

REQUEST FOR PROPOSALS



FOR PROFESSIONAL SERVICES FOR THE CITY OF DACULA 2050 COMPREHENSIVE PLAN

The City of Dacula is seeking to obtain competitive proposals from qualified professional services firms to update the Comprehensive Plan pursuant to the Rules of Georgia Department of Community Affairs, Chapter 110-12-1, “Minimum Standards and Procedures for Local Comprehensive Planning” (Effective date: October 1, 2018). Updates should incorporate all properties annexed into the City over the last five years as well as update the findings, research and recommendations of the existing City of Dacula 2030 Comprehensive Plan update from February 2019. Consultant shall provide any and all services based on the responsibilities outlined in this Request for Proposal document.

Sealed proposals will be received by hand delivery or mail no later than 3 p.m. on Wednesday March 15, 2023 at:

Dacula City Hall
Department of Planning and Development
442 Harbins Road
P.O. Box 400
Dacula, Georgia 30019

All proposals received after this time will not be considered.

There will be a Pre-proposal Conference at 3 p.m. on Wednesday, February 15, 2023. This conference will be held at City Hall, 442 Harbins Road, Dacula, Georgia 30019. Attendance is not required but is highly recommended.

RFP documents and the current 2030 Comprehensive Plan may be downloaded from the City of Dacula’s website at <https://www.daculaga.gov/planning/page/comprehensive-plan>.

Brittni Nix
Director of Planning & Economic Development

**REQUEST FOR PROPOSALS
CITY OF DACULA COMPREHENSIVE PLAN UPDATE**

Contact: Brittni Nix
brittni.nix@daculaga.gov

Return Proposal to: Dacula City Hall
Department of Planning and Development
442 Harbins Road
P.O. Box 400
Dacula, Georgia 30019

PROJECT SCHEDULE

Issue Date: 1-18-2023

Pre-Proposal Conference: 2-15-2023 3:00 p.m.

Deadline for emailed questions: 3-03-2023 5:00 p.m.

Projected Addendum issued: 3-08-2023 5:00 p.m.

RFP Due Date & Time: 3-15-2023 3:00 p.m.

INTRODUCTION

The Comprehensive Plan is an illustrative vision and long range planning document that serves as a guide for City officials and staff as they make policy decisions concerning future development. The Georgia Department of Community Affairs (DCA) requires compliance with Chapter 110-12-1-.02 which defines the Minimum Standards for Comprehensive Planning and required update frequencies to continue Dacula’s Qualified Local Government (QLG) status. QLG status provides eligibility for financial incentives from DCA, the Department of Natural Resources (DNR), the Georgia Environmental Finance Authority (GEFA), and the OneGeorgia Authority. Dacula’s current Plan was updated in February of 2019. DCA standards require the City to submit an update or new plan after 5 years. The City is nearing the 5-year point since the adoption of the last update. The City intends to adopt a new Comprehensive Plan by February 2024. The Plan should incorporate all properties annexed into the City as of the last five years as well as update the findings, research and recommendations of the existing City of Dacula 2030 Comprehensive Plan from December 2008. Consultant shall provide any and all services based on the responsibilities outlined in this “Request for Proposal” document.

1.0 SCOPE OF SERVICES

The City of Dacula is seeking proposals from qualified consultants for the purpose of developing a 2050 Comprehensive Plan. The product of this work must satisfy in all respects current requirements outlined in Chapter 110-12-1 of the Department of Community Affairs Minimum Standards and Procedures for Local Comprehensive Planning. The result will be a Comprehensive Plan that is inclusive of the annexation areas and reevaluation of the areas within the existing Comprehensive Plan. The goal is to produce a new Comprehensive Plan according to the October 2018 DCA guidelines and nine element format to create an inclusive Comprehensive Plan that provides a DCA/ARC compliant framework to promote orderly growth and development consistent with the goals, objectives, and vision of the community. The nine element format is as follows:

ELEMENT 1: COMMUNITY GOALS

The City of Dacula's Community Goals element must be updated to effectively represent the community's vision and marketing strategy. It is expected that 2-3 visioning workshops will be needed to gain meaningful participation and input from interested persons. Specific interactive discussions will be facilitated to gain input from the community, staff, and the Vision Committee, and to prepare a new City Vision statement. This is an organic process that allows the community to actively participate in setting a vision for the City's Future.

1.1.1 Establish a Vision Committee (minimum of 8 participants) and Facilitate Charrettes: Consultant shall help guide formation of a Vision Committee made up of local stakeholders determined by the City staff and Council. The Consultant will meet with the Vision Committee on at least two or more occasions to help facilitate a Visioning Charrette to gain community input and support while interactively determining what the community seeks to achieve and desires to become.

1.1.2 Vision Statement: The Vision Committee will be asked to assess the vision statement for the City and revise to better capture a relevant outline of the core vision, philosophy, orientation, goals, and/or marketing strategies. The agenda for the initial meeting of the Vision Committee will be to discuss what the vision of the City is. The Consultant is expected to lead the discussions and help the Vision Committee determine:

- A clear description of what they want their city to be like in the future
- Characteristics that give a picture that people can understand
- A set of values that guide policy decisions
- A list of the goals the community seeks to achieve
- How to maintain cultural identity and what brings a sense of belonging into the present
- How to foster human capital and investing in tomorrow
- How to be innovative and develop local talent and attract external talent

- Things that differentiate the City from the surrounding area to develop a marketing strategy
- How to blend features and characteristics that make the City attractive both internally and externally

1.1.3 Media Press Releases: The Consultant will work with City personnel to prepare press releases at strategic intervals for distribution.

ELEMENT 2: NEEDS AND OPPORTUNITIES

The Consultant will review the current Needs and Opportunities list for the community and work with City staff and community stakeholders to make recommendations for additions, revisions or deletions. The list must be reviewed by community stakeholders with new or revised items going through the SWOT (strengths, weaknesses, opportunities, threats) or similar analysis of the community and then prioritized as community objectives.

ELEMENT 3: COMMUNITY WORK PROGRAM

1.3.1 The Consultant will update the Community Work Program to incorporate any new or revised Needs and Opportunities identified during Element Two or other Element reevaluation. Needs or Opportunities that the community identifies as high priority must be followed-up with corresponding implementation measures in the Community Work Program.

1.3.2 Consultant will update implementation measures and specific activities the community plans to undertake during the next five years to address the priority Needs and Opportunities, Identified Target Areas (if applicable), and/or to achieve portions of the Community Goals. This includes any activities, initiatives, programs, ordinances, administrative systems (such as site plan review, design review, etc.) to be put in place to implement the plan. The Community Work Program will include the following information for each listed activity:

- Brief description of the activity
- Legal authorization for the activity, if applicable
- Timeframe for initiating and completing the activity
- Responsible party for implementing the activity
- Estimated cost (if any) of implementing the activity and
- Funding source(s), if applicable.

ELEMENT 4: BROADBAND SERVICES

The Consultant will review the current Broadband Services action plan. The action plan must describe steps for the promotion of reasonable and cost-effective access to broadband to parts of the local government's jurisdiction designated by the Department as unserved areas. The local action plan required pursuant to this element may include, but shall not be limited to, any assessments, studies, ordinances, and/or goals to achieve certification as a Broadband Ready Community or designation of

facilities and developments as Georgia Broadband Ready Community Sites.

ELEMENT 5: CAPITAL IMPROVEMENTS

The City of Dacula does not charge impact fees and is not required to have this plan element pursuant to the Rules of Georgia DCA, Chapter 110-12-1-.03 (4). This is merely a placeholder to keep plan element numbering and formatting consistent with the March 1, 2014 regulations.

ELEMENT 6: ECONOMIC DEVELOPMENT

1.6.1 The Consultant will identify any new Needs and Opportunities related to economic development and vitality of the community, including revisions and deletions of old Needs and Opportunities that may have been addressed or partially addressed over the last five years. Some considerations include:

- Coordinate with local educational institutions to offer programs that support job needs in the local community to retain local talent
- Promote easy access by rail, highway, or air
- Develop Research and Development (R & D) parks to support higher paying technology jobs
- Develop incentives to rehabilitate commercial centers and residential areas
- Promote sustainable development through enforceable design and construction standards
- Explore new funding sources like TADs, impact fees, LCI's, CID's, etc.
- Evaluate zoning for increased commercial and industrial opportunities along 316 corridor, specifically at the Harbins Road intersection

1.6.2 Consultant will create Community Work Program activities for addressing these Needs and Opportunities, considering such factors as diversity of the economic base, quality of the local labor force, effectiveness of local economic development agencies, programs and tools.

ELEMENT 7: LAND USE

1.7.1 The Consultant will review the character areas in the current 2030 Comprehensive Plan and make recommendations to the City for any changes that may be deemed necessary including the implementation of certain policies, investments, incentives, or regulations that may be applied in order to preserve, improve, or otherwise influence Dacula's future development patterns in a manner consistent with community goals.

1.7.2 Provide a Future Land Use Map and corresponding narratives given recent annexations. Identify and map the boundaries of the existing or potential character areas covering the entire community, including existing community sub-areas, districts, or neighborhoods. Note that community improvement districts, tax allocation districts, Livable Centers Initiative planning areas, designated redevelopment areas

and the like are good candidates for delineation as a character area.

ELEMENT 8: TRANSPORTATION ELEMENT

The City of Dacula falls under the Atlanta Regional Commission as their Metropolitan Planning Organization and works on Regional and State transportation issues with the Georgia Regional Transportation Authority (GRTA), Metropolitan Atlanta Rapid Transit Authority (MARTA), and the Georgia Department of Transportation (GDOT). However, the City must assume responsibility for the context of transportation facility design and encourage regional agencies to acknowledge that the land use context through which a transportation corridor travels may have significant impacts on the design (and cost) of that corridor.

1.8.1 The Consultant shall evaluate the adequacy of the following major components of the local transportation system for serving the needs of the community throughout the planning period:

- Identify roads, highways and bridges. Also identify any significant issues with the road network, including connectivity, signalized intersections or inadequate signage
- Identify bicycle, pedestrian facilities and public transportation or other services for populations without automobiles. Also identify areas of the community where mode choice is limited. Evaluate how effectively mobility needs of the community are met by these alternative transportation modes
- Identify areas with insufficient parking or inadequate parking facilities (e.g., downtown, busy commercial areas), excess or obsolete surface parking facilities in need of retrofitting or redevelopment
- Identify freight and passenger rail lines, major rail intermodal facilities, non-rail freight operations, and commercial and general purpose air terminals. Evaluate the impact of these on the overall transportation network
- The transportation element should recognize that transportation policies, programs, and projects should be planned in alignment with local land use development policies. Future transportation investments should similarly be matched with appropriate land use policies
- Inventory and evaluate level of service for existing roads, incorporating existing transportation improvement plan. Prioritize findings
- Assess infrastructure and transportation routes given newly annexed properties and how they will affect future development options
- Revise development standards to improve quality of private road construction

1.8.2 The Consultant shall prioritize the findings and develop a strategy for addressing any needs or opportunities identified above and integrate this strategy into the Community Work Program.

ELEMENT 9: HOUSING ELEMENT

1.9.1 The City of Dacula has Housing Issues and Opportunities identified in the 2030 Comprehensive Plan that should be updated and incorporated into a current housing element. The Consultant should review the existing Issues and Opportunities, evaluate their current relevance, using the following factors:

- housing types and mix
- condition and occupancy
- local cost of housing
- cost-burdened households in the community
- jobs-housing balance
- median single-family home values
- median rent
- housing needs of special populations
- foreclosures and vacancy rates for single-family housing
- assessment of housing supply and projection of future housing needs based on population data trends from 2010 census information
- address maintenance of foreclosed and/or vacant subdivisions

The Consultant shall develop Community Work Program activities for addressing any identified Needs and Opportunities.

2.0 PROJECT RESPONSIBILITIES

The City of Dacula is seeking the professional services of a qualified Consultant to develop a 2050 Comprehensive Plan. The Comprehensive Plan is required to meet DCA's submittal and review procedures outlined in section 110-12-.04(1).

The Comprehensive Plan shall include update of all elements specified in Chapter 110-12-1-.03 plus:

- A new Community Work Program covering the subsequent five-year period; and
- A report of plan accomplishments that must identify the current status of each activity in the previous Community Work Program. At a minimum, the update must indicate activities that:
 - Have been completed;
 - Are currently underway (including a projected completion date);
 - Have been postponed (explaining why and when it will be resumed); or
 - Have not been accomplished and are no longer activities the local government intends to undertake (explaining why).

Any activities reported as "underway" or "postponed" must be reflected in the new

Community Work Program or elsewhere in the comprehensive plan update, as appropriate.

The end result will be a Comprehensive Plan that is inclusive of annexation areas, reevaluation of the areas within the existing Comprehensive Plan, inclusive of 2020 Census data, and consistent with the recommendations of the ARC 2050 plan.

The following responsibilities are anticipated to be part of the Consultant's scope of work:

- Meet with the client staff as appropriate to program the anticipated schedule for the proposed planning process. The established deadline for the completion of the Comprehensive Plan is February 28, 2024 including the necessary review period for the Department of Community Affairs (DCA) and the Atlanta Regional Commission (ARC)
- Work with client's staff to identify the availability of key dates and locations for meetings with the elected officials, staff, community stakeholders, and public workshops
- Preparation of the update to the nine plan elements described above
- Preparation of the report of plan accomplishments
- Gather data and analysis to support the plan components and plan elements. This includes outside data as well as City resources
- Compliance with the Gwinnett County 2040 Unified Plan and Atlanta Regional Commission's Atlanta Region's Plan
- Facilitation of public meetings and participatory exercises (charrettes, visioning sessions, etc.) to help stakeholders and citizens set a vision for the City (2-3 public meetings)
- Facilitation of meetings with elected officials (2 or 3 presentation meetings)
- Review of existing zoning, development regulations and other ordinances in order to recommend revisions to make them consistent with the updated Comprehensive Plan
- Integrate any existing information on the nine required plan elements provided in previous Comprehensive Plans or other planning documents or studies into the Comprehensive Plan Update
- Preparation of the revised Comprehensive Plan in digital (.PDF and GIS format) and hard copy formats (5 copies of the Comprehensive Plan including color maps) of the final products adopted by resolution by the City Council
- Prepare public presentation materials: The Consultant will prepare a PowerPoint presentation summarizing key provisions in the Comprehensive Plan for the purposes of providing information to citizens, stakeholders, vision committees, and elected officials who will be attending hearings and considering adoption of the plan. Consultant shall provide one (1) digital and eight (8) hard copies of the presentation
- Prepare draft resolution: The Consultant shall prepare a draft resolution to the City Council for adoption of the Comprehensive Land Use Plan as required by law
- Upon completion of the nine Comprehensive Plan elements, those documents will be made available for public review on the City's website and a public hearing will be scheduled and advertised per the legal requirements of the City. Two public hearings will be held to allow additional public input prior to adoption of the resolution for the Comprehensive Plan by the City's governing body
- Regional Compliance Review: After the resolution is adopted by the City's governing body, the Consultant will submit the resolution and the Comprehensive Plan to the Atlanta Regional Commission for their review. Should the ARC have questions, the Consultant will work with the

ARC to revise/reconcile any issues or compliance deficiencies. If requested by the ARC, the Consultant will attend any regional review hearings that are scheduled

- Regional and State Submittal: Upon completion of the compliance review, the revised Comprehensive Plan will be submitted to the Georgia Department of Community Affairs. The Consultant will work with the DCA to answer any questions and revise/reconcile any issues or deficiencies

3.0 GENERAL INSTRUCTIONS

- 3.1. Economy of Presentation: Proposals shall be prepared simply and economically, providing straight-forward, concise delineation of the Proposer's capabilities to satisfy the requirements of this RFP. Elaborate bindings, colored displays, and promotional material are not required.
- 3.2. Organization and Content of Proposals: RFP is limited to 25 pages (front side only) not including Appendix B Cost Proposal. RFP should be organized in the following manner:
 - i. RFP Cover sheet including submitting firm name
 - ii. Table of Contents
 - iii. Tabbed Sections with the following headings
 - a. Firm information
 1. Firm name, address, local branch office doing work, contact phone number and email, website, name of principals and time with the firm
 2. Organizational description and history of the firm
 - b. Letter of Interest
 1. The firm's background in working with City or County government in the area of Comprehensive Planning and the nature of services provided
 2. Experience with DCA and ARC personnel and procedures
 3. Letter to be signed by a partner or principal of the firm
 - c. Proposed Approach
 1. Identify approach by which the work will be performed
 2. Identify strategy to involve the public
 3. Identify schedule to meet the City's desired timeline
 - d. Previous Project Experience
 1. Summarize three recent and relevant projects which were accomplished in the last five years including date of services, scope of services, personnel who worked on the project, and reference contact information (email, phone)
 2. Provide three references for recent and relevant experience listed
 - e. Qualifications of Project Personnel
 1. Provide resumes of personnel to be directly involved with the project including any licenses or accreditations
 - f. Cost of service
 1. Complete and submit attached Appendix B Cost Proposal. The City requests a fixed fee cost for each element along with a total fee
 2. Provide table of hourly rates for personnel directly involved with project

- 3.3 Submittal Instructions: One (1) unbound original and four (4) bound hard copies of the proposal must be properly addressed and received by the City of Dacula no later than 3pm on Wednesday, March 15, 2023. Proposals submitted after that date and time will not be considered. The Proposal Letter and Certification, included as Appendix A of this RFP, must be included in the package and must be signed by a person authorized to legally bind the company. Failure to include this signed proposal letter will result in the rejection of your response.
- 3.4 Restrictions on Communications with Staff: From the issue date of this RFP until a firm is selected and the selection is announced, Proposers are directed to submit all questions about this RFP including technical requirements, submission instructions, and any other general inquiries to Brittni Nix in writing or email to brittni.nix@daculaga.gov. No questions other than written emails will be accepted. Oral instructions or explanations given prior to award are not binding. Any information given to a prospective proposer concerning this proposal will be furnished to all known prospective proposers as an addendum to this proposal, if such information is necessary to proposers in submitting proposals, or the lack of such information would be prejudicial to uninformed proposers.
- 3.5 Selection Criteria: The RFP submissions will be reviewed by a staff Selection Committee. Additionally, the Committee may, in its sole discretion and in the course of its evaluation, invite consultant firms to interview with the Committee with submission of a preliminary detailed scope and more refined estimate of fee. The Committee will forward a recommendation of the top firm to the City Council for approval. If the staff cannot successfully negotiate a contract with the top firm, it may then negotiate with the next highest ranked firm(s).
- 3.6 Evaluation Criteria:
- A. Related Experience with Similar Projects (25%)
 - B. Project Team Qualifications/Project Management (25%)
 - C. Project Understanding & Approach (25%)
 - D. Price (25%)

4.0 TERMS AND CONDITIONS

The City of Dacula reserves the right to amend the RFP prior to the date of proposal submission. Addenda will be issued to RFP holders five (5) days prior to Bid Date. The proposal determined by the City of Dacula to best meet the needs of this request may be awarded a contract provided the project is accepted for the purpose requested. The City of Dacula reserves the right to accept or reject the proposals and may consider modifications to the same prior to award of a contract. The City of Dacula is not responsible for and shall not bear any cost relative to development and presentation of this proposal. It is the intent of the City of Dacula to award a contract agreement to the responsible Proposer whose proposal is determined to be the most advantageous for the City. The City of Dacula reserves the right to waive any technicality, to rebid, and to reject or accept any and all proposals submitted in their entirety or to accept any portion or element thereof if it is determined that either method results in lower costs, better service, final satisfaction or is otherwise determined to be in the

best interest of the City of Dacula.

- 4.1 Proposal Withdrawal: Prior to the due date, a submitted proposal may be withdrawn by the Proposer by submitting a written request to the City. A person authorized to sign for the Proposer must sign requests.
- 4.2 Contract: Proposer will be required to enter into discussions with the City to resolve any contractual differences before an award is made. These discussions are to be finalized and all exceptions resolved within one (1) week of notification.
- 4.3 Breach of Contract: Consultant agrees to furnish all services and deliverables necessary to carry out and complete in good, firm and substantial, workmanlike manner, the scope of work specified, in strict conformity with this document. The attached Proposal letter and Certification (Appendix A) must be signed and submitted with RFP responses.
- 4.4 Conflict of Interest: If a Proposer has any existing client relationship(s) that involves the City of Dacula that would prevent their being objective, the Proposer must disclose such relationship(s).
- 4.5 Confidentiality Requirement: The proposal is subject to the Georgia Open Records Act and may be provided to anyone properly requesting same, after contract award. The City cannot protect proprietary data submitted in the proposal.
- 4.6 Policy on Drug-Free Workplace: The final award of a contract is contingent upon the Proposer certifying to the City that a drug-free workplace will be provided for the Proposer's employees during the performance of the contract as required by the "Drug-free Workplace Act" (O.C.G.A. 50-24-1).
- 4.7 Policy on Hiring of Non-Resident Aliens: The final award of a contract is contingent upon compliance O.C.G.A. 13-10-91 (E-Verify Program) and Chapter 300-10-1 of the Rules of the Georgia Department of Labor, and the Contractor certifying to the City that it, and all its subcontractors, have registered and currently participates in the federal work authorization program to verify information of all new employees with respect to all public employers, contractors, or subcontractors. Contractor may be suspended, terminated, or debarred if it is determined that the Contractor has made false certification or that the Contractor has violated such certification by failure to carry out this requirement.
- 4.8 Final award and execution of the Contact is contingent upon the appropriation of funding necessary to complete the Work.

5.0 INSURANCE

Any Proposer selected for contract award must carry and provide evidence of the following insurance coverage prior to the initiation of any contract services:

- 5.1. Worker's Compensation

5.2. Comprehensive General Liability Insurance

Bodily Injury Liability	\$300,000 each person \$500,000 each occurrence \$1,000,000 aggregate
Property Damage Liability	\$100,000 each occurrence \$1,000,000 aggregate

5.3 Comprehensive Auto Liability Insurance

Bodily Injury Liability	\$300,000 each person \$1,000,000 each occurrence
Property Damage Liability	\$100,000 each occurrence

5.4 Excess Umbrella Liability

Combined Single Limit Bodily Injury and / or Property Damage	\$100,000 each occurrence \$1,000,000 aggregate
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5.5 Professional Liability Insurance \$2,000,000

5.6 Insurance Guideline: Required documentation includes certificate from insurance company showing issuance of Worker’s Compensation coverage for the State of Georgia.

The Consultant shall provide the City of Dacula with a certified copy of each of the policies indicating the existence of the policies prior to the beginning of any contract services. In the event a binder is delivered, it shall be replaced within ten (10) days by a certified copy of the policy. Each policy shall contain a valid provision or endorsement that the policy may not be canceled without giving thirty (30) days written notice thereof to the official City of Dacula representative. A renewal policy or certificate shall be delivered to the City of Dacula at least thirty (30) days prior to the expiration date of each expiring policy. If at any time, any of the policies shall be or become unsatisfactory to the City of Dacula as to form or substance, or any of the carriers issuing such policies shall be or become unsatisfactory to the City of Dacula, the Consultant shall deliver to the City of Dacula representative upon demand a certified copy of any policy required herein for review.

6.0 E-VERIFY

The City of Dacula requires compliance with O.C.G.A. 13-10-91 which requires all contractors to state affirmatively the individual, firm or corporation which is contracting with the City of Dacula has registered with and is participating in a federal work authorization program. The Contractor Affidavit

and Agreement example is attached. Place this form on Company Letterhead before verifying compliance with federal work authorization program. Upon execution, the completed forms shall be returned to the Owner's Representative before entering into a Contract.

The Subcontractor Affidavit and Agreement example is attached (if required). The Contractor is required to obtain affirmations from the individuals, firms or corporations which are participating as subcontractors in this Contract with the City of Dacula. These Subcontractors must verify that they are registered with and are participating in a federal work authorization program. Place this form on Company Letterhead before verifying compliance with federal work authorization program. Upon execution, the completed forms shall be returned along with the Contractor's Affidavit referenced above to the Owner's Representative before entering into a Contract.

STATE OF GEORGIA
CITY OF DACULA

CONTRACTOR AFFIDAVIT AND AGREEMENT

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm, or corporation which is contracting with The City of Dacula, Georgia has registered with and is participating in a federal work authorization program* (i.e., any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States 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) in connection with the physical performance of services pursuant to this contract with The City of Dacula, Georgia, contractor shall secure from such subcontractor(s) similar verification of compliance with O.C.G.A. § 13-10-91 on the Subcontractor Affidavit provided in Rule 300-10-01-.08 or a substantially similar form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to The City of Dacula, Georgia at the time the subcontractor(s) is retained to perform such service.

EEV/Basic Pilot Program* User Identification Number

BY: Authorized Officer or Agent
(Contractor Name)

Date

Title of Authorized Officer or Agent of Contractor

Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE
DAY OF _____, 2018.

Notary Public
My Commission Expires:

*As of July 1, 2007, the applicable federal work authorization program is the "EEV/Basic Pilot Program" operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).

STATE OF GEORGIA
CITY OF DACULA

SUBCONTRACTOR AFFIDAVIT AND AGREEMENT

By executing this affidavit, the undersigned subcontractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract with _____ (name of contractor) on behalf of The City of Dacula, Georgia has registered with and is participating in a federal work authorization program* (i.e., any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States 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.

EEV/Basic Pilot Program* User Identification Number

BY: Authorized Officer or Agent
(Contractor Name)
Title of Authorized Officer or Agent of Contractor

Date

Printed Name of Authorized Officer or Agent

SWORN TO AND SUBSCRIBED
BEFORE ME ON THIS

____ DAY OF _____, 2018

Notary Public
My Commission Expires:

*As of July 1, 2007 O.C.G.A. § 13-10-91, the applicable federal work authorization program is the "EEV/Basic Pilot Program" operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA)

APPENDICES:

APPENDIX A – PROPOSAL LETTER AND CERTIFICATION

APPENDIX B - COST PROPOSAL

APPENDIX A

**CITY OF DACULA
PROPOSAL LETTER AND CERTIFICATION**

We propose to furnish and deliver any and all of the deliverables and services named in the attached Request for Proposal (RFP). The Fee Schedule offered herein shall apply for the initial period of time stated in the RFP.

We further agree to strictly abide by all the terms and conditions of the City of Dacula as modified by any attached special terms and conditions, all of which are made a part hereof. Any exceptions are noted in writing and included with the Proposal.

It is understood and agreed that this Proposal constitutes an offer, which when accepted in writing by the City of Dacula, and subject to the terms and conditions of such acceptance, may be the basis for a valid and binding contract between the undersigned and the City of Dacula.

It is understood and agreed that we have read the City's specifications shown or referenced in the RFP and that this statement is made in accordance with the provisions of such specifications. By our written signature on this Proposal, we guarantee and certify that all items included in this statement meet or exceed any and all such City specifications. We further agree, if awarded a contract, to deliver goods and services which meet or exceed the specifications. It is further understood that the City of Dacula reserves the right to reject any or all offers, waive technicalities, and informalities, and to make a contract award in the best interest of the city.

It is understood and agreed that this Proposal and Fee Schedule shall be valid and held open for a period of one hundred twenty (120) days from opening date.

I certify that this Proposal and offer is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a proposal for the same materials, supplies, equipment, or services and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of State and Federal Law and can result in fines, prison sentences, and civil damage awards. I agree to abide by all conditions of the RFP and certify that I am authorized to sign this Proposal for the Proposer. I further certify that the provisions of the Official Code of Georgia Annotated, Sections 45-10-20 et. seq. have not been violated and will not be violated in any respect.

Authorized Signature _____ Date _____

Print/Type Name _____

Print/Type Company Name Here _____

APPENDIX B

COST PROPOSAL

ELEMENT 1 – COMMUNITY GOALS	\$ _____
ELEMENT 2 – NEEDS AND OPPORTUNITIES	\$ _____
ELEMENT 3 – COMMUNITY WORK PROGRAM	\$ _____
ELEMENT 4 – BROADBAND SERVICES	\$ _____
ELEMENT 5 – CAPITAL IMPROVEMENTS	\$ <u>N/A</u>
ELEMENT 6 – ECONOMIC DEVELOPMENT	\$ _____
ELEMENT 7 – LAND USE	\$ _____
ELEMENT 8 – TRANSPORTATION	\$ _____
ELEMENT 9 – HOUSING	\$ _____
TOTAL FIXED PRICE for ALL Requirements (including G & A*)	\$ _____

*G & A = **all** General and Administrative Costs, Profits, Travel, copies, reproductions, per diem, and **ALL** costs associated with this contract. **This is the fixed price that will be used in the evaluation.**