

REQUEST FOR PROPOSAL NO. 2022-22
SALEM PARK – PARKING LOT DESIGN

SUBMISSION COVERSHEET

COMPLETE AND RETURN THIS PAGE ALONG WITH THE LIST OF ITEMS BELOW

REQUEST FOR PROPOSAL
No. 2022-022

SALEM PARK – PARKING LOT DESIGN

Company Name	Stantec Consulting Services, Inc.		
Contact Person	Kevin Clark, P.E., Senior Associate		
Address	229 Peachtree Street NE, Suite 1900, Atlanta, Georgia, 30303-1629		
Email	kevin.clark@stantec.com	Phone	678.719.9661

You must complete and submit copies of the following items:

1. **SUBMISSION COVERSHEET** (this completed document)
2. **PROVIDE ALL INFORMATION** for services proposed.
3. **REFERENCES and CLIENTS LIST** (completed reference and client list form)
4. **E-VERIFICATION DOCUMENTATION – Contractor Affidavit**
5. **COST PROPOSAL FORMS.** Complete the Cost Proposal form(s) VIA BIDNET

By submitting a response to the RFP, the supplier is acknowledging that the supplier:

1. Has read all the information and instructions,
2. Agrees to comply with all the terms and conditions and information and instructions contained in this RFP.

Signature of Person Authorized to Sign on Behalf of the Offeror:

_____

Printed Name/Title:

Kevin Clark, P.E. Senior Associate

A photograph of a large, multi-story brick building with many windows. The words "STONECREST CITY" are visible in large, white, serif capital letters across the upper part of the building's facade. The image is overlaid with a semi-transparent red and green diagonal design.

CITY OF STONECREST
RFP # 2022-022

Request for Proposal for

SALEM PARK - PARKING LOT EXPANSION

January 4, 2022

Stantec Consulting Services Inc.

229 Peachtree St NE, Ste 1900 Atlanta, GA 30303

stantec.com | T: (770) 493-0450

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SUBMISSION COVER SHEET

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Donaldson Bannister Farm Parking
Lot Expansion and Site Upgrades

01 COVER LETTER



Stantec Consulting Services Inc.
229 Peachtree Street NE, Suite 1900
Atlanta GA 30303-1629

January 4, 2023

Gia Scruggs, Acting City Manager-Finance Director
3120 Stonecrest Blvd
Suite 190
Stonecrest, Ga 30038

Greetings Ms. Scruggs,

Reference: Salem Park - Parking Lot Expansion RFP

We are very excited about the opportunity to provide the City of Stonecrest with Engineering Design services for the expansion associated with Salem Park. Our engaged team of engineers and technical professionals have the expertise and availability to complete this project within budget and schedule.

Our team has completed numerous similar projects for parks and recreation facilities as well as with similar public and commercial sites with similar needs. We believe our experience and approach are a benefit to the City of Stonecrest to provide consistent communication and reliable deliverables.

The benefit that you get with our team is that we see ourselves a partner to the City of Stonecrest meaning we anticipate being present well after our last invoice to ensure implementation and success of the project and the community.

Stantec is an international company with offices around the United States. Our Atlanta office has close to 100 skilled professional who report in. While many of our team come from all over the Metro Atlanta area, Stantec's main office is located in downtown Atlanta at 229 Peachtree Road, International Tower, Suite 1900, Atlanta, Ga 30303. We do have satellite offices in Alpharetta, Georgia.

I will serve as the main contact for this project as an authorized officer of the company to execute any agreements.

Best regards,

STANTEC CONSULTING SERVICES INC.

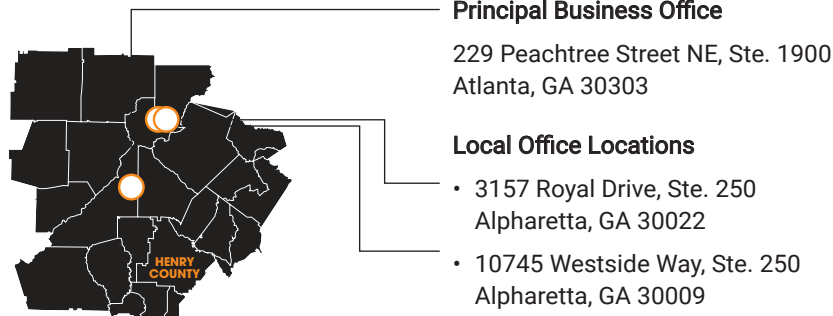
A handwritten signature in blue ink, appearing to read "Kevin Clark", written in a cursive style.

Kevin Clark
Senior Engineer, Senior Associate
Phone: (770) 791-9661
Kevin.clark@stantec.com

02 EXECUTIVE SUMMARY

Firm Name	Stantec Consulting Services Inc.		
Firm Headquarters Address	400-10220 103 Avenue NW Edmonton, Alberta, Canada, T5J 0K4*		
Lead Principal	Jeff Rice, PE		
Primary Contact	Kevin Clark, PE Senior Associate	Phone: (678) 987-5861 Fax: (404) 688-4084 kevin.clark@stantec.com	
	Atlanta Office 229 Peachtree St NE Suite 1900 Atlanta, GA 30303	Alpharetta Office (Royal) 3157 Royal Drive Suite 250 Alpharetta, GA 30022	Alpharetta Office (Westside) 10745 Westside Way Suite 250 Alpharetta, GA 30009

Georgia Addresses



STANTEC is committed and prepared to deliver the project:

1. On Schedule
2. Within budget
3. With the highest quality

SCHEDULE, TIMELINESS, AND AVAILABILITY MATTER

- Full roster of personnel and discipline experts with availability and readiness
- Schedule and completion in a timely manner is our top priority
- Program and project managers that provide Quality Assurance for efficient and accurate deliverables
- Plethora of national resources if uncertainty or unexpected conditions arise

STANTEC'S COMMITMENT TO THE CITY OF STONECREST

- Stantec enters into this project as a partner with the city with matching goals and objectives
- Quality Product-Our quality control is rigorous and effective for internal and external deliverables
- Team of Experts at your side to guide you through the process
- Project Management that takes heavy lifting off city staff
- Team that wants to deliver and implement the project and be proud of the final result.
- Relationship-Team that will be around now and in the future with a lasting partnership
- Responsive Nature-While our office is close, we are a team that prides itself on its responsiveness whether through email, phone, or text. The city will not be left with lingering uncertainties.

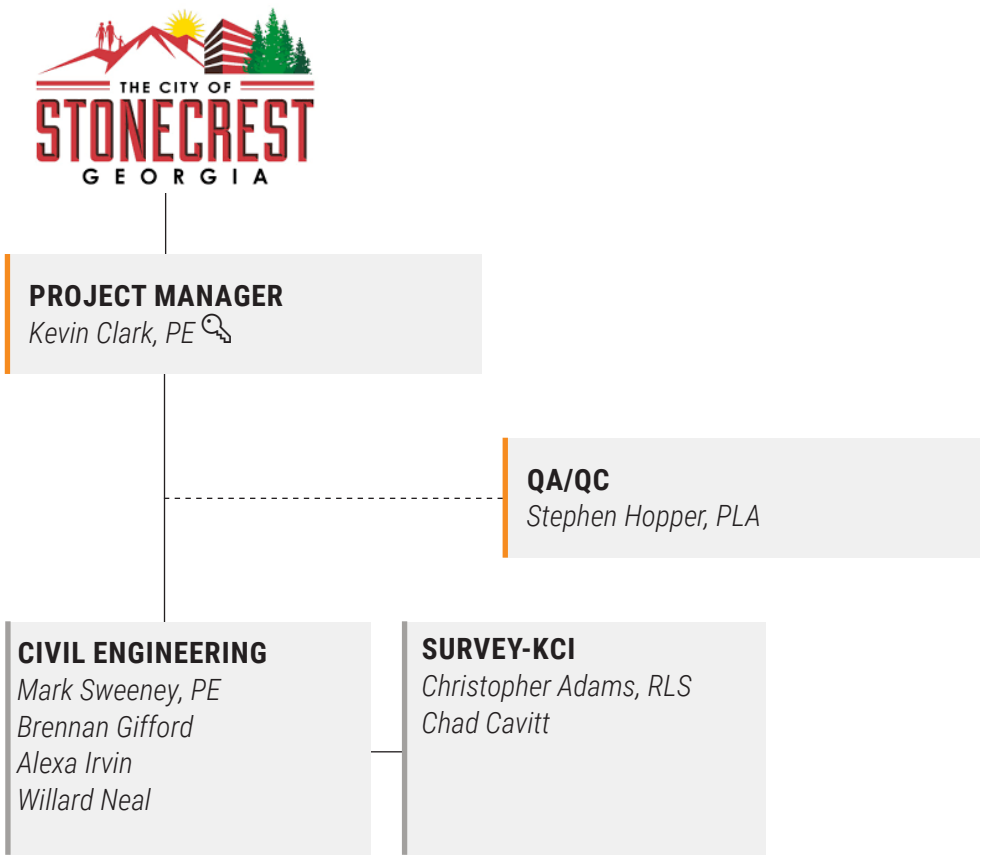
03 EVALUATION AND SELECTION CRITERIA

a. Project Personnel

Organizational Chart

We are better together. We take that core value seriously here at Stantec. That's why we have assembled a strong team of our top experts and project managers to provide you with the best project experience possible. Our intention is to deliver a focused process that facilitates the successful completion of your project today and helps you move confidently toward tomorrow. Leading this contract is Project Manager, Kevin Clark, PE who will be supported by a team of skilled professionals. The following chart outlines roles and responsibilities of the Stantec team. We've also included brief resumes of our team members so you can get to know a little bit more about them and their individual qualifications.

Our team has the projected availability and experience to meet your needs across disciplines.
Our team will include one sub-contractor providing survey services, KCI Technologies. Inc.





KEVIN CLARK PE

Kevin serves as a key team project manager throughout the Southeast. He has a track record of effectively managing numerous projects and project types within budget and on schedule. His clients are consistently encouraged by his willingness and readiness to communicate effectively early and often. He prides himself as keeping long term relationships with his clients in an effort to provide client satisfaction and continued success for the development of the communities he works in

Kevin also serves as a lead civil engineer for hydrology related projects. He will focus on stormwater management. Kevin brings extensive knowledge of both best stormwater management practices allows him to facilitate solutions and mitigate concerns with confidence. Kevin's project management experience allows to also fully understand the impacts of budget, schedule, and scope. His experience includes stormwater design, MS4 reporting, drainage basin mapping, and erosion control mitigation.

Kevin has specifically managed and led numerous park and parking lot capacity projects that serve the communities he works in with multiple benefits. He is well versed in considering all implications including utilities, stormwater, accessibility, and maneuverability. He also works diligently to mitigate impacts during the construction process to ensure the client's vision is fully realized.

KEY PERSONNEL PROJECT MANAGER

→ Education

- BS Civil Engineering Technology, Southern Poly

Relevant Registration

Professional Engineer
Georgia

→ Experience

- Forsyth County Courthouse ADA Parking, Forsyth County, Georgia
- Forsyth County Trailhead Parking Lot, Big Creek Trail, Forsyth County, Ga
- CDL Parking Lot, Chattahoochee Tech, Austell, Ga
- Lynnbrook Park Site Enhancements, Chattanooga, Tn
- Custer Park Concept Plan, Atlanta, Ga
- University of North Georgia Parking Lot and Site Expansion, Cumming, Georgia
- Cherokee County Public Works Parking Lot Remediation and Expansion, Cherokee County, Ga
- Halcyon Development Site and Parking Improvements, Cumming, Ga
- Morgan Falls Road Pedestrian Improvement, Sandy Springs, GA
- Spalding Drive & Mt. Vernon Road Intersection Improvement, Sandy Springs, GA
- Holly Springs Towne Center, Holly Springs, Georgia
- Reservoir Drive, Canton, Georgia
- Mission Road, Bartow County, Georgia
- Morgan Falls Road Pedestrian Improvement, Sandy Springs, GA,
- Keeter Road, Cherokee County, Georgia
- Botany Way, Dalton, Georgia
- John West Road MS4, Douglas County, Georgia
- Spaulding Drive MS4, Dunwoody, Georgia
- Shallowford Road, Doraville, GA

* denotes projects completed with other firms



**MARK
SWEENEY**
PE, PMP

→ **Education**

University of Central Florida
MS, Civil Engineering

University of Central Florida
Transportation Engineering
Graduate Certificate

Pennsylvania State University
BS, Civil Engineering

→ **Relevant Registration**

Professional Engineer #043869,
State of Georgia

KEY PERSONNEL
CIVIL ENGINEER

GSWCC Level II Design
Professional No. 86228

Mark is a civil engineer with 28 years of experience. He has extensive client management experience acquired by leading initiatives for city, municipal, and regulatory agencies. Throughout his career, he has served as a project manager and project engineer, ensuring that his client's goals are in alignment with the scope, budget, and schedules. Identifying appropriate and available resources, engaging stakeholders, and providing timely communications are essential components of all he does. He's committed to being responsive to clients, stakeholders, and team members, and he prioritizes keeping communications open and ongoing.

Previously, Mark served as city engineer for several North Dakota cities and oversaw numerous capital improvement projects including site development, city streets, water distribution systems, drainage facilities, and water storage. In addition, Mark's civil engineering experience includes private commercial, residential and industrial site development, stormwater management, sanitary collection design. He has also worked on roadway design and construction administration.

→ **Experience**

- Donaldson Bannister Farm Parking Lot Expansion, Dunwoody, Ga
- Lynnbrook Park Expansion, Chattanooga, Tn
- Cleveland State Community College Parking Lot Entrance and Plaza Expansion, Cleveland, Tn
- Auto Nation Parking Lot, Dekalb County, Georgia
- Little River Falls Parking Lot Expansion, National Parks Services, Al
- Irvin Tissue Site and Parking Lot, Macon, Ga



**STEPHEN
HOPPER**
PLA

→ **Education**

BLA, University of Georgia

→ **Relevant Registrations**

Professional Landscape
Architect #1651, Georgia

SITES AP

KEY PERSONNEL
QAQC

Stephen is a landscape architect with 16 years of design and project management experience. Stephen has led and assisted numerous teams to successfully implement multiple parks and site development projects. His project experience brings an attention to detail that ensures all aspects of the necessary design are considered. He has a passion for creating, improving, and enhancing spaces. This inspires him to build contextually sensitive environments that also balance the needs of the public and private realms. His expertise spans many facets of including bicycle and pedestrian paths, community planning, institutional development, recreation master planning and development, streetscapes, and urban design.

→ **Experience**

- Donaldson Bannister Historic House Parking Lot Expansion, Dunwoody, Ga
- Cleveland State Community College Parking Lot Expansion, Cleveland, Tn
- Stone Mountain Permeable Paver Parking Lot Expansion, Stone Mountain, Ga
- University of North Georgia Parking Lot Expansion, Forsyth, Ga
- Henderson Park Expansion and Phase II, Tucker, G
- Lynnbrook Park Expansion, Chattanooga, Tn
- Ashley Furniture, Stonecrest, Ga
- Depot Street Parking Lot Park Expansion, Marietta, Ga
- Forsyth County Trailhead, Stormwater, Parking Lot, Forsyth County, Georgia
- Auto Nation Parking Lot, Dekalb County, Georgia
- Little River Falls Parking Lot Expansion, National Parks Services, Al
- Irvin Tissue Site and Parking Lot, Macon, Ga

b. Project Experience

FORSYTH COUNTY COURTHOUSE ADA PARKING

Forsyth County, Georgia

Stantec staff provided design and construction administration services for a retrofit parking lots project in downtown Cumming next to the Forsyth County Courthouse. The courthouse did not have easily accessible ADA parking, and the county found many folks of varying need were struggling to access the public building. Forsyth contracted Stantec to design an accessible parking lot and route within ADA standards in between the court house and the public road. This includes accessible entrances and exit drive, relocating existing city sidewalks, underground detention and water quality systems. The project has been constructed and users of all capabilities can easily access the courthouse.

Client Name Jericho Design Group
Project Timeline 2020-2021
Client Contact
Doug Shaw, Owner
470.520.1043
dshaw@jericho-design.com



ALL SAINTS CATHOLIC CHURCH PARKING LOT EXPANSION

Dunwoody, Georgia



Client Name Smith Boland Architects
Project Timeline 2021-2022
Client Contact Michael Boland, AIA
770-435-3080
michael@smithboland.com

All Saints Catholic Church is expanding as their need for additional facilities also included more capacity for parking and accessible routing of visitors to the Church. Stantec was hired to provide civil engineering services for the parking lot expansion as well as to consider related stormwater containment and release. The design was integrated into the overall architectural and structural improvements that the Church is implementing at the same time. In some cases, tight and narrow through-ways were mitigated with unique design solutions that allow the parking lot to still function as anticipated. Construction is planned for Summer of 2023.

DONALDSON-BANNISTER FARM PARKING LOT EXPANSION

Dunwoody, Georgia

Client Name Dunwoody Preservation Trust
Project Timeline 2019-2020
Client Contact Jim Williams, President
770.668.0401
jim@dunwoodypt.org

Stantec was originally hired to provide a complete site restoration and site amenity package to the historic and recreational property that included pathways, seating, parking, and new roads. After completion, Stantec was rehired to provide design of a parking lot expansion for the building capacity expansion of the property to provide additional capacity. The proposed area had many drainage issues on a slope. Stantec provided civil engineering services for the parking area as well as detailed stormwater and utility coordination to ensure the lasting success of the parking area. Concise effort was given to ensure ADA accessibility of the parking lot as well as access to the other areas that the farm has to offer. Paths and drainage routes were implemented to mitigate existing conditions. The project was constructed in 2020.

c. Project Understanding and Approach

Understanding

Stantec understands how public spaces and mobility accessibility are interconnected and dependent upon one another. The expanded capacity for parking at Salem Park will promote the recreational use for the entire community. Stonecrest recreational opportunities are fantastic places for the community to join and partake in their natural environment. Salem Park provides many opportunities for varying levels of recreation and access. This parking lot expansion and site upgrade will allow users to more efficiently connect with what the park has to offer.

Approach

Project Management - Stantec is a team-oriented group. When our team joins with you all, a true partnership is formed that promotes the growth of a healthy community. We will kick-off that relationship by creating a Project Management Team (PMT) with Stantec and city staff as well as any identified stakeholders or key members. The PMT will then finalize the schedule and anticipated deliverables within the project framework. All decisions and processes will go through the PMT to ensure all parties are effectively informed and agreed.

Survey - Concurrently, Stantec will release our survey partner KCI Technologies for site survey to gather all required site and topographic information that allows our team to start analyzing the existing conditions and inform our preliminary design process. T2 will survey the site boundary as well as the area required to complete design services near the basketball courts, parking lot, and stormwater ponds. Existing survey will include existing utilities and edge of roadway and r/w adjacent to Salem Road.

Concept - Stantec will then begin to figure preliminary design with opportunities and constraints that can be communicated with the city prior further development. If appropriate, 2 developed concepts will be brought to the PMT during a Concept Development meeting where final direction can be confirmed with all proposed improvements. Certain considerations will be given to basketball court orientation, parking lot layout and capacity, stormwater conveyance, and existing utilities. The existing stormwater pond will be studied for the additional runoff from the parking lot and resized as appropriate.

Construction Plans - Our team of engineers will then go to work to develop these concepts into working construction drawings that include the necessary information to implement and construct the project. This will include all detailed construction drawings including existing conditions, site, grading, and erosion control plans as well

as any stormwater or utility profiles that will be utilized for construction. As required final specifications and plans will be delivered to the city for bidding and construction.

Permitting - As the plans go into final development and the PMT is comfortable with the anticipated deliverable, Stantec will begin to permit the project through the City of Stonecrest permitting process. Any required updates, edits, or revisions that the city may need will be adjusted and addressed during this time. Stantec prides itself as working with the permitting team efficiently and effectively to meet all schedules.

Construction Administration and Related Services -

As mentioned, Stantec is a partner in this process. If requested/or as needed, Stantec can be involved during the construction process. Stantec can assist with the bidding and contractor selection process as well as answer RFI's and respond with Addendum if needed. During the construction phase, Stantec can be virtual attendees of agreed upon progress meetings and approve any shop drawings. These services are for the benefit of the city to ensure that the anticipated goals and objectives of the project are being delivered in the manner that are anticipated. Stantec shares the desire with the city to see a final implemented project that is delivered and also gives value to the local community around it.



Cleveland State Community College Parking Lot and Plaza Improvements, Cleveland, Tennessee

d. COST PROPOSAL

REQUEST FOR PROPOSAL NO. 2022-22 SALEM PARK – PARKING LOT DESIGN

COST PROPOSAL SCHEDULE

Please provide the fee proposal. If more services are needed based on our findings during design, those services and work will be done under an additional service agreement.

Survey (lump sum)	\$ 15,000
Civil Site Plan Design (lump sum)	\$ 16,000
Permitting through City of Stonecrest (lump sum)	\$ 10,000
Reimbursement Fees, Mileage and printing as needed (Not to exceed amount)	\$ 2,000
Total Cost Proposal	\$ 43,000

Submit electronically via Bidnet

	<i>Project Manager</i>	<i>Sr. Engineer</i>	<i>Engineer</i>	<i>Technician</i>	<i>Admin</i>
Hourly Rates (hourly)	\$ 219.00	\$ 198.00	\$ 173.00	\$ 122.00	\$ 111.00
Tasks	Anticipated Hours				
Survey					Lump Sum
Civil Site Design	10	5	40	40	5
Permitting	10	5	20	20	10
Reimbursement			Time and Materials not to Exceed		
Construction Administration (as requested)			Time and Materials Per Hourly Rates		

04 REFERENCES

REQUEST FOR PROPOSAL NO. 2022-22 SALEM PARK – PARKING LOT DESIGN

REFERENCE SHEET

In the space provided below, please list a minimum of three (3) references giving the name, address, phone and contact person of companies, organizations, or agencies for whom you have provided services like those requested in the RFP.

Name of Company:	Jericho Design Group, LLC
Address:	208 Pirkle Ferry Road, Suite C
	Cumming, GA 30040
Phone Number:	470.520.1043
E-mail Address:	dshaw@jericho-design.com
Contact Name:	Doug Shaw, AIA Managing Member/Owner

Name of Company:	Smith Boland Architects
Address:	532 Roselane St NW Suite 310
	Marietta, Ga 30060
Phone Number:	770.435.3080
E-mail Address:	michael@smithboland.com
Contact:	Michael Boland, Partner

Name of Company:	Dunwoody Preservation Trust Inc., Donaldson Bannister Farm
Address:	PO Box 888658
	Dunwoody, Ga 30356
Phone Number:	770.668.0401
E-mail Address:	jim@dunwoodypt.org
Contact:	Jim Williams, President

APPENDIX

DRUG FREE WORKPLACE

I hereby certify that I am a principal and duly authorized representative of **Stantec Consulting Services, Inc.**, (“Contractor”), whose address is **229 Peachtree Street NE, Suite 1900 Atlanta, Georgia, 30303-1629**

_____, and I further certify 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 with in full; and
- (2) A drug-free workplace will be provided for Contractor’s employees during the performance of the Agreement; and
- (3) Each Subcontractor hired by Contractor shall be required to ensure that the subcontractor’s employees are provided a drug-free workplace. Contractor shall secure from that subcontractor the following written certification: “As part of the subcontracting agreement with Contractor, **Stantec Consulting Services, Inc.** certifies to Contractor that a drug-free workplace will be provided for the Subcontractor’s employees during the performance of this Agreement pursuant to paragraph (7) of subsection (b) of the Official Code of Georgia Annotated, Section 50-24-3”; and
- (4) The undersigned will not engage in unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana during the performance of the Agreement.

CONTRACTOR: **Stantec Consulting Services, Inc.**

Date: **01/03/2023**

Signature: _____



Title: **Senior Associate**

REQUEST FOR PROPOSAL APPLICATION

This form must be completed by Responders of this RFP. Attach additional information, as needed, or as required. If you attach confidential material, clearly identify if the attachments are proprietary.

Applicant Name Stantec Consulting Services, Inc.

Applicant Address 229 Peachtree Street NE, Suite 1900, Atlanta, Georgia, 30303-1629

Applicant Phone 770.719.9661 Email kevin.clark@stantec.com

The Corporation) is a Legal Entity:

- ☐ Individual(s) If multiple, identify
- ☒ Corporation
- ☐ LLC
- ☐ Joint Tenants
- ☐ Tenants in Common
- ☐ Partnership
- ☐ Other (Identify Other) _____

If not a Georgia corporation/partnership, state where organized: _____

(Attach current corporation documentation.)

Management TEAM

Other Members _____

Other Members _____

CONFLICT OF INTEREST DISCLOSURE

The following information must be disclosed:

1. List the names of all persons having a financial interest in the consultant's business.

Not Applicable

2. If any person identified pursuant to (1) above is a corporation or partnership, list the names of all individuals owning more than 10% of the shares in the corporation or owning any partnership interest in the partnership.

Not Applicable

3. If any person identified pursuant to (1) above is a nonprofit organization or a trust, list the names of any person serving as director of the nonprofit organization or as trustee or beneficiary or trustor of the trust.

Not Applicable

4. List the address of any property owned by the Consultant or principals identified in (2) that is located in Stonecrest and/or DeKalb County.

Not Applicable

(NOTE: Attach additional pages, as necessary.)

Person is defined as: Any individual, firm, co-partnership, joint venture, association, social club, fraternal organization, corporation, estate, trust receiver, syndicate, this and any other group or combination acting as a unit.



Authorized Signature of Responder

01/03/2023

Date

3120 Stonecrest Blvd, Stonecrest, Georgia, 30038 · 770-224-0200 · www.stonecrestga.gov 17

CERTIFICATE AND ACKNOWLEDGEMENT

Applicant certifies that it as individual or member of a corporation or partnership is not now and will not be at contract execution in violation of the following policies:

- ☐ YES ☒ NO Delinquent in the payment of taxes due to the City of Stonecrest.
- ☐ YES ☒ NO Building or health code violations on property owned that is not being actively abated;
- ☐ YES ☒ NO Been convicted of a felony crime that affects property or neighborhood stability or safety;
- ☐ YES ☒ NO Have any outstanding judgments or debts to the City;
- ☐ YES ☒ NO Have no past due loan(s) with the City;
- ☐ YES ☒ NO Been subject to a foreclosure within the previous ten (10) years;
- ☒ YES ☐ NO Been involved in litigation relating to a project either voluntary or involuntary within the past five (5) years; and
- ☐ YES ☒ NO Been adjudged bankrupt either voluntary or involuntary within the past ten (10) years.

I/We acknowledge understanding of the above policies and certify that none of the individuals or members of a corporation or partnership are in violation. I certify that this information is true and correct.

I/We further certifies that the information and exhibits comprising this RFP are true and correct. Unsigned/undated submissions will not be considered.

CERTIFICATION OF AUTHORIZED REPRESENTATIVE:

I Kevin Clark, P.E. as Authorized Representative for Stantec Consulting Services, Inc., hereby certify that all information and materials submitted in response to this RFP are true and accurate to the best of my knowledge and belief. I understand that any attempt to falsify information in this application shall result in disqualification. Further, I hereby consent to requests that the City may make of third parties for information to substantiate information provided in this RFP, and I authorize third parties to release such information to the City.



Authorized Signature of Responder

01/03/2023

Date

Kevin Clark, P.E.

Print or type name

Authorized Signature of Responder

Date

Print or type name

2022-22

Proposal Number

Statement explaining the litigation from Certificate and Acknowledgment Form:

Professional Liability Claims History Statement There are no judgments or arbitration awards outstanding against Stantec. Stantec does have some legal proceedings, lawsuits, or claims pending. These are a normal part of professional services industries. All have been reported to Stantec's insurers who are in the process of adjusting/managing them. None will have a material effect on the financial position of the company or its ability to undertake this assignment. Perhaps of greater comfort to our clients is the fact that Stantec seeks to deal with client concerns and claims promptly and fairly through its Practice & Risk Management group. As a public company, Stantec has substantial assets and maintains a high professional liability insurance limit. Stantec's claims history has resulted in relatively low insurance premiums when compared with firms of similar size and character.

REQUEST FOR PROPOSAL CHECKLIST

It is the Proposer's responsibility to read the RFP fully to determine all necessary information/documents are submitted in order for the Proposal to be considered complete. You may use the checklist below as a guide to assist with providing the requested information.

PROJECT: _____

PROPOSAL NO: _____

- ☐ The proposal has been signed by an authorized principal or authorized official of the firm.
- ☐ No conditions, restrictions or qualifications have been placed by the company on this proposal that would have the proposal declared non-responsive.
- ☐ We are prepared to provide the insurance required in this solicitation.
- ☐ Completion of Conflict of Interest Disclosure
- ☐ Completed Certificate and Acknowledgement
- ☐ We acknowledge that the City of Stonecrest does not provide Workers' Compensation to Contractors, Subcontractors or any tier and as such is not responsible or legally liable for Contractor workers' injuries, including death.
- ☐ We have included the following **NOTARIZED** Georgia Security and Immigration Compliance documents with our bid:
 - ***Immigration and Security Form**
 - ***Sub-Contractor Affidavit**
 - * **Affidavit**

NON-COLLUSION AFFIDAVIT

The undersigned bidder or agent, being duly sworn on oath, says that he/she has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him, entered into any combination, collusion or agreement with any person relative to the price to be bid by anyone at such letting nor to prevent any person from bidding nor to include anyone to refrain from bidding, and that this bid is made without reference to any other bid and without any agreement, understanding or combination with any other person in reference to such bidding.

He/She further says that no person or persons, firms, or corporation has, have or will receive directly or indirectly, any rebate, fee gift, commission or thing of value on account of such sale.

OATH AND AFFIRMATION

I HEREBY AFFIRM UNDER THE PENALTIES FOR PERJURY THAT THE FACTS AND INFORMATION CONTAINED IN THE FOREGOING BID FOR PUBLIC WORKS ARE TRUE AND CORRECT.

Dated this 3rd day of Jan, 2023

Stantec Consulting Services Inc.

(Name of Organization)

Senior Associate

(Title of Person Signing)



(Signature)

2022-22 Salem Park Parking Lot Design

(Bid Number)

ACKNOWLEDGEMENT

STATE OF Georgia)

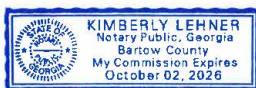
COUNTY OF Bartow)

Before me, a Notary Public, personally appeared the above named and swore that the statements contained in the foregoing document are true and correct.

Subscribed and sworn to me this 3rd day of January, 2023.



Notary Public Signature



My Commission Expires: October 2, 2026



GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT

Contractor(s) Name: Stantec Consulting Services, Inc.

Address: 229 Peachtree Street NE, Suite 1900
Atlanta, Georgia 30303-1629

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 corporation which is contracting with the City of Stonecrest has registered with, is authorized to participate in, and is participating in the federal work authorization program commonly known as E-Verify,* 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 the City of Stonecrest within five (5) business days after any subcontractor(s) is/are retained to perform such service.

48737

E Verify™ Company Identification Number

06/19/2007

Date of Authorization



BY: Authorized Officer or Agent
(Name of Person or Entity)

01/03/2023

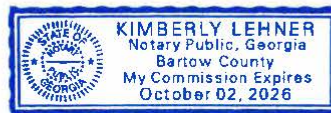
Date

SUBSCRIBED AND SWORN BEFORE
ME ON THIS THE

3rd DAY OF January, 2023



Notary Public



My Commission Expires: 10/02/2026

* **or any subsequent replacement** 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