

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

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

- (1) To secure from the subcontractor(s) such subcontractor(s)' indication of the employee-number category applicable to the subcontractor(s); and
- (2) To secure from the subcontractor(s) an affidavit attesting to the subcontractor's compliance with O.C.G.A. Sec. 13-10-91 and DOL Rule 300-10-1-.02; such affidavit being in the form attached hereto and referenced as EXHIBIT A-1; and
- (3) To submit such subcontractor affidavit(s) to the County when the subcontractor(s) is retained, but in any event, prior to the commencement of work by the subcontractor(s).

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

SEE AFFIDAVIT ON FOLLOWING PAGE

CONTRACTOR AFFIDAVIT & 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 contracting with Cobb County, Georgia, has registered and is participating in a federal work authorization program* [an electronic verification of work authorization program operated by the U.S. Department of Homeland Security or any equivalent federal work authorization program operated by the U.S. Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603], in accordance with the applicability provisions and deadlines established in O.C.G.A. § 13-10-91.

The undersigned further agrees that should it employ or contract with any subcontractor(s) for the physical performance of services pursuant to the contract with Cobb County, Georgia, the contractor will secure from the subcontractor(s) verification of compliance with O.C.G.A. § 13-10-91 on the attached Subcontractor Affidavit. (EXHIBIT A-1). The contractor further agrees to maintain records of such compliance and shall provide a copy of each such verification to Cobb County, Georgia, at the time the subcontractor(s) is retained to perform such services.

BY: Authorized Officer or Agent
[Contractor Name]

Date

Title

Printed Name

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

Notary Public

My Commission Expires:

**The applicable federal work authorization program as of the effective date of the statute is the Basic Pilot program of the Systematic Alien Verification for Entitlements (SAVE) Program Office of U.S. Citizenship and Immigration Service (USCIS).*

**SUBCONTRACTOR AFFIDAVIT
A-1**

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 on behalf of Cobb County, Georgia, has registered and is participating in a federal work authorization program* [an electronic verification of work authorization program operated by the U.S. Department of Homeland Security or any equivalent federal work authorization program operated by the U.S. Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA)], in accordance with the applicability provisions and deadlines established in O.C.G.A. § 13-10-91.

BY: Authorized Officer or Agent
[Contractor Name]

Date

Title

Printed Name

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

Notary Public

My Commission Expires:

**The applicable federal work authorization program as of the effective date of the statute is the Basic Pilot program of the Systematic Alien Verification for Entitlements (SAVE) Program Office of U.S. Citizenship and Immigration Service (USCIS).*
