



Town of Thunderbolt, Chatham County, Georgia RFP Event #



TOWN OF THUNDERBOLT
REQUEST FOR PROPOSAL
TO PROVIDE
CONSTRUCTION SERVICES
FOR
THUNDERBOLT TOWN HALL
ROOF REPAIR/CONSTRUCTION
RFP NO. 25-1102



PURPOSE:

The Town of Thunderbolt is now accepting proposals from experienced and qualified construction firms, herein referred to as Contractor, whom are interested in providing engineering services required for both the design services and construction administration from concept for the Thunderbolt Town Hall Roof Project. The selected firm will be responsible for the construction and other related items including design, permitting, specification and drawing preparation, overseeing construction services, and other items that may be required by local, state or federal regulations.

Sealed bid proposals for the Thunderbolt Town Hall Roof Project will be publicly opened and read aloud in the Council Chamber at Thunderbolt Town Hall located at 2821 River Drive, Thunderbolt, GA 31404 at 6:30PM on December 12, 2025.

All sealed bids shall be delivered to the Office of the Town Administrator located at the above address Monday - Friday during normal business hours from 8:00AM to 5:00PM. Proposals not received in the Office of the Town Administrator by the time and date specified will not be considered. It is the bidder's responsibility to ensure that the bid is delivered to the appointed location prior to the deadline for bids. A bidder submitting by mail does so at their own risk.

Instructions for the preparation and submission of a proposal are presented in Section I, or may be acquired at the Office of the Town Administrator at Town Hall located at 2821 River Drive, Thunderbolt, GA 31404, Monday - Friday during normal business hours from 8:00AM to 5:00PM.

Owner reserves the right to reject any or all Bids, including without limitation, the rights to reject any or all nonconforming, nonresponsive, unbalanced or conditional Bids and to reject the Bid of any Bidder if Owner believes that it would not be in the best interest of the Town to make an award to that Bidder, whether because the Bid is not responsive or the Bidder is unqualified or of doubtful financial ability or fails to meet any other pertinent standard or criteria established by the Owner.



**ROOFING DESIGN SERVICES
EVENT NO. 251102**

SECTION I - INFORMATION & INSTRUCTIONS

1.0 SUBMISSION REQUIREMENTS

1.1 The complete original proposal must be submitted in a sealed package and received in accordance with the instructions detailed on pay 2 of 20. All proposals shall be marked "Thunderbolt Town Hall Roof Project". Bidders shall file all documents necessary to support their proposal and include them with their proposal. Bidders shall be responsible for the actual delivery of proposals during business hours to the address indicated above. It shall not be sufficient to show that the proposal was mailed in time to be received before scheduled closing time.

1.2 Proposals shall be submitted in the following format and include the following information.

- (A) Acknowledgement of RFP (page 13).
- (B) Fee Proposal with an itemized hourly project breakdown in separate envelope (pages 14-15).
- (C) Non-discrimination Statement (page 16).
- (D) Contractor Affidavit and Agreement (page 17).
- (E) Affidavit Verifying Status for Town Benefit Application (page 18).
- (F) Contractor Statement of Qualifications.
- (G) Hourly Rate Schedule.
- (H) Project Team Organization Chart and Resumes.
- (I) Detailed Project Approach.
- (J) Detailed Bar Chart Schedule.

1.3 All proposals shall be:

- (A) Submitted in sealed opaque envelope, plainly marked with the project name and number as listed above.
- (B) Mailed, express mailed, or delivered in sufficient time to ensure receipt by the Office of the Town Administrator on or before 5:00PM on December 1, 2025.
- (C) Bids that are mailed or express mailed are done so at the Bidder's own risk.
- (D) Bids not received in the Office of the Town Administrator by the time and date specified above will not be opened.

1.4 It is the sole responsibility of the Bidder to assure that they have received the entire RFP.

1.5 Bidders will be notified in writing of any change in the specifications contained in this RFP.

1.6 No verbal or written information which is obtained other than through this RFP or its addenda shall be binding on Town. No employee of Town is authorized to interpret any portion of this RFP or give information as to the requirements of the RFP in addition to that contained in or amended to this written RFP document.

1.7 The Town reserves the right to reject any and all proposals and to request clarification of information from any Bidder. The Town is not obligated to enter into a contract on the basis of any proposal submitted in response to this document.

1.8 Prior to the final selection, Bidders may be required to submit additional information which the Town may deem necessary to further evaluate the Bidder's qualifications.



1.9 The Town will not reimburse Bidders for any costs associated with the preparation and submittal of any proposal, or for any travel and/or per diem costs that are incurred.

1.10 Bidders shall not offer any gratuities, favors, or anything of monetary value to any official, employee, or agent of the Town for the purpose of influencing consideration of this proposal.

1.11 A proposal may not be withdrawn before the expiration of ninety (90) days from the proposal due date.

1.12 The Town reserves the right to negotiate with the selected Contractor the exact terms and conditions of the contract.

1.13 The Town is under no obligation to award this project to the Contractor offering the lowest fee proposal. Evaluation criteria included in this document shall be used in evaluating proposals.

1.14 Bidders may find instances where they must take exception with certain requirements or specifications of the RFP. All exceptions shall be clearly identified, and written explanations shall include the scope of the exceptions, the ramifications of the exceptions for the Town and a description of the advantage to be gained or disadvantages to be incurred by the Town as a result of these exceptions.

1.15 Bidder, at its own expense and without exception, shall indemnify, defend and pay all damages, costs, expenses, including attorney fees, and otherwise hold harmless the Town, its employees, and agents, from any liability of any nature or kind in regard to the delivery of these services.

1.16 All proposals, responses, inquiries, or correspondence relating to or in reference to this RFP, and all reports, charts, and other documentation submitted by Bidders shall become the property of the Town once received.

1.17 Proposals will subjectively be evaluated according to the following criteria and weight at a minimum:

- Qualifications
- Preliminary Engineering
- Preliminary Design
- Final Design
- Construction Services
- Cost
-

1.18 One (1) bound, printed and signed original; and two (2) identical bound, printed copies of the proposal and supporting documents must be submitted in response to the RFP. All responses must relate to the specifications as outlined.

1.19 Contractors must submit proposals in accordance with the instructions contained in this RFP. All requested information must be submitted with the proposal. Instructions for preparation and submission of proposals are contained in this package. All questions regarding this RFP will be shared with all Bidders and should be submitted in writing in electronic format and emailed to:

Matthew D. Walker
Town Administrator
mwalker@thunderboltga.org

1.20 Contractors should submit experience and qualifications as described below. Additional information may be submitted as appropriate to further describe vendor and provide product capabilities.

- (A) List of similar projects completed in the last ten (10) years with respective owner contact information (i.e. names, email address, phone numbers).
- (B) Location and number of support personnel including experience and education.
- (C) List of four (4) references with contact information



1.21 The contract between the Town and the Contractor shall consist of (1) the Request for Proposal (RFP) and any amendments thereto, and (2) the proposal submitted by the Contractor in response to the RFP. In the event of a conflict in language between the two documents referenced above, the provisions and requirements set forth and/or referenced in the RFP shall govern. However, the Town reserves the right to clarify any contractual relationship in writing with the concurrence of the Contractor, and such written clarification shall govern in case of conflict with the applicable requirements stated in the RFP or the Contractor's proposal. In all other matters not affected by the written clarifications the RFP shall govern.

1.22 The Town may cancel the contract at any time for breach of contractual obligations by providing the Contractor with a written notice of such cancellation. Should the Town exercise its right to cancel the contract for such reasons, the cancellation shall become effective on the date as specified in the notice of cancellation sent to the Contractor.

1.23 In connection with the furnishing of supplies or performance of work under the contract, the Contractor agrees to comply with the Fair Labor Standard Act, Equal Opportunity Employment Act, and all other applicable Federal and State laws, regulations, and executive orders to the extent that the same may be applicable and further agrees to insert the foregoing provision in all subcontracts awarded hereunder. Bidders certify that all equipment, services and or goods provided to the Town comply with the Department of Justice ADA Title III Regulations.

1.24 Employment Eligibility Verification and Systematic Alien Verification for Entitlements (SAVE): As required under Senate Bill 529 – “Georgia Security and Immigration Compliance Act” of 2006, O.C.G.A. Section 2, Article 3 13-10-91, public employers, their contractors and subcontractors are required to verify the work eligibility of all newly hired employees through an electronic federal work authorization program. The Georgia Department of Labor has added a new Chapter 300-10-1, entitled "Public Employers, Their Contractors and Subcontractors Required to Verify New Employee Work Eligibility Through a Federal Work Authorization Program," to the Rules and Regulations of the State of Georgia. (See website: http://www.dol.state.ga.us/pdf/rules/300_10_1.pdf.) The new rules designate the “Employment Eligibility Verification (EEV) Basic Pilot Program” operated by the U.S. Citizenship and the Town.

Immigration Services Bureau of the U.S. Department of Homeland Security as the electronic federal work authorization program to be utilized for these purposes. The EEV/Basic Pilot Program can be accessed at: <https://e-verify.uscis.gov/enroll/StartPage.aspx?JS=YES>.

O.C.G.A. § 50-36-1, requires Georgia's counties to comply with the federal Systematic Alien Verification for Entitlements (SAVE) Program. SAVE is a federal program used to verify that applicants for certain “public benefits” are legally present in the United States. Contracts with the Town are considered “public benefits.” Therefore, the successful bidder will be required to provide the Affidavit Verifying Status prior to receiving any Town contract. The affidavit is included as part of this RFP but is only required of the successful bidder.

1.25 The responses will become part of the Town's official files without any obligation on the Town's part. Ownership of all data, materials and documentation prepared for and submitted to the Town in response to a solicitation, regardless of type, shall belong exclusively to the Town and will be considered a record prepared and maintained or received in the course of operation of public office of agency and is subject to public inspection in accordance with the Georgia Open Records Act, Official Code of Georgia Annotated 50-18-70, et Seq., unless otherwise provided by law. The project includes design and construction services for one bathroom. The new bathroom will be constructed on Town owned property within W.E. Honey Park.



ROOFING DESIGN SERVICES EVENT NO. 251102

SECTION II SCOPE OF WORK

- 2.0 Broad Description of Project:** The purpose of this event is to receive proposals from qualified contractors for services for an annual contract for roofing design and building envelope services. Electronic submissions will not be accepted for this proposal.
- 2.1 Scope of Services:** The Town of Thunderbolt has the need for consulting, design, engineering and ongoing observation on our Town Hall Roof Replacement/Repair. This Request for Proposal (RFP) describes requirements for professional consulting services to produce the necessary construction documents, and specifications for this project.

The successful proposer shall provide the following services:

2.1.1 Preliminary Engineering: The consultant shall prepare a survey of the site to become fully knowledgeable of the project. The survey shall include:

- Detailed measurements to prepare preliminary design plans.
- Test cuts and laboratory tests as necessary to identify the existing roof system or sealants to be repaired or replaced.
- Identifying necessary repairs, identifying necessary drainage improvements, and examining construction details.
- Perform condition assessments of the existing roof system or building envelope.
- Make recommendations for necessary repairs, drainage improvements and/or possible replacement and provide descriptions of the benefits of different system options and the associated costs.
- Consultant to provide estimated cost for any improvements recommended.
- The consultant shall attend on-site meetings and make recommendations for preliminary design, project design and bidding as required.
- Attend all project coordination meetings as required.

2.1.2 Preliminary Design

- Provide Owner with Preliminary Design Drawings for approval.
- Prepare application and submit drawings and attend necessary meetings to



obtain approvals as required to satisfy any local, State or Federal entity permitting requirements.

2.1.3 Final Design: After approval of preliminary design.

- Prepare a complete set of construction documents, including “to scale” drawings and details.
- Provide the Town with a complete set of Drawings marked “Approved for Construction” and a complete set of Technical Specifications for the project, including but not limited to Town of Thunderbolt Standard Contract Documents
- Submit design for building permit.
- All designs must be sealed by a Georgia Registered Design Professional

2.1.4 Preparation of construction cost estimate.

2.1.5 Completing revisions to the plans and specifications as necessary based on comments received from the Town of Thunderbolt.

2.1.6 Construction drawings shall be signed and sealed by a Georgia registered design professional.

2.1.7 All drawings and specifications shall be in sufficient detail to obtain fixed construction bids and apply for permits.

2.1.8 Bidding Services: After the final design documents have been reviewed and approved by the Town of Thunderbolt, bidding services shall be provided including but not limited to:

- Transmission of a complete set of approved plans and details to the Town.
- Compilation and submission of addenda.
- Responding to comments from involved parties.
- Attendance at pre-bid conference.
- Preparation and distribution of minutes of the pre-bid conference.
- Evaluation of substitutes.
- Contractor evaluation and recommendation.

2.1.9 Contract Administration: After the bid phase has been completed and an acceptable bid has been awarded by the Town of Thunderbolt, contract administration services shall be provided including but not limited to the following:

- Attendance at the pre-construction conference.
- Preparation and distribution of minutes from the pre-construction conference.
- Attendance at project meetings
- Shop drawing and submittal review.
- Oversight of testing and inspections.



Town of Thunderbolt, Chatham County, Georgia RFP Event

- Evaluating change order proposals
- Reviewing pay requests
- Attendance at final inspection
- Preparation and distribution of minutes of all meetings.
- Compilation of punch list following substantial completion.
- Compilation of all closeout documentation.

2.1.10 Construction Services: During the course of the work, the consultant shall observe the work on a regular basis, for purposes of design compliance and overall quality of the work. The specifications and contract documents will dictate the materials to be used and the method of installation. The consultant will monitor the project to provide communication to the Town regarding whether the work is progressing according to the plans and specifications and will offer an opinion as to the quality of the application of the materials. The consultant will submit a written report following each inspection with photographs and documentation regarding any changes in the work or application techniques, discussions with contractor, and general observations.

2.1.11 All drawings to be delivered in .pdf. Specifications are to be provided in Word format for inclusion with Town of Thunderbolt “front end” documents, without the need for document format changes.

2.2 Proposal Format: Proposals shall be submitted in the following format and include the following information.

- a) Cover letter stating the intent of the Proposer for this event. Cover letter must include acknowledgement of all addenda issued for this proposal.
- b) Detailed description of qualifications, experience, and methodology as requested
- c) Fee Proposals per instructions in Section III signed by responsible party. Fees are not to be included in the body of a proposal. Failure to submit fees in a separate sealed enveloped may result in a proposal being rejected.
- d) Proposed Schedule of DBE Participation and Non-Discrimination Statement.
- e) Response to consultant statement of qualifications included with this document. Additional information such as agency brochures, resumes, etc. may be submitted as appropriate.

2.3 Basis of Award: Proposals will be evaluated according to the following criteria and weight:

- A. Proposer’s qualifications and experience (*50 points*)
 - i. Education of roofing and building envelope consultant
 - ii. Knowledge and skills of roofing and building envelope consultant
 - iii. Relevant experience of principal consultant
 - iv. Outstanding characteristics/qualifications



- B. Methodology (10 points)
 - i. Design Phase
 - ii. Construction administration
 - iii. Document quality/coordination
 - iv. Documentation of existing conditions
- C. Fees (25 points) Fee proposals shall be in a separate, sealed envelope. Fee proposals or references to fees shall not be included in the body of the proposal. Inclusion of fees in the body of the proposal may be grounds for rejection of that proposal.
- D. References (10 points)
- E. Local Vendor Participation (5 points) (See Section 2.6)

A short list may be developed and interviews conducted with those proposers deemed to be most qualified. The Town reserves the right to conduct interviews of any or all proposers at the Town's discretion. The Town also reserves the right to request a best and final offer (BFO) and to re-score evaluations based on the best and final offer. Proposers may be required to provide clarification of their proposal as part of the BFO response.

- 2.4 **Copies:** One (1) unbound, printed and signed original, six (6) identical, printed copies, and one electronic copy of the proposal and supporting documents must be submitted in response to the RFP. All responses must relate to the specifications as outlined.
- 2.5 **Contacts:** Proposers must submit proposals in accordance with the instructions contained in this RFP. All requested information must be submitted with the proposal. Instructions for preparation and submission of proposals are contained in this package. All questions regarding this request for proposal should be submitted in writing and emailed to the person listed on the summary event page.
- 2.6 **Local Vendor Definition**

A bidder or business shall be considered a local vendor if it meets all of the following requirements:

 - a) The bidder or business must operate and maintain a regular place of business with a physical address within the corporate limits of the town, and
 - b) The bidder or business must at the time of bid or quotation submission, have a current business tax certificate.
 - c) The bidder or business performs quantifiable services in the ordinary course and scope of its business with the skills, qualifications, and expertise necessary to execute its contractual obligations to the Town.
- 2.7 **References:** The proposer shall furnish references from accounts worked within the past three years for which similar services pertaining to roofs and building envelopes were



provided. References shall include a contact person and phone number. Failure to provide suitable references may be cause for rejection of the proposal.

- 2.8 Qualifications:** Each proposer shall submit a summary of their qualifications and experience. Additional information such as agency brochures, resumes, etc. may be submitted as appropriate.
- 2.9 Schedule:** Each proposer shall submit a proposed time schedule for the project.
- 2.10 Fees:** Proposer shall submit fees based on the detailed listing in Section 3 of the RFP. Provide Hourly Fees in Section III for above listed services and for services not specifically described but that may arise during design and construction phases of projects. Architects, engineers, and any other licensed professionals that may be required to perform the specified services, shall be covered among the proposed fees. The proposed fees shall include all labor, material and equipment to provide the services as outlined including any travel or per diem expenses and any other miscellaneous expenses i.e. administrative, printing, etc. involved. Fees will need to be submitted in a separate envelope. Fees are not to be included in the body of a proposal. Failure to submit fees in a separate sealed enveloped may result in a proposal being rejected.
- Additional Costs: The Town will provide access to space in which surveying and investigations are needed; however, the proposer is responsible for providing any non-stationary equipment necessary for access, investigation and testing. Costs for rented equipment may be included on invoice to the Town, if pre-approved by the Town, and if original invoices or receipts for such services are provided. All other expenses are to be included in hourly fees, unless pre-approved by the Town.
- 2.11 Acknowledgement of Addenda:** Vendor is responsible for determining and acknowledging any addenda issued in connection with this RFP. Addenda must be acknowledged in order for proposals to be considered.
- 2.12** This is an annual contract. Prices shall remain firm. This agreement may be renewed for up to two (2) additional twelve (12) month periods, if all contracting parties so agree and services provided by the vendor have been satisfactory. The first term of this contract shall begin upon award and shall end on December 31, 2026. All remaining renewal options, if exercised, shall begin on January 1 and end on December 31 of each subsequent year.



SECTION III

FEE PROPOSAL

*****PROPOSALS MUST BE SUBMITTED ON THIS FORM IN A SEPARATE, SEALED ENVELOPE*****

DUE TO THE NATURE OF THIS EVENT, ELECTRONIC PROPOSAL SUBMISSIONS WILL NOT BE ACCEPTED.

Instructions:

Fee proposals shall be submitted on this form in a **separate, sealed envelope** clearly marked on the outside as "*Fee Proposal for Roofing Design Services, RFP Event # 251102.*" Also include the name of the proposer on the outside of the envelope. Fee proposals will only be opened if after the initial evaluation, proposer is deemed to be qualified. Fee proposals will then be considered in relation to the qualification points awarded to determine the overall best proposal in terms of fees and qualifications.

All addenda must be acknowledged in the cover letter according to the terms set forth in Section 2.2 of this RFP.

Administrative:	\$ _____/hr
Junior Design Professional:	\$ _____/hr
Senior Design Professional:	\$ _____/hr
Inspector:	\$ _____/hr
Project Management/Construction Oversight:	\$ _____/hr
Principal Consultant:	\$ _____/hr

SUBMITTED BY: _____

PROPOSER: _____

SIGNED: _____

NAME (PRINT): _____



NON-DISCRIMINATION STATEMENT

The prime contractor / bidder certifies that:

- (1) No person shall be excluded from participation in, denied the benefit of, or otherwise discriminated against on the basis of race, color, national origin, or gender in connection with any bid submitted to the Town of Thunderbolt or the performance of any contract resulting therefrom;
- (2) That it is and shall be the policy of this Company to provide equal opportunity to all business persons seeking to contract or otherwise interested in contracting with this Company, including those companies owned and controlled by racial minorities, cultural minorities, women, and individuals belonging to other socially and economically disadvantaged groups;
- (3) In connection herewith, we acknowledge and warrant that this Company has been made aware of, understands and agrees to take affirmative action to provide such companies with the maximum practicable opportunities to do business with this Company;
- (4) That this promise of non-discrimination as made and set forth herein shall be continuing in nature and shall remain in full force and effect without interruption;
- (5) That the promises of non-discrimination as made and set forth herein shall be and are hereby deemed to be made as part of and incorporated by reference into any contract or portion thereof which this Company may hereafter obtain and;
- (6) That the failure of this Company to satisfactorily discharge any of the promises of non-discrimination as made and set forth herein shall constitute a material breach of contract entitling the Town of Thunderbolt to declare the contract in default and to exercise any and all applicable rights and remedies including but not limited to cancellation of the contract, termination of the contract, suspension and debarment from future contracting opportunities, and withholding and or forfeiture of compensation due and owing on a contract.

Signature

Tit



CONTRACTOR AFFIDAVIT AND AGREEMENT
Employment Eligibility Verification

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 Town of Thunderbolt has registered with and is participating in a federal work authorization program* [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 Town of Thunderbolt, contractor will 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 Town of Thunderbolt at the time the subcontractor(s) is retained to perform such service.

EEV / Basic Pilot Program* User Identification Number

BY:

Contractor Name

Date

Signature of Authorized Officer or Agent

Printed Name of Authorized Officer or Agent

Title of Authorized Officer or Agent of Contractor

*As of the effective date of 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).

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Instructions for Completing Contractor Affidavit and Agreement Form

As required under Senate Bill 529 – “Georgia Security and Immigration Compliance Act” of 2006, O.C.G.A. Section 2, Article 3 13-10-91, public employers, their contractors and subcontractors are required to verify the work eligibility of all newly hired employees through an electronic federal work authorization program. The Georgia Department of Labor has added a new Chapter 300-10-1, entitled "Public Employers, Their Contractors and Subcontractors Required to Verify New Employee Work Eligibility Through a Federal Work Authorization Program," to the Rules and Regulations of the State of Georgia. (See website: http://www.dol.state.ga.us/pdf/rules/300_10_1.pdf.) The new rules designate the “Employment Eligibility Verification (EEV) Basic Pilot Program” operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security as the electronic federal work authorization program to be utilized for these purposes. The EEV/Basic Pilot Program can be accessed at: <https://everify.uscis.gov/enroll/StartPage.aspx?JS=YES>. Bidders shall comply with this new rule and submit with your bid the attached “Contractor Affidavit and Agreement.”



Affidavit Verifying Status for Town of Thunderbolt Benefit Application

By executing this affidavit under oath, as an applicant for a Town of Thunderbolt, Georgia Business License or Occupation Tax Certificate, Alcohol License, Taxi Permit, Contract or other public benefit as reference in O.C.G.A. Section 50-36-1, I am stating the following with respect to my bid for a Town of Thunderbolt contract for _____. [Name of natural person applying on behalf of individual, business, corporation, partnership, or other private entity]

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

OR

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

OR

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

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

Signature of Applicant: _____ Date _____

Printed Name: _____

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

* _____
Alien Registration number for non-citizens.

Notary Public
My Commission Expires:



f Thunderbolt, Chatham County, Georgia RFP Event #

Instruction for Completing Systematic Alien Verification for Entitlement (SAVE) Form

O.C.G.A. § 50-36-1, requires Georgia’s cities to comply with the federal **Systematic Alien Verification for Entitlements (SAVE) Program**. SAVE is a federal program used to verify that applicants for certain “public benefits” are legally present in the United States. Contracts with the Town are considered “public benefits.” Therefore, the successful bidder will be required to provide the Affidavit Verifying Status for Town of Thunderbolt Benefit Application prior to receiving any Town contract. The affidavit is included as part of this bid package but is only required of the successful bidder.



STATEMENT OF QUALIFICATIONS

Name of Firm: _____

Address: _____

1. List professional organizations in which you have membership:

2. Name of the principal consultant:

3. Education of the principal consultant:

4. Experience of the principal consultant:

5. How long has your firm been engaged in the engineering profession?

6. List job titles and qualification of all associates who will be working on this project:

7. Describe any outstanding characteristics of the organization:

8. If your firm were selected as the consultants for the contract now under discussion, would your firm's services be immediately available?
Yes ____ No ____

9. Could you plan to give uninterrupted and continuous services until the contract is completed?
Yes ____ No ____

10. Would any of the project be sub contracted? If so, please complete a chart for all sub-consultants to be used and provide the same information requested in item 11 for each sub-consultant.

11. Please attach a list of similar projects which your firm has implemented during the past five



- years, giving date of contract, name of facility, location of facility, describe scope of work, name of Owner's contact and phone number, and size of project.
12. List any professional awards which have been made to your firm or to members of your firm who will participate in the proposed project: (for similar projects)
 13. State any other qualifications of yourself and your organization which especially qualify you as consultants or enable your organization to render distinctive service:
 14. State the extent to which your firm is a local, small, disadvantaged business enterprise. Provide the same information for any sub-consultants you may use:
 15. If your firm has found it necessary to enter into litigation with an owner or contractor, please indicate the case or cases, the reason for, and the results of the litigation.
 16. What are the limits of your Errors and Omissions Insurance?

What is the deductible?

(Signed) _____

Firm _____



Town of Thunderbolt, Chatham County, Georgia RFP Event #

RELEVANT PROJECT EXAMPLES FOR PRINCIPAL CONSULTANT

PROJECT NAME & DATE	OWNER NAME (contact name & phone#)	DESCRIPTION OF PROJECT & LOCATION (include type of construction, square footage, etc)	CONSTRUCTION ESTIMATE	FINAL PROJECT COST



RELEVANT PROJECT EXAMPLES FOR SUB-CONSULTANTS

SUB-CONSULTANT COMPANY NAME: _____

DISCIPLINE: _____

DBE CLASSIFICATION:

PROJECT NAME	OWNER NAME	DESCRIPTION OF PROJECT & LOCATION	CONSTRUCTION ESTIMATE	FINAL PROJECT COST