



REQUEST FOR QUALIFICATIONS (RFQ) AND PROPOSALS

ARCHITECTURAL DESIGN SERVICES

FOR

FORTY OAKS NATURE PRESERVE FARM HOUSE

3790 MARKET STREET



Issue Date: July 6th, 2021

Submission Deadline: August 11th, 2021; 3:00 P.M.

SECTION 1. GENERAL INFORMATION

A. Introduction and Background

The City of Clarkston, Georgia (“City”) is soliciting Statements of Qualifications and Proposals from architectural design firms with a strong record in historical preservation architecture and adaptive reuse of historic structures for modern uses.

The City intends to contract for Architectural and Professional Design Services for the historic renovation and rehabilitation of a city-owned farmhouse located within the Forty Oaks Nature Preserve; 3790 Market Street.

Phase I of this project is for Architectural Design Teams with relevant experience and qualifications to submit a Statement of Qualifications from the lead architectural firm and all associated sub-consultants. The City’s Evaluation Committee; consisting of the City Historic Preservation Commission, City Manager and City Engineer, will identify and recommend to City Council and Mayor a list of short-listed teams (s). This RFQ proposal is for PH I services only.

Funding for Phase I will come exclusively from the City of Clarkston.

Phase II will involve City Council and Mayor approving a final list of short-listed firms. These short-listed firms will receive requirements for submission of technical and fee proposals. Submission requirements will be issued only to the short-listed firm (s). The City Evaluation Team will assess the short-listed firm proposals followed by negotiations of scope, fee and contract terms with most qualified Architectural Design Team. The qualifications-based selection process will be generally applied in identifying the highest and ranked and most qualified firm.

In addition to the city’s technical requirements for Phase II, the city will prepare a narrative on the City’s approach for the physical renovation and rehabilitation of the Forty Oaks Nature Preserve Farmhouse. Although not completely defined at this juncture, the City anticipates that the renovations to the farm house will either a hard bid with a general contractor (GC) utilizing the 100% construction drawings prepared by the Architectural Design Team, or, alternately, the GC pricing proposals will be based at the 50% stage of Architectural design/development plans with the city selected GC working with the architect through final construction drawings and the GC’s final price based on these 100% drawings.

B. Project Details

The structure, located at 3790 Market Street (formerly McClendon Ave), is a two-story stick-built residential home built in the early 1950’s by Mr. & Mrs. Sutton. The farm

house is on 10.88 acres of forested land currently known as the Forty Oaks Nature Preserve. DeKalb County purchased the property and structure from Hazel Sutton in 1972. The structure was repurposed by the County as a recreation department field office and subsequently utilized by Global Growers, a non-profit agency. The land and structure was quit-claimed to the City of Clarkston in May of 2018. The structure has been unoccupied since May 2018.

The structure's approximate exterior dimensions are as follows:

- Building Footprint: 48 ft. x 34 ft.
- Front Porch: 10 ft. x 44 ft.-6 inches
- Side Porch: 4 ft-7 inches x 6 ft.-10 inches

Refer to Exhibit A for exterior photographs of the farm house.

The City is not aware of any prior exterior or interior renovation work although there appears to be a relatively recent upgrade to the HVAC system.

The City has made available the following contracted work to assist the architectural consulting teams in developing a response to the RFQ and ultimately a work scope and fee for the services identified herein for the short-listed firms. The documentation available is as follows:

- Limited topographic survey of the grounds surrounding the structure; refer to Exhibit B
- Asbestos and lead survey of the structure; refer to Exhibit C

Future plans for the structure have yet to be determined. One possible renovation scenario would include office space for public and private uses, including a conference room. No overnight living spaces are anticipated. Kitchen will remain but without a stove.

Although likely not to impact the structure renovation tasks, proposers shall note that the city is currently in the planning phase for the installation of a non-potable irrigation well to the rear of the property.

The City also intends to have an outdoor storage building constructed for use by the city Public Works staff. The approximate footprint of the structure will be 300 SF. The selected firm will include this structure in its work scope and fee and will provide guidance on the location of this storage facility, its location and design. The design shall reflect the main structures historical architectural character.

The existing specimen trees that are located within the perimeter of the structure shall remain intact and protected during construction. A landscape plan for plantings adjacent to the structure will be included in the city's technical submission requirements.

The Committee will also require the Architectural Consulting Team to perform any additional environmental testing and assessment as necessary to ensure the safe occupancy of the renovated structure.

Limited civil site services are anticipated within the scope of work. No parking or access changes are anticipated with this scope of work.

Septic system currently services the structure. Sanitary sewer connection is not anticipated with this project scope.

Regardless of the uses, the historic character of the structure shall remain intact upon completion of the renovation/rehabilitation work tasks.

The City is researching the availability of historic preservation funding for the construction phase of the project. The city anticipates requesting the short-listed firms to include a list of potential grants to fund the construction tasks.

City research of the structure found documentation from DeKalb History Center Archives that reflects this structure as “historic”. Refer to Exhibit D.

C. Schedule for Short-List Firm Selection

The projected schedule for selection of short-listed firm(s) for this project is as follows:

ACTION	DATE
Issue RFQ	July 6 th , 2021
Non-Mandatory Pre-Bid Conference & Site Walkthrough	July 16 th , 2021; 10:00 AM
Deadline for Proposers to Submit Questions	July 26 th , 2021; 5:00 PM
City Deadline to Post Responses to Consulting Team’s Questions	August 2 nd , 2021; 5:00 PM
RFQ Submittal Deadline	August 11 th , 2021; 3:00 PM
Review of RFQ’s by Architectural Review Committee....	August 12 th – 18 th , 2021
Submit Short-Listed firm Recommendation to City Council Work Session	August 31 st , 2021
City Council/Mayor Identifies Short-Listed Firms.....	September 7 th , 2021
Short-Listed Firms Notified.....	September 8 th , 2021
City Staff Provides Submission Requirements to Short-Listed Firm(s)	September 9 th , 2021
Short-Listed Firm(s) Interviews with Evaluation Committee	September 20 th – 22 nd , 2021
Committee Recommendation to City Council Work Session of Most Qualified Architectural Consulting Team	September 28 th , 2021
City Council/Mayor Selects Firm to Begin Contract Negotiations	October 6 th , 2021
City Staff Begins Fee and Scope Negotiations with the Most Qualified Architectural Consulting Team.....	October 7 th , 2021
Selected Firm Issued a NTP.....	October 15 th , 2021

D. Submittal Requirements

The City will receive RFQ's until 3:00 P.M., August 11th, 2021 at City of Clarkston Annex, 1055 Rowland Street, Clarkston, GA 30021; ATTN: Dan Defnall, Finance Director. RFQ proposals will not be publically opened. A non-mandatory walk-through of the house will be held on-site July 16th, 2021 at 10:00 AM. All potential firms interested in submitting a RFQ and Proposal are strongly encouraged to attend.

The RFQ package is available on the City of Clarkston web site; www.clarkstonga.gov. All questions regarding the Request for Qualifications shall be made via email to the City Project Engineer; Larry Kaiser, PE, Project Manager at kaiser@co-infra-services.com. The deadline to submit questions is no later than 5:00 PM; July 26th, 2021. The City will post all "Response to Questions and/or Addenda", if applicable, on the city web site; www.clarkstonga.gov by no later than 5:00 PM, August 2nd, 2021. It is incumbent that those submitting questions follow-up with the Project Engineer to ensure that questions were received.

Verbal communications between the City Project Engineer and any member of the Architectural Consulting Team shall be considered unofficial and the City nor the Architectural Review Committee shall have no responsibility to verify any information that is not contained in the RFQ Proposal document or future addenda.

Communication (verbal or electronic) with any member of City Council, Mayor or Architectural Review Committee may result in the Teams disqualification from submitting qualification proposals.

All RFQ proposals must be presented in a sealed opaque package with the following language clearly marked on the outside of the package:

**CITY OF CLARKSTON
RFQ FOR ARCHITECTURAL DESIGN SERVICES
FORTY OAKS NATURE PRESERVE FARM HOUSE
RFQ PROPOSAL SUBMITTAL DEADLINE: August 11th, 201 – 3:00 PM
RFQ PROPOSAL SUBMITTAL LOCATION: 1055 Rowland Street; City Annex,
Clarkston, GA 30021
ATTN: Dan Defnall; Finance Director**

One (1) original RFQ proposal, five (5) hard copies and one digital copy in PDF format saved to a USB flash drive to be included in the submittal package.

Electronic and facsimile submittals will not be accepted.

SECTION 2. PROPOSAL REQUIREMENTS

The short-listed firm (s) must be a responsible historic preservation consultant or team of consultants with the necessary breadth, experience, and resources to undertake and successfully complete this project. The architectural consultant or consultant team should have expertise in providing various methodologies and analysis to provide renovation designs that retain the historical character of the structure while enabling the structure to meet its intended purpose. Structural, MEP and/or Civil/Environmental engineering consultants may be needed to provide assessments, recommendations and cost estimates depending on future city uses.

In order for the Evaluation Committee to adequately compare and evaluate qualifications and approach, all documentation must be submitted in accordance with the format detailed below. The total number of pages (one-sided) shall be no greater than 100 pages with a minimum font size of 12. RFQ proposals shall be PDF's of 8.5" x 11" documents. The Committee will allow a limited number of foldable 11" x 14" documents if necessary. All pages shall be numbered.

OTHER THAN THE FEE SCHEDULE OF ALL PARTIES/STAFF PROPOSED TO BE ASSIGNED TO THE PROJECT, NO DETAILED PRICING TO BE INCLUDED IN THIS RFQ PHASE.

A. Transmittal Letter

The letter shall be a maximum of one page and one-sided. The following shall be included in the letter; lead firm and all proposed subconsultants, primary (lead) contact person and contact person's phone number (cell) and email, primary business address of where the work will be performed, the state in which the lead firm's professional license is located and the signature of at least one authorized company officer. The letter shall also include a statement of the firm's willingness and commitment to provide the proposed services if selected.

Table of Contents required. One page maximum. Table of Contents should follow the RFQ format below.

B. Introduction

Provide a synopsis of the lead firm's background, history and services to be provided if selected (including areas of expertise), and provide a statement indicating the firm's understanding of the project's objectives, scope and requirements. The background and history of the sub-consultants may be included if the lead firm deems it of value for RFQ presentation purposes.

C. Project Approach

Given the information provided in this RFQ package, briefly describe the teams proposed methodology, techniques, assessment and procedures that will be presented in the Technical Submission deliverable if short-listed. The Evaluation Committee does not expect a detailed analysis in this RFQ proposal phase. The Committee does expect that sufficient information is provided to clearly understand the Consulting Teams understanding and approach.

D. Proposal Team and Qualifications

List up to three (3) projects which demonstrate the skills and experience with historical preservation/rehabilitation on publically owned historic projects; preferably stick-built houses. Provide project name, location, owner, nature of firm's responsibility, the contract amount and project duration (design schematics to construction completion).

Provide resumes, references (minimum of 3 from the lead firm) and contact information (emails and phone numbers) and organizational chart of the consulting team.

E. Staff Availability to Perform Work

Provide schedule and manpower details of current projects and projects anticipated to be online within 12 months of the entire Consulting Team. Discuss the Consulting Team's ability and/or flexibility, if selected, to commence with work within 30 days of being issued the Notice-to-Proceed.

F. Fee Schedule

The Fee Schedule of the Architectural Team lead and all proposed sub-consultants shall be included in the submittal. At this RFQ phase, fee schedules are to be provided for informational purposes only. **No detailed pricing proposals are to be submitted.**

G. DBE Requirements

If short-listed, the City will require documentation that a minimum of 14% of the total contract amount be assigned to State of Georgia recognized Qualified Disadvantaged Business Enterprise (DBE) and/or Woman Business Enterprise (WBE) firms.

H. Addendum-Response to Questions

All Addendum and/or “Response to Questions” must be acknowledged by each firm when the Technical Proposal is submitted. This acknowledgment shall be in the form of submitting the actual city’s responses and/or addendum. Refer to Exhibit D.

SECTION 3. BASIS FOR SHORT-LIST SELECTION

A. Evaluation Committee

The Evaluation Committee, which consists of the City’s Historic Preservation Commission, Collaborative Infrastructure Services (City Engineer) and City Manager, will review and evaluate the submitted RFQ proposal based on the following criteria:

1. Adherence to Required Proposal Format
2. Inclusion of all Forms and Documents Requiring Signature/Acceptance
3. Understanding of the Project Goals
4. Project Approach
5. Experience and Knowledge of the Consulting Team Members including publically owned structures as identified in Section 2. D. above.
6. Current Workload and teams ability/flexibility to commence with work in October
7. Intangibles (at the discretion of the committee)

The Evaluation Committee will prepare recommended short-listed firm (s) to City Council and Mayor based upon the above criteria.

The City Council and Mayor will render a final decision on the list of short-listed firm (s) to receive technical submission requirements for purposes of soliciting technical and fee proposals.

The Selection Committee nor City Council has a pre-determined number of firms to be short-listed.

B. The Consulting Architectural Team proposing needs to demonstrate, at a minimum, knowledge and experience in:

1. Historic Architecture (specifically related to the structure type at Forty Oaks)
2. Experience with Publically Accessible Structures
3. Professional Restoration Standards
4. Experience with similar size and scope for publically owned structures

C. Fee Schedule

The Fee Schedule of the Architectural Team lead and all proposed sub-consultants shall be included in the submittal. At this RFQ phase, fee schedules are provided for informational purposes only.

SECTION 4: NON-MANDATORY PRE-BID MEETING & WALKTHROUGH

The City will host a non-mandatory pre-submittal meeting and walkthrough for interested firms at 10:00 AM on July 16th 2021. The pre-bid meeting will be held at the City of Clarkston Annex Building; 1055 Rowland Street, Clarkston, GA 30021. Following the meeting, a site walkthrough will be held at the farm house; 3790 Market Street. (Forty Oaks Nature Preserve).

The City strongly encourages attendance at the pre-bid conference and walkthrough to visually assess the building structure and condition and understand the project scope.

Please contact the Project Engineer for access to the farm house before or after the pre-bid and site walkthrough event on July 16th, 2021.

SECTION 5 – PROJECT DOCUMENTATION EXHIBITS

Refer to the Following Exhibits A thru D

EXHIBIT A

EXTERIOR PHOTOGRAPHS

















King Man
770-922-9456

King Man
770-922-9456



King Kan
770 922 9456

NO
TRESPASSING

Charleston International Center
A Division of Charleston County
1000 Charleston International Center Blvd
Charleston, SC 29405
803.733.1234
www.charlestoninternationalcenter.com



Clarkston International Garden
A project of Global Growers Network, a nonprofit organization based in Detroit, Canada.

What We Do:
Global Growers Network is a nonprofit organization that provides food and nutrition education to underserved communities. We focus on teaching people how to grow their own food, which helps to reduce food insecurity and improve health outcomes. Our programs include community gardens, cooking classes, and nutrition counseling.

How We Do It:
We work with local organizations and community groups to establish and maintain community gardens. We also offer workshops and classes on topics such as gardening, cooking, and nutrition. Our goal is to empower people to take control of their own food and health.

Get Involved:
1. Volunteer: Help us maintain our community gardens and teach others how to grow their own food.
2. Donate: Support our mission by donating money or supplies to our organization.
3. Sponsor: Help us fund our programs and reach more people in need.
4. Share: Spread the word about our organization and its mission.

GLOBAL GROWERS
@globalgrowers



King Man
770 632 9456

EXHIBIT B

TOPOGRAPHIC SURVEY

EXHIBIT C

ENVIRONMENTAL TEST RESULTS

- * Report of Lead-Based Paint Assessment**
- * Asbestos Survey**

(refer to city RFQ posting to download reports)

EXHIBIT D

Subject Files : Architecture

Scroll the list to see what we have available in the archives on historic homes and properties in DeKalb. We don't have information on every home in DeKalb or Decatur. We have plat maps for districts 15, 16, and 18 from various eras that MAY show your house. Email us to get more information. In the meantime, check out these websites and flyers to get information on YOUR property:

[City of Decatur](#)

[DeKalb County Tax Commissioner](#)

[House History research](#)

[Researching Your House](#)



General

[Georgia Historic Landscape Initiative](#)

[Historic Preservation](#)

[Log Cabins](#)

[Miscellaneous](#)

[Ranch houses](#)

[Single Family Residential Development in DeKalb County, 1945-1970](#)

[1960s suburban architecture – DeKalb](#)

Firms

[Ivey and Crook](#)

[Logan and Williams](#)

[Mastin and Associates](#)

[Robert and Company](#)

[Walker and Chase](#)



Blair – Rutland Building

Briarcliff – Normandy Apartments

Brownings Courthouse

Callaway Grocery

Cora Beck Hampton Schoolhouse

Decatur City Hall

Decatur Depot

Decatur Waterworks

DeKalb Building

DeKalb County Jail Houses

Emory Woods Apartments

Galloway Livery Stable

Hotel Candler

Houston Chapel

New Courthouse- 556 N McDonough St, Decatur

Old Courthouse, now DeKalb History Center – Images (see also [Photographs](#), Box 13)

Old Courthouse renovation 1820s – 1965

Old Courthouse renovation 1966-1988

Old Courthouse 1989

Old Courthouse – History

Old Courthouse – Lawn, Trees, Objects

Post offices

Pythagoras Lodge No. 41, Masonic Temples

R.F. Sams Farm

Ridley Howard House-Clairemont and Scott Blvd.

United States Post Office, Decatur GA

Historic Districts (see also [Communities and Neighborhoods](#))

Arabia Mountain



Glenwood Road Historic Corridor

Kirkwood

Longview-Huntley Hills (Chamblee) ([Oversized Map](#))

M.A.K. (McDonough, Adams, Kings)

Old Decatur

Ponce de Leon Court

University Park-Emory Highlands- Emory Estates

Historic Homes

129 Church Street

152 Superior Avenue, Decatur: "Tucked-In" historic garden

226 East Lake Drive (see also our [YouTube channel](#), "*Tudor Revival and East Lake*")

311, 313, 314 S Fourth Ave

417 East College Ave

422/424 West Ponce de Leon- The Marlay House since 2008; previously Ya-Ya's and The Angel

604 Clairemont Ave

619, 623, 627 Sycamore St

636, 703 Sycamore St

724 East Lake Dr

822 Lullwater Road, "Driving Miss Daisy" home

1115 Lullwater Road

1192 McLendon Ave., Maj. Moreland house

1260 McLendon Ave., Kuhn estate

1848 N. Decatur Road

Adair house- 1341 S Ponce de Leon Ave, Atlanta

Alston house, or Meadow Nook- 2420 Alston Dr

Ansley, William Smith house- 349 S Candler St, Decatur

Argo-Tilson-Bixler home

Atlanta's White House- Briarcliff Rd





Biffle Cabin (1 of 2)

Biffle Cabin (2 of 2)

Billups, Lanier Cabin

Bond family house- 1226 Rock Chapel Rd., Lithonia

Boxwood, also Rainwater Estate, or Dogwood Terrace- 794 Springdale Rd

"Briarcliff" – Asa Candler home

Burdine House- 627 Sycamore St

Callan Castle- Inman Park

Callanwolde Mansion- 850 Briarcliff Rd

Candler, Bishop Warren A. home

Candler-McKinney-Clarke home- 146 South Candler Street or 146 Candler Rd

Candler's Kirk Road farm

Cheek-Spruill house- Chamblee-Dunwoody Road

Davidson Cottage- Lithonia

Death House- Sycamore Street, Decatur

Donaldson-Bannister house and cemetery- 4831 Chamblee- Dunwoody Rd

Edwards-Malone home- 6886 Main Street, Lithonia

Evans-Williams home- Hairston Way, Stone Mountain

Everhart – 6 Clairmont Avenue

Farmer, Neville and Helen (Lustron house)- 513 Drexel Avenue

Fischer-Hurt house- 4146 Chamblee-Dunwoody

"Forty Oaks"- McClendon St, Clarkston



Gentry, William T. house- East Lake

Glenwoods- 1632 Ponce de Leon Ave, Atlanta

Going, Mr and Mrs Commodore- Johnson Ferry and Peachtree-Dunwoody

Goodwin, Solomon house- 3931 Peachtree Road

"Great Oaks" - Lithonia

Halliburton Hall- Clarkston

Harwell cabin- 326 Hill St, Decatur

Hester house- 4130 E Ponce de Leon Avenue, Clarkston



Houston home- 418 Church St, Decatur

Houston Mill house- Atlanta

Houston Mill house – Atlanta; From the Carr Collection

Housworth homeplace- Lithonia

Jackson (Tom) house- Candler Road

Johnson home- Howard Ave, Decatur

Kemp-Castle house

Lindig cabin- Lithonia

Loyd homeplace

Lullwater farm, estate- 1483 Clifton Road

Lumpkin-Compton-Broome house- Decatur

Lyon Farm

Lyon House

Mann, J.W. house- 1918 Dresden Drive, Chamblee

Marble house- 119 North McDonough Street, Decatur

Marble Palace- 1428 Ponce de Leon Ave, Atlanta

Mary Gay House (1 of 2)

Mary Gay House (2 of 2)

McPherson cabin

Mebane house- Spalding Dr, Dunwoody

Milledge house- Decatur

Moore's Plantation- South DeKalb

Morris house- Clarkston

Morris house- East Lake Road

Murphey Candler house- 158 S Candler Street

"Paradiso", 1695 Ponce de Leon Ave

Pearce house- 125 Madison Ave., Decatur

Perrin house- Clarkston

"Pinebloom"- 1585 S Ponce de Leon Ave, Atlanta

Pines, Russel and Nellie (Lustron house)- 2081 Sylvania Drive



Ragsdale house- Arabia Mountain

"Rainbow Terrace"- 1610 Ponce de Leon

Red Cross house- Sycamore, Decatur

Rest Haven- 940 Springdale Rd

Sage house

Sams, Sr., Hansford home- Candler Rd, Decatur

Scott-Cooper house- Sycamore, Decatur

Seminary- 6886 Main Street, Lithonia

Sheppard home

Smith-Benning house- 520 Oakdale Road

Spivey log cabin- 4069 Norman Rd, Stone Mountain

Steele-Cobb house- 2632 Fox Hills Dr, Decatur

Steward-Rowland-DeJarnatt house- Barry St, Decatur

Stillwood Plantation- Briarcliff Road

Stonehaven- Stone Mountain

Stonehenge- 1410 Ponce de Leon

Sutherland house

Swanton House (1 of 3)

Swanton House (2 of 3)

Swanton House (3 of 3)

Swanton House, gifts

Thomas-Barber cabin

Thompson cabin

Thornton house- Stone Mountain

Towers-Fowler-Thompson house- Stone Mountain

T.R.R. Cobb house

Tullie Smith house

Villa MiraFlores- 1214 Villa Drive, Atlanta

Williams House- Clarkston

"Wistaria Hall"



SECTION 6 – CITY REQUIRED FORMS

Refer to the Following Exhibits E thru K

EXHIBIT E
ACKNOWLEDGEMENT FORM
ADDENDUM

Addendum Nos.	Date of Addendum Issuance	Title of Addendum

RESPONSE TO QUESTIONS

Response to Questions Nos.	Date of Response to Questions	Title of Response to Questions

Lead Architectural Design Firm acknowledges receipt of the above Addenda and Response to Questions:

Signed, sealed, and dated this _____ day of _____, 20_____

Firm _____
 _____ (Seal)

Firm Mailing Address:

Company Name

Signature: _____

Print Name: _____

Title: _____

EXHIBIT F

CONFLICT OF INTEREST CERTIFICATION FORM

I, _____, as the legal representative of _____, do certify that this proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the Proposal is genuine and not collusive or sham; that _____ has not directly or indirectly colluded, conspired, connived, or agreed with anyone else to put in a sham proposal, or that anyone shall refrain from proposing; that _____ has not in any manner, directly or indirectly sought by agreement, communication or conference with anyone to fix the proposal fee schedule, or to secure any advantage against or with the public or private body awarding the contract of anyone interested in the proposed contract; that all statements contained in the proposal are true; and further, that _____ has not, directly or indirectly, submitted his/her price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay any fee to any corporation, partnership, company, association, organization, or to any member or agent thereof, to effectuate a collusive or sham proposal. If applicable, _____ shall disclose all public and private sector clients, including authorities, which may exist within incorporated City of Clarkston, Georgia at the time the Contract is executed. In addition, _____ will be required for the duration of the Contract to continue this disclosure throughout the project duration, and if any conflict or potential conflict of interest occurs during the project duration, _____ shall disclose conflict or potential conflict as soon as it is known. No gift, gratuity or monetary contribution has been provided to any City of Clarkston government employee, any member of the City of Clarkston City Council or consultant under contract with the city to provide Project Engineering Services on this project from _____ as a corporate entity or employee of _____.

Name: _____

Title: _____

Date: _____

EXHIBIT G

City of Clarkston, Georgia

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 Clarkston 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 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 the City of Clarkston, contractor will secure from such contractor(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 Clarkston at the time the subcontractor(s) is retained to provide the service.

EEV/ Basic Pilot Program* User Identification Number

BY: Authorized Officer or Agent

COMPANY

Date

Title of Authorized Office or Agent

SUBSCRIBED AND SWORN

BEFORE ME ON THIS THE

_____ DAY OF _____ 20_____

Notary Public

My Commission Expires:

*As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the "EEV/Basic Rule 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

EXHIBIT I

ACCEPTANCE FORM

Sealed RFQ proposals, plainly marked as follows:

***CITY OF CLARKSTON
RFQ FOR ARCHITECTURAL DESIGN SERVICES
FORTY OAKS NATURE PRESERVE FARM HOUSE***

***RFQ PROPOSAL SUBMITTAL DEADLINE: August 11th, 201 – 3:00 PM
RFQ PROPOSAL SUBMITTAL LOCATION: 1055 Rowland Street; City Annex,
Clarkston, GA 30021
ATTN: Dan Defnall; Finance Director***

that are received after the submittal deadline will not be accepted and will not be returned to the proposer. The selection of short-listed firms will occur with an Evaluation Committee. The Committee will forward the short-listed firms to City Council for a final decision. City Council will provide a final decision on the short-listed firms and proceed to direct the City Manager and City Engineer to commence with soliciting work scope and fee proposals from the short-listed firms. The process for identifying the most qualified Architectural Consulting Team will be primarily based on Qualification-Based Selection (QBS).

The number of short-listed firms has not pre-determined. That decision will occur with the Evaluation Committee.

In compliance with this Request for Qualifications (RFQ) document and all Exhibits attached and referenced therein, and subject to all the terms and conditions set forth herein, the undersigned offers and agrees to furnish the services described in the RFQ.

Cited above and submit this signed RFQ proposal which includes this completed and signed page and other data as required by the RFQ. It is understood that this proposal and the scope of services in the final technical proposal submittal, may be modified, as agreed to by both parties, in subsequent negotiations with the selected short-listed Consulting Team.

NAME AND ADDRESS OF FIRM:

DATE: _____

By: _____
(signature)

(print)

Title: _____

Phone: _____

EIN # : _____

EXHIBIT J

DISCLOSURE FORM

This form is for disclosure of campaign contributions and family member relations with City of Clarkston officials/employees or Owner's City Engineer (Collaborative Infrastructure Service employees).

Please complete this form and return as part of your bid package when it is

submitted. Name of Bidder _____

Name and the official position of the City of Clarkston Official to whom the campaign contribution was made (Please use a separate form for each official to whom a contribution has been made in the past two (2) years.)

List the dollar amount/value and description of each campaign contribution made over the past three (3) years by the Applicant to the named City of Clarkston Official.

Amount/Value

Description

Please list any family member that is currently (or has been employed within the last 9 months) by the City of Clarkston and your relation:

EXHIBIT K
INSURANCE CERTIFICATES

Provide copies of the Lead Architectural Firm's E&O and General Liability Insurance Certificates