

Baldwin County Board of Commissioners Communication
1601 N. Columbia Street, Milledgeville, GA 31061-9607



Baldwin County

Request for Cost Lump Sum Proposal

To Provide

Preliminary and Final Design, Construction Plans, Construction Documents and
Construction Administration Services

RFP-2023-02

Lump Sum Fee Proposal Due: July 21, 2023 at Noon

Baldwin County Board of Commissioners
1601 N. Columbia Street, Milledgeville, GA 31061-9607

REQUEST FOR PROPOSALS

I. General Project Information

A. Overview

Baldwin County is soliciting Request for Proposals (RFP) from qualified firm(s) or organization(s) to provide Consultant Services for engineering and design related services for the construction of the Baldwin County Government Park. See concept plan in Exhibit IV.

All respondents to this RFP are subject to instructions communicated in this document, and are cautioned to completely review the entire RFP and follow instructions carefully. Baldwin County reserves the right to reject any or all proposals and to waive technicalities and informalities at its discretion.

Funding for this project is through the Governor's Office of Planning and Budget and is Coronavirus funds. This is not a GDOT project and not subject to the Plan Development Process (PDP). The Government Building was constructed in 2021 and a subsurface investigation report was prepared. That report is available upon request.

B. IMPORTANT- A RESTRICTION OF COMMUNICATION IS IN EFFECT FOR THIS PROJECT.

From the advertisement date of this solicitation until successful respondents are selected and the award is made official and announced, firms are not allowed to communicate about this solicitation or scope with any staff of Baldwin County including the Baldwin County Board of Commissioners, except for the submission of questions as instructed in the RFP, or with the contact designated in RFP Section VIII.C., or as provided by any existing work agreement(s). For violation of this provision, Baldwin County reserves the right to reject the submittal of the offending respondent.

C. Baldwin County will monitor and assess each consultant services submittals for their DBE participation and/or good faith effort in promoting equity and opportunity in accordance with the state of Georgia, Department of Transportation Disadvantaged Business Enterprise (DBE) Program.

For more information on the Baldwin County DBE Program please contact:

Carlos Tobar
County Manager
Baldwin County Board of Commissioners
1601 N. Columbia Street, Milledgeville, GA 31061-9607
Phone: (478) 363-1976

D. Scope of Services

Under the terms of the resulting Agreements, the selected consultant will provide engineering and design related services, for the Baldwin County Project identified. The anticipated scope of work for the project/contract is included in Exhibit IV. Please also review Exhibit V – Opinion of Probable Costs.

E. Contract Term and Type

Baldwin County anticipates one (1) contract to be awarded to one (1) firm, for the project/contract identified. Baldwin County anticipates that the Contract Type will be paid via Lump Sum methodology.

II. Selection Method

A. Method of Communication

All general communication of relevant information regarding this solicitation will be made via the Georgia Procurement Registry (GPR) under RFP-2023-01. All firms are responsible for checking the GPR on a regular basis for updates, clarifications, and announcements. Baldwin County reserves the right to communicate via electronic-mail with the primary contact listed in the Request for Proposal. Other specific communications will be made as indicated in the remainder of this RFP.

B. Selection of Firm

The Selection Committee will review and score the submittals based on the criteria set in Section IV.

C. Final Selection

Selection Committee will recommend to the Baldwin County Board of Commissioners the highest ranked firm. The final form of the contract shall be developed by Baldwin County.

III. Schedule of Events

July 10, 2023 at Noon - Deadline to submit questions for clarification. County Manager Carlos Tobar will send clarifying answers to all parties who request it. Email Mr. Tobar at ctobar@baldwincountyga.com to be added to the list of RFP holders.

July 21, 2023 at Noon - Proposals due

July 26, 2023 at Noon - Staff will complete evaluation of proposals

August 1, 2023 - The board of commissioners will award contract

IV. Criteria for Evaluation of Requests for Proposals

A. Project Manager, Key Team Leader(s) and Prime's Experience and Qualifications – 10%

The Selection Committee will evaluate all firms on their Experience and Qualifications, which shall account for a total of ten (10%) percent of the total evaluation. The following criteria for scoring Phase I of the evaluation will be utilized to determine which firms are shortlisted:

- Project Manager's education, registration, relevant engineering experience, relevant project management experience, experience in delivering FEDERAL AGENCY funded projects.

- Key Team Leaders’ education, registration, relevant technical experience, and relevant experience in delivering FEDERAL AGENCY funded projects.
- Prime Consultant’s experience for the previous five (5) years in delivering projects of similar complexity, size, scope, and function.

B. Project Manager, Key Team Leader(s) and Workload Capacity – 20%

The Selection Committee will evaluate all firms on their Resources availability and Workload Capacity which shall account for a total of twenty (20%) percent of the total evaluation. The following criteria for scoring the Resources and Workload Capacity will be utilized to determine which firms are shortlisted:

- Project Manager Workload
- Workload capacity of Key Team Leader(s)
- Resources dedicated to delivering project
- Ability to Meet Project Schedule

C. Past Performance – 10%

The Selection Committee may consider information provided via references provided for relevant projects, knowledge any selection committee member has of performance on relevant projects, and performance evaluations or knowledge presented on Baldwin County projects. The Selection Committee will consider all factors in their totality and score from 0 to 10 when arriving at a final score for the Past Performance.

D. Price – 60%

The Selection Committee will award points based on price. The lowest cost proposal will receive the highest number of points.

V. Instructions for Content and Preparation of Submittal

The RFP submittal must be submitted in accordance with the instructions provided in Section VI, and must be organized, categorized using the same headings, and numbered and lettered exactly as outlined below, and must be responsive to all requested information. For the sections in which page number limits are stated, each section with a stated limit must begin on a new page and end on the last page allowed for the section. It is not allowed to begin new sections on a page allowed for a previous section, if applicable. This will enable Baldwin County staff to ensure compliance with the page limitations.

Cover page – Each submittal must have a separate cover page for each copy of each submittal and each must list the RFP#, “Government Park”, and proposing firm’s full legal name.

A. Administrative Requirements

It is required to submit the information below for each copy of each submittal. This is general information and will not be scored but may be used to determine eligibility for selection.

1. Basic Company Information:

- a. Company Name.
- b. Company Headquarter Address.
- c. Contact Information - Name and all contact information (telephone number(s) and e-mail address) of primary proposing contact (this will be the individual with whom Baldwin County will direct all communications).
- d. Company website (if available).
- e. Georgia Addresses - Identify and provide addresses for the offices located in the State of Georgia.
- f. Staff - List the number and disciplines of staff members employed in each office in the State of Georgia.
- g. Ownership - Provide form of ownership, including state of residency or incorporation, and number of years in business. Is the Offeror a sole proprietorship, partnership, corporation, limited liability Corporation, or other structure?

2. Certification Form - Complete the Certification Form (Exhibit "II" enclosed with RFP), and provide a notarized original within the firm's Request for Proposals. This is to be submitted for the Prime ONLY.

3. Georgia Security and Immigration Compliance Act Affidavit – Complete the form (Exhibit "III" enclosed with RFP), and provide a notarized original within the firm's Request for Proposals. This is to be submitted for the Prime ONLY.

4. Addenda - Signed cover page of any Addenda issued for the Prime ONLY.

B. Experience and Qualifications

1. Project Manager - Provide information pertaining to the project manager, including but not limited to:

- a. Education.
- b. Registration (if necessary and applicable.)
- c. Relevant engineering experience.
- d. Relevant project management experience for projects of similar complexity, size, scope, and function (no more than five (5) projects).
- e. Relevant experience utilizing FEDERAL AGENCY specific processes, manuals, or guidance (For example, Plan Development Process, Design Policy, Environmental Procedures Manual, etc.).

This information is limited to two (2) pages maximum.

2. Key Team Leaders - Provide experience of Key Team Leaders (defined as those individuals who oversee project areas determined as particularly important to each specific project) (refer to the Project Description in Exhibit I, specifically Section 7 for the list of Key Team Leaders for each Project). For each Key Team Leader identified provide:

- a. Education.
- b. Registration (if necessary and applicable.)
- c. Relevant experience in the applicable resource area (on no more than three (3) of the most relevant projects).
- d. Relevant experience utilizing FEDERAL AGENCY specific processes, manuals, or guidance (for example; PDP, Design Policy, Environmental Procedures Manual, etc.) which are specific to the key resource area.

This information is limited to one (1) page maximum for each Key Team Leader identified in Section 7 of each Exhibit I. Respondents submitting more than one (1) page for each Key Team Leader identified will be subject to disqualification.

3. Prime Experience - Provide information on the prime's experience and ability in delivering effective services for projects of similar complexity, size, scope, and function for the previous five (5) years. Describe no more than five (5) projects, in order of most relevant to least relevant, which demonstrate the firm's capabilities to provide services for Baldwin County. For each project, the following information should be provided:

- a. Client name, project location and dates during which services were performed.
- b. Description of overall project and services performed by your firm.
- c. Duration of project services provided by your firm, and overall project budget.
- d. Experience utilizing FEDERAL AGENCY specific processes, manuals, or guidance (for example: PDP, Design Policy, Environmental Procedures Manual, etc.)
- e. Client(s) current contact information including contact names and telephone numbers.
- f. Involvement of Key Team Leaders on the projects.

This information is limited to two (2) pages maximum.

C. Resources/Workload Capacity

1. Overall Resources - Provide information regarding the overall resources dedicated to delivering the specific project, including:

a. Organizational chart which identifies the project manager, prime, Key Team Leaders, support personnel, and reporting structure.

b. Primary Office - Identify and discuss the primary office which will be responsible for handling the specific project and the number and types of staff within the office and how this office could benefit the project and promote efficiency.

c. Narrative on Additional Resource Areas and Ability – Respondents are also allowed one (1) page to provide information regarding additional resource areas identified as important to the project, to discuss how the key areas will integrate and work together on the project, to discuss any information which is pertinent to these areas, to provide a narrative regarding how the organization of the team, including the PM and Key Team Leaders can deliver the project on schedule given their workload capacity. (Baldwin County recognizes that some individuals may be able to meet the schedule while carrying heavier project loads.) Respondents may discuss the advantages of your team and the abilities of the team members which will enable the project to meet the proposed schedule as identified in Exhibit I (where applicable). If there is no proposed schedule, discuss the advantages of the team and the abilities of the team members which will enable the project to move as expeditiously as possible. Respondents submitting more than the one (1) additional page allowed, will be subject to disqualification.

2. Project Manager Commitment Table - Provide a list of ALL projects (Baldwin County, other governments and private contracts – Information may be validated and any firm determined not to be listing all projects may be subject to disqualification) on which the proposed project manager is currently committed, to enable Baldwin County to ascertain the project manager’s availability. Utilize a table similar to the following format with a minimum of all criteria indicated to provide the requested information:

Project Manager	PI/Project # for FEDERAL AGENCY Projects/Name of Customer for Non-FEDERAL AGENCY Projects	Role of PM on Project	Project Description	Current Phase of Project	Current Status of Project	Monthly Time Commitment in Hours

3. Key Team Leader Project Commitment Table - Provide a table similar to the format below, with a minimum of all criteria indicated, which identifies ALL projects the Key Team

Leaders (refer to the Project Description in Exhibit I, specifically Section 7 for the list of Key Team Leaders for each Project) are committed on to enable Baldwin County to ascertain the available capacity.

Key Team Leader	PI/Project # for FEDERAL AGENCY Projects/Name of Customer for Non-FEDERAL AGENCY Projects	Role of Key Team Leader on Project	Project Description	Current Phase of Project	Current Status of Project	Monthly Time Commitment in Hours

4. Past Performance

No additional information should be submitted to fulfill this requirement. Information from the relevant projects listed will be used to fulfill this requirement.

Past performance may be evaluated through the checking of project references for the proposed project manager as well as the firm. Baldwin County will check these references at random. For this reason, attention should be paid to the references provided to ensure that the contact information provided is accurate and the individual references are reachable. Other past performance information which may be utilized includes Baldwin County consultant performance ratings as well as knowledge that any member of the Selection Committee has pertaining to the past performance of the firm on any project.

VI. Instructions for Submittal

A. Submittals must be typed on standard (8 1/2” x 11”) paper. The pages should be numbered, however, submittal pages will be counted by section to determine compliance with page limits. Responses are limited to the page counts indicated in each section and should be double-sided using a minimum of size 11 font. Page counts will be determined by pages with print on them, not by the physical piece of paper. For example, a piece of paper which has print on both sides, shall be considered two (2) pages while a piece of paper with print on only one side would be considered a single page. Each submittal shall be prepared simply and economically as indicated above. Fancy bindings, colored displays, and promotional materials are not desired. Emphasis must be on completeness, relevance, and clarity of content.

NOTE: Additional pages other than what has been specified above in each section should not be included and will be grounds for disqualification.

Submittals must be sealed in an opaque envelope or box, and reference RFP 2023-01 and the words “REQUEST FOR PROPOSALS” must be clearly indicated on the outside of all of the envelopes or boxes. Submittals must be physically received by Baldwin County prior to

the deadline indicated in the Schedule of Events (Section III of RFP) at the exact address below:

Carlos Tobar
County Manager
Baldwin County Board of Commissioners
1601 N. Columbia Street, Milledgeville, GA 31061-9607

No submittals will be accepted after the time and date set for receipt.

Any submittal received via facsimile or e-mail will be rejected. All expenses for preparing and submitting responses are the sole cost of the party submitting the response. Baldwin County is not obligated to any party to reimburse such expenses. All submittals upon receipt become the property of Baldwin County. Labeling information provided in submittals “proprietary” or “confidential”, or any other designation of restricted use will not protect the information from public view. Subject to the provisions of the Open Records Act, the details of the proposal documents will remain confidential until final award.

Baldwin County reserves the right, in its sole discretion, to waive any technicalities associated with this submittal if deemed in the best interest of the county.

C. Questions and Requests for Clarification

Questions about any aspect of the RFP, or the project, shall be submitted in writing via e-mail to: Carlos Tobar, e-mail: ctobar@baldwincountyga.com. The deadlines for submission of questions relating to the RFP are the times and dates shown in the (Schedule of Events-Section III). From the issue date of this solicitation until a successful proposer is selected and the award is made official and announced, respondents are subject to the Restriction of Communication in Section I.B.

D. Questions and Requests for Clarification

Questions about any aspect of the Phase II Response for Finalists, shall be submitted in writing via e-mail to: Carlos Tobar, e-mail: ctobar@baldwincountyga.com, or as directed in the Notice to Finalists, if different. The deadlines for submission of questions relating to the Phase II Response will be identified in the Notice to Finalists. From the issue date of this solicitation until a successful proposer is selected and the award is made official and announced, respondents are subject to the Restriction of Communication in Section I.B.

VII. Baldwin County Terms and Conditions

A. Statement of Agreement

With the submission of the RFP, the respondent agrees that he/she has carefully examined the RFP, and agrees that it is the respondent’s responsibility to request clarification on any issues in any section of the RFP with which the respondent disagrees or needs clarified. The respondent also understands that failure to mention these items during the question period or in the proposal will be interpreted to mean that the respondent is in full agreement with

the terms, conditions, specifications and requirements in the therein. With proposal the respondent hereby certifies: (a) that this submittal is genuine and is not made in the interest or on behalf of any undisclosed person, firm, or corporation; (b) that respondent has not directly or indirectly included or solicited any other respondent to put in a false or insincere submittal (c) that respondent has not solicited or induced any person, firm, or corporation to refrain from sending a proposal.

B. Joint-Venture Proposals, Sub-Consultants, and Vendors

Baldwin County will not allow a joint-venture for this procurement. Sub-Consultants shall generally be considered any team member which is performing any service which typically requires prequalification, and whose services are billed as costs. Sub-Consultant Team Members must be written into the resulting Agreement and are subject to all terms and conditions in the Agreement. Vendors shall be considered any team member which is performing any service which typically does not require prequalification, and whose services are billed as direct expenses. Vendors may not be written into the resulting Agreement and may not be subject to all terms and conditions in the Agreement.

C. Non-Discrimination and DBE Requirements

Firm must affirmatively ensure that any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, sex, or national origin in consideration for an award.

DBE participation can be met by prime contracting or sub-contracting.

Baldwin County will monitor and assess each consultant services submittals for their DBE participation and/or good faith effort in promoting equity and opportunity in accordance with the state of Georgia, Department of Transportation Disadvantage Business Program Plan.

For more information on the Baldwin County DBE Program please contact:

Carlos Tobar
County Manager
Baldwin County Board of Commissioners
1601 N. Columbia Street, Milledgeville, GA 31061-9607
Phone: (478) 363-1976

D. Audit and Accounting System Requirements

Baldwin County reserves the right to reject any proposal with firms that do not meet the following requirements:

1. Firm(s) should have an accounting system in place to meet requirements of 48 CFR Part 31 and, in the case of non-profit organizations, OMB Circular A-122.
2. If it currently has aggregate contract amount exceeding \$250,000 has

- a. Performed an audit in accordance with generally accepted government auditing standards to test compliance with the requirements of the Federal cost principles and issued an audit report of the consultant's indirect cost rate(s); or
 - b. Conducted a review of an audit report and related work papers prepared by a certified public accountant and issued a letter of concurrence with the related audited indirect cost rate(s).
3. Firm(s) should have no significant outstanding deficient audit findings from previous contracts with FEDERAL AGENCY that have not been resolved.
4. The prime is responsible for being reasonably assured that all sub-consultant(s) presented as a part of the proposed team are similarly in compliance with the above requirements.

E. Submittal Costs and Confidentiality

All expenses for preparing and submitting responses are the sole cost of the respondent submitting the response. Baldwin County is not obligated to any respondent to reimburse such expenses. All submittals upon receipt become the property of Baldwin County. Labeling information provided in submittals as "proprietary" or "confidential", or any other designation of restricted use will not protect the information from public view. Subject to the provisions of the Open Records Act, the details of the proposal documents will remain confidential until a final award.

F. Award Conditions

This request is not an offer to contract or a solicitation of bids. This request and any proposal submitted in response, regardless of whether the proposal is determined to be the best proposal, is not binding upon Baldwin County and does not obligate Baldwin County to procure or contract for any services. Neither Baldwin County nor any respondent submitting a response will be bound unless and until a written contract mutually accepted by both parties is negotiated as to its terms and conditions and is signed by Baldwin County and a respondent containing such terms and conditions as are negotiated between those parties. Baldwin County reserves the right to waive non-compliance with any requirements of this RFP and to reject any or all proposals submitted in responses. Upon review of responses, Baldwin County will determine the respondent(s) proposal that in the sole judgment of Baldwin County is in the best interest of Baldwin County (if any is so determined), with respect to the evaluation criteria stated herein. Baldwin County then intends to conduct negotiations with such respondent(s) to determine if an acceptable contract may be reached.

G. Right to Cancel or Change RFP

Baldwin County reserves the right to cancel any and all RFP where it is determined to be in the best interest of Baldwin County to do so. Baldwin County reserves the right to increase, reduce, add or delete any item in this solicitation as deemed necessary.

It is the responsibility of all firms interested in submitting Request for Proposals (SOQs) for this advertisement to routinely check the posting on the Georgia Procurement Registry for any revisions to this RFP.

H. Substitutions, Alternates, Exceptions, and Extensions

No substitutions or alternates will be accepted for this solicitation. Any respondent submitting substitutions or alternates will be considered non-responsive and will not be considered for award.

EXHIBIT I

Engineering and Design Related Services Scope of Work

The selected firm shall provide services for the engineering and design of the Baldwin County Government Park. Tasks include the following:

Task 1: Design Development

- a. Prepare design development documents, including description of all design work, demolition, grading and paving plans, storm drainage, utilities adjustment issues (not utility relocation plans), and other necessary civil engineering work, safe and accessible sidewalks and pedestrian ways, bicycle facilities, roadways, traffic signals, parking, streetscape elements, special features such as street furniture, including benches, litter containers, street trees, plant materials, signing, lighting, etc.
- b. Prepare revised views as necessary to describe the project.
- c. Prepare a detailed cost estimate of all elements of the work.
- d. Provide evidence of project's compliance with all relevant local, state and federal codes and regulations.
- e. Respond to review by Baldwin County staff and other parties.
- f. Prepare Environmental Documents that meet following requirements:
Shall comply with all applicable federal, State and local environmental and historic preservation (EHP) requirements and shall provide any information requested by the appropriate authority to ensure compliance with applicable laws and regulations, including: federal EHP regulations, laws, and executive orders; the National Environmental Policy Act; the National Historic Preservation Act; the Endangered Species Act; and the executive orders on floodplains (Exec. Order 11988, 3 C.F.R. § 117 (1977), wetlands (Exec. Order 11990, 3 C.F.R. § 121 (1977) and environmental justice (Exec. Order 12898, 59 Fed. Reg. 7629 (Feb. 16, 1994).

The Government Building was constructed in 2021 and a subsurface investigation report was prepared. That report is available upon request.

Task 2: Construction Documents

- a. Prepare construction documents, including plans, specifications (in CSI or similar format), general and supplemental conditions, and bid documents, adequate to let a guaranteed maximum price contract including detailed description of all design work, details of all required demolition of existing structures and other appurtenances, if applicable, soil erosion

and sedimentation control, physical improvements, equipment, demolition, grading and paving plans, storm drainage, and other necessary civil engineering work, safe and accessible sidewalks and pedestrian ways, bicycle facilities, roadways, traffic signals, parking, streetscape elements, special features such as street furniture, including benches, litter containers, street trees, plant materials, signage, lighting, splash pad or other water feature and playground equipment and sports equipment, etc.

b. At the point of 75% completion of construction documents, submit plans and specifications to Baldwin County for review with a detailed cost estimate of all elements of the work.

c. Provide evidence of project's compliance with all relevant local, state and federal codes and regulations. sedimentation control. Consultant shall be responsible for obtaining all required approvals and permits, including soil erosion permits, NPDES approval and filing NOI.

d. Prepare pedestrian and traffic control plan to ensure that construction impacts on pedestrian, vehicular and existing and nearby residential, institutional and businesses properties are minimized.

e. Respond to review by Baldwin County staff and other parties as necessary.

3. Bid Assistance

Make available a complete set of contract documents marked "Approved for Construction." Provide up to four (4) sets of final plans and specifications marked "Approved for Construction." Cost of plans and specifications will be borne by bidders.

4. Construction Administration Services

Management of the construction contractor selected.

EXHIBIT II
CERTIFICATION FORM

I, _____, being duly sworn, state that I am _____ (title) of _____ (firm) and hereby duly certify that I have read and understand the information presented in the attached proposal and any enclosure and exhibits thereto.

Initial each box below indicating certification. The person initialing must be the same person who signs the Certification Form. (If unable to initial any box for any reason, place an "X" in the applicable box and attach a statement explaining the non-certification. Baldwin County will review and make a determination as to whether or not the firm shall be considered further or disqualified).

- I further certify that to the best of my knowledge the information given in response to the Request for Proposals is full, complete and truthful.
- I further certify that the submitting firm and any principal employee of the submitting firm has not, in the immediately preceding five (5) years, been convicted of any crime of moral turpitude or any felony offense, nor has had their professional license suspended, revoked or been subjected to disciplinary proceedings, nor is any team members/principals currently under indictment for any reason related to actions on public infrastructure projects.
- I further certify that I understand that Firms included on the current Federal list of firms suspended or debarred are not eligible for selection and that the submitting firm has not, in the immediately preceding five (5) years, been suspended or debarred from contracting with any federal, state or local government agency, and further, that the submitting firm is not now under consideration for suspension or debarment from any such agency.
- I further certify that the submitting firm has not in the immediately preceding five (5) years been defaulted in any federal, state or local government agency contract and further, that the submitting firm is not now under any notice of intent to default on any such contract, nor has been removed from a contract or failed to complete a contract as assigned due to cause or default.
- I further certify that the firm or any affiliate(s) has not been involved in any arbitration, litigation, mediation, dispute review board or other dispute resolution proceeding with a client, business partner, or government agency in the last five years involving an amount in excess of \$500,000 related to performance on public infrastructure projects.
- I further certify that there are not any pending regulatory inquiries that could impact our ability to provide services if we are the selected consultant.
- I further certify that there are no possible conflicts of interest created by our consideration in the selection process or by our involvement in the project.
- I further certify that the submitting firm's annual average revenue for the past five (5) years is sufficient to allow the services to be delivered effectively by our firm and that there are no trends in the revenue which may be concerning other than normal market fluctuations.

I further certify that in regards to Audit and Accounting System Requirements, that the submitting firm:

1. Has an accounting system in place to meet requirements of 48 CFR Part 31 and, in the case of non-profit organizations, OMB Circular A-122.
2. If it currently has aggregate contract amount exceeding \$250,000 has
 - a. Performed an audit in accordance with generally accepted government auditing standards to test compliance with the requirements of the Federal cost principles and issued an audit report of the consultant's indirect cost rate(s); or
 - b. Conducted a review of an audit report and related work papers prepared by a certified public accountant and issued a letter of concurrence with the related audited indirect cost rate(s).
3. Has no significant outstanding deficient audit findings from previous contracts with a FEDERAL AGENCY that have not been resolved.
4. Is responsible for being reasonably assured that all sub-consultant(s) presented as a part of the proposed team are similarly in compliance with the above requirements.

I acknowledge, agree and authorize, and certify that the proposer acknowledges, agrees and authorizes, that Baldwin County may, by means that either deems appropriate, determine the accuracy and truth of the information provided by the proposer and that the Baldwin County may contact any individual or entity named in the Request for Proposals for the purpose of verifying the information supplied therein.

I acknowledge and agree that all of the information contained in the Request for Proposals is submitted for the express purpose of inducing the Baldwin County to award a contract.

A material false statement or omission made in conjunction with this proposal is sufficient cause for suspension or debarment from further contracts, or denial or rescission of any contract entered into based upon this proposal thereby precluding the firm from doing business with, or performing work for, the State of Georgia. In addition, such false statement or omission may subject the person and entity making the proposal to criminal prosecution under the laws of the State of Georgia of the United States, including but not limited to O.C.G.A. §16-10-20, 18 U.S.C. §§1001 or 1341.

Sworn and subscribed before me

This ____ day of _____, 20____.

Signature

NOTARY PUBLIC

My Commission Expires: _____

NOTARY SEAL

EXHIBIT III

GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT

Contracting Entity/Respondent: _____

Address: _____

Solicitation No./Contract No. : RFP-2019-01

Solicitation/Contract Name: Engineering and Design Related Services

By executing this affidavit, the undersigned person or entity verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm, or entity which is contracting with Baldwin County has registered with, is authorized to participate in, and is participating in the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91.

The undersigned person or entity further agrees that it will continue to use the federal work authorization program throughout the contract period, and it will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the undersigned with the information required by O.C.G.A. § 13-10-91 (b).

The undersigned person or entity further agrees to maintain records of such compliance and provide a copy of each such verification to Baldwin County within five (5) business days after any subcontractor is retained to perform such service.

E-Verify/Company Identification Number

Date of Authorization

Signature of Authorized Officer or Agent
(Contractor Name)

Date

Title of Authorized Officer or Agent of Consultant

Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE

____ DAY OF _____, 20____

Notary Public

[NOTARY SEAL]

My Commission Expires: _____

EXHIBIT IV - CONCEPT PLAN

BALDWIN COUNTY GOVERNMENT PARK
Overall Site Master Plan



BALDWIN COUNTY GOVERNMENT PARK
Site Programming: Option B



EXHIBIT V - OPINION OF PROBABLE COSTS

ITEM	DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL	SUBTOTALS
1	EROSION CONTROL	1	LS	\$ 20,000	\$ 20,000	\$ 20,000
2	DEMOLITION					\$ 20,000
	A) Hardscape Modifications	1	LS	\$ 10,000	\$ 10,000	
	B) Tree Removal	1	LS	\$ 10,000	\$ 10,000	
3	UTILITIES					\$ 75,000
	A) Sanitary Sewer	1	LS	\$ 15,000	\$ 15,000	
	B) Electric	1	LS	\$ 30,000	\$ 30,000	
	C) Water	1	LS	\$ 30,000	\$ 30,000	
4	GRADING/SITE PREPARATION	1	LS	\$ 40,000	\$ 40,000	\$ 40,000
5	DRAINAGE (STORMWATER)					\$ 140,000
	A) Drainage Pipes/Drains	1	LS	\$ 40,000	\$ 40,000	
	B) Detention Ponds	1	LS	\$ 100,000	\$ 100,000	
6	PARKING LOT EXPANSION/DRIVE					\$ 20,000
	A) 12 Additional Parking Spaces	1	LS	\$ 20,000	\$ 20,000	
7	TRAILS & SIDEWALKS					\$ 80,000
	A) Concrete Sidewalks and Trails	10,000	SF	\$ 8	\$ 80,000	
8	BUILDING FACILITIES/STRUCTURES					\$ 335,000
	A) Amphitheater Pavilion/ Shelter	1	LS	\$ 75,000	\$ 75,000	
	B) Restroom Facility	1	LS	\$ 200,000	\$ 200,000	
	C) Shade Structures	1	LS	\$ 50,000	\$ 50,000	
	D) Entry Feature	1	LS	\$ 10,000	\$ 10,000	
10	SITE FURNISHINGS					\$ 43,100
	A) Dog Waste Stations	2	EA	\$ 300	\$ 600	
	B) Bench	10	EA	\$ 2,000	\$ 20,000	
	C) Bike Rack	1	EA	\$ 1,500	\$ 1,500	
	D) Bollard	8	EA	\$ 750	\$ 6,000	
	E) Picnic Tables	4	EA	\$ 2,000	\$ 8,000	
	F) Trash Receptacle	2	EA	\$ 1,000	\$ 2,000	
	G) Water Fountain	1	EA	\$ 5,000	\$ 5,000	
11	SPLASHPAD (650 SF)	1	EA	\$ 220,000	\$ 220,000	\$ 220,000
12	PLAY GROUND (2,250 SF)					
	A) Ind Surfacing/Fencing	1	LS	\$ 190,000	\$ 190,000	\$ 190,000
13	PICKLEBALL COURTS (3)					\$ 141,000
	A) 3 Pickleball Courts	3	EA	\$ 40,000	\$ 120,000	
	B) 12' Vinyl Coated Chain Link Fencing with Gates	420	LF	\$ 50	\$ 21,000	
14	EXERCISE STATIONS	5	EA	\$ 10,000	\$ 50,000	\$ 50,000
15	SIGNAGE					\$ 15,000
	A) Directional and Informational Signage	1	LS	\$ 15,000	\$ 15,000	
16	SAFETY LIGHTING	1	LS	\$ 10,000	\$ 10,000	\$ 10,000
17	LANDSCAPING					\$ 212,500
	A) Sod	22,000	SF	\$ 1	\$ 22,000	
	B) Grass/Perennial Seeding	30,000	SF	\$ 1	\$ 30,000	
	C) Landscape Screening	1	LS	\$ 50,000	\$ 50,000	
	D) Bamboo Removal	2	AC	\$ 10,000	\$ 20,000	
	E) Shade and Ornamental Trees	1	LS	\$ 70,000	\$ 70,000	
	F) Shrubs, Perennials, Grasses	1	LS	\$ 20,000	\$ 20,000	
	G) Bamboo Barrier	1	LS	\$ 10,000	\$ 10,000	
18	IRRIGATION					\$ 20,000
	A) Irrigation	20,000	SF	\$ 1	\$ 20,000	
	TOTAL CONSTRUCTION COSTS					\$1,631,600
	Recommended Owner Contingency			0		\$ 169,686
	TOTAL CONSTRUCTION					\$1,801,286