



**LOCUST GROVE** EST. 1893

**City of Locust Grove**  
**P.O. Box 900 – 3644 Highway 42**  
**Locust Grove, GA 30248**  
**Phone: 770-957-5043 Fax: 866-364-0996**  
**Website: [www.locustgrove-ga.gov](http://www.locustgrove-ga.gov)**

## REQUEST FOR QUALIFICATIONS

*Sealed Envelope shall be marked with the following information:*

**RFQ # 26-S001**  
**On-Call Engineering Design Services**  
**Opening: 11:00 AM, March 12, 2026**

<b>SCHEDULE OF EVENTS FOR            RFQ # 26-S001            On-Call Engineering Design Services</b>	
<b>Pre-Proposal Conference</b>	<b>None</b>
Deadline for requests for clarifications and questions. <b>Any possible exceptions to the specifications and/or terms and conditions should be addressed at this phase.</b> These requests will be answered in an addendum and must be emailed to: <a href="mailto:Bids_and_RFQs@locustgrove-ga.gov">Bids_and_RFQs@locustgrove-ga.gov</a>	<b>3:00 PM February 26, 2026</b>
*Deadline for first addendum, if required, posted on the City of Locust Grove website: <a href="http://www.locustgrove-ga.gov/working-here/bidding-opportunities">www.locustgrove-ga.gov/working-here/bidding-opportunities</a>	<b>3:00 PM March 5, 2026</b>
Sealed qualifications will be accepted until the opening date and time. Any late submittals received will not be considered. Submittals are to be delivered to the Locust Grove City Clerk, PO Box 900 'or' 3644 Highway 42, Locust Grove, GA 30248	<b>11:00 AM March 12, 2026</b>
<b>THIS FORM MUST BE SIGNED AND SUBMITTED TO BE CONSIDERED FOR AWARD</b>	
COMPANY NAME:	DATE:
MAILING ADDRESS:	PHONE:
CITY:	FAX:
STATE:	ZIP:
	SSN OR FEDERAL TAX ID:
EMAIL:	TITLE OF AUTHORIZED REPRESENTATIVE:
PRINTED NAME:	AUTHORIZED SIGNATURE:

*\*The posting of additional addenda may be required, and it is the responsibility of the Bidder to ensure that they review the City's website for any additional addenda, and that they submit acknowledgement of all applicable addenda (on the included form) with their solicitation. Bidders should not expect to be individually notified by the City of Locust Grove.*

## SECTION I - GENERAL OVERVIEW

### A. PURPOSE

The City of Locust Grove (the “City”) is soliciting statements of qualifications to develop a shortlist of pre-qualified firms to provide on-call engineering design services (the “Contractor” or “Contractors”) for plan review, SPLOST, T-SPLOST and other funded capital projects in addition to providing technical expertise and recommendations for situations that call for civil engineering services such as stormwater management, land-disturbance activities, and roadway design located throughout the City. On-call engineering design services will be divided into two (2) categories and a shortlist of the most qualified firms will be selected for each category. This Request for Qualifications will not result in a contract award. Instead, this Request for Qualifications will result in a list of qualified firms who will be forwarded project specifications on an as needed basis and award of each project will be based on a scoring system further detailed herein. All respondents to this RFQ are subject to instructions communicated in this document and are cautioned to completely review the entire RFQ and follow instructions carefully.

### B. GENERAL INSTRUCTIONS, TERMS, AND CONDITIONS

#### 1. Qualifications Submission

- a. These instructions will bind firms to terms and conditions herein set forth, except as specifically stated otherwise in special contract terms with any individual qualifications. These instructions are to be considered an integral part of the submittals.
- b. Qualification documents may be submitted by mail, common carrier or delivered in person. Fax or electronic submittals are not acceptable. It shall be the duty of each Contractor to ensure that their qualification documents are delivered within the time and at the place prescribed in this document. Qualifications received prior to the time fixed in this document will be securely kept unopened. A date/time stamp will be affixed to the envelope/package immediately upon its arrival to the City Clerk. Any submittals received after the exact time and date specified, will not be considered. If a late submittal is received via carrier, it will be marked “late” and will not be opened.
- c. At the date and time specified for the opening of the qualifications, the submittals shall be publicly opened and the list of respondents will be read aloud.
- d. The documents must be submitted **in a sealed envelope/parcel** and mailed or delivered on or before the date and time stated in this document to:

**Locust Grove City Hall**

**Attn: City Clerk**

**3644 Highway 42 South**

**Locust Grove, GA 30248**

**RFQ # 26-S001**

**On-Call Engineering Design Services**

**Bid Opening: 11:00 AM, March 12, 2026**

- e. The Submittal Checklist must be reviewed and the Contractor is to comply with the order of the submittal of documents. This document along with the cover page (page 1) is to be included with the qualification documents.
- f. The following items are to be submitted:
  - **One (1) unbound clearly marked “Original,” of the qualification documents**
  - **Six (6) bound complete copies (not to exceed a 1/2” capacity ring binder) identical to the original qualification documents, and**
  - **One (1) electronic version in PDF format on a USB flash drive identical to the original qualification documents.** The USB flash drive should be labeled with the RFQ number and Contractor’s name.

- g. All qualification documents must be manually signed and filled out legibly (typewritten or printed in ink) with all changes or corrections initialed by the person signing the proposal.
- h. If descriptive literature is attached to the qualifications, your firm's name must be on all sheets submitted.
- i. All qualifications submitted shall be deemed to have been made with full knowledge of all terms, conditions, and requirements contained in this request. The failure or omission of any firm to examine any form, instrument or document shall in no way relieve any firm from obligations in respect to the submittal or the compliance of the terms, conditions and requirements of the submittals.
- j. Individual contractors shall provide their Social Security number and proprietorships, partnerships and corporations shall provide their Federal Employer Identification number on page one of this document and a completed W9 form is to be submitted with the qualification documents.
- k. The authorized representative whose signature will appear on the documents submitted certifies that the firm has carefully examined the instructions of this request for qualifications and the terms and specifications applicable to and made a part of this submittal.
- l. Any documentation submitted with or in support of a firm's qualifications shall become subject to public inspection under the Georgia Open Records Act. Labeling such information "Confidential", "Proprietary", or in any other manner shall not protect this material from public inspection upon request. All records become subject to public inspection only after award of the contract or purchase order.

## 2. Preparation of Proposals

- a. Negligence on the part of the Contractor in preparing the proposal confers no right for withdrawal or modification in any way after the deadline for the proposal opening.
- b. Unit price must be shown on the Proposal Cost Submittal Form in this document. All proposals should be tabulated, totaled, and checked for accuracy. The unit price will prevail in case of errors.
- c. If necessary, all products, equipment, articles, or material must be new and unused or current production. No reconditioned or used item(s) will be accepted except as specifically requested herein. Units that are classified as prototype or discontinued models are not acceptable.
- d. If necessary, samples of items, when required, must be submitted within the time specified and unless otherwise specified by the City, at no expense to the City. Unless otherwise specified, samples will be returned at the Contractor's request and expense if items are not destroyed by testing.
- e. If necessary, full identification of each item proposal upon, including brand name, model, catalog number, etc., must be furnished to identify exactly what the Contractor is offering. Whenever an article or material is defined by describing a proprietary product or by using the name of a manufacturer, the term "or equal" if not inserted shall be implied. The specified article or material shall be understood as indicating the type, function, minimum standard of design, efficiency and quality desired and shall not be construed as to exclude other manufactured products of comparable quality, design and efficiency. In the event that any equivalent version is proposed, prospective Contractors are herewith advised that precise, adequate, and documented evidence of equivalency in performance, stability, and operational efficiency should be submitted with the proposal for further consideration. Final determination of equivalency will be determined by the City.

## 3. Clarification and Communication to City Concerning Proposal

- a. From time to time, the City may have to release written changes to a solicitation. These formal written changes are called addendum or if multiple, addenda. **It is the responsibility of the Contractor to ensure that they have all applicable addenda prior to the proposal submission. Therefore, we encourage all Contractors to frequently review the City's website: [www.locustgrove-ga.gov/working-here/bidding-opportunities](http://www.locustgrove-ga.gov/working-here/bidding-opportunities)** All addenda forms must be signed and submitted with the proposal. Failure to respond

**and acknowledge any addenda, even after the proposal opening, shall result in a non-responsive proposal.**

- b. The successful firm's proposal and all addenda will become a part of the agreement resulting from this document.
- c. Contractors seeking an award of a City contract **shall not** initiate or continue any verbal or written communication regarding a solicitation with any City officer, elected official, employee or other City representative without permission of the City Manager, or his designee, between the date of the issuance of the solicitation and the date of the final contract award by the Locust Grove City Council. Violations will be reviewed by the City Clerk. If determined that such communication has compromised the competitive process, the offer submitted by the individual, firm or business shall be disqualified from consideration for award. **EXCEPTION** to the above would include emailing request for clarification and/or questions to the City at [Bids and RFQs@locustgrove-ga.gov](mailto:Bids_and_RFQs@locustgrove-ga.gov) (These requests will be answered in an addendum. Please see schedule of events.)

#### **4. Rejection and Withdrawal of Proposals**

- a. Withdrawal of Proposal due to errors, the Contractor has up to forty-eight (48) hours to notify the City of an obvious clerical error made in calculation of proposal in order to withdraw a proposal after proposal opening. Withdrawal of proposal for this reason must be done in writing within the forty-eight hour period.
- b. The City will make a recommendation of the proposal to the Locust Grove City Council within 60 days from date of the opening, unless the successful Contractor agrees in writing to a longer period for the award.
- c. The City may reject all or part of the proposal within 60 days of proposal opening.

#### **5. Proposal and Contract Documents**

- a. A proposal executed by an attorney or agent on behalf of the Contractor shall be accompanied by an **authenticated copy of the Power of Attorney** or other evidence of authority to act on behalf of the Contractor.

**Corporation:** If the Contractor is a corporation, the proposal must be submitted in the name of the Corporation, not simply the corporation's trade name. In addition, the proposal must be signed by an officer of the corporation.

**Partnership:** If the Contractor is a partnership, all partners must sign the proposal. If all the partners do not sign the proposal, then the names of all those except limited partners must be furnished on the proposal and evidence of the authority of the signer(s) to execute the proposal on behalf of the partnership.

**Limited Liability Company (LLC):** If the Contractor is a limited liability company, the authorized agent having authority to bind the limited liability company must sign the bid documents.

**Sole Proprietorship or Individual:** If the Contractor is a sole proprietor or individual, a signature is required on all bid documents by that individual.

- b. The contract documents consist of this Agreement, Specifications and Addenda issued prior to execution of this Agreement, other documents listed in this Agreement and Modifications issued after execution of this Agreement. These form the Contract and are as fully a part of the Contract as if attached to this Agreement or repeated herein. The Contract represents the entire and integrated Agreement between the parties hereto and supersedes prior negotiations, representation or agreements, either written or oral.
- c. Contract Term – The time period of the agreement, if any is formed from this RFQ, will be determined after the review and evaluation of the Time Line Schedules submitted by the successful Contractor.

#### **6. Exceptions and Omissions**

Any exceptions to the specifications and/or terms and conditions must be addressed during the

question/clarification and addendum phases.

**7. Alterations of Solicitation and Associated Documents**

Alterations of City documents are strictly prohibited and will result in automatic disqualification of the Contractor's solicitation response. If there are "exceptions" or comments to any of the solicitation requirements or other language, then the Contractor may make notes to those areas, but may not materially alter any document language.

**8. Cost Incurred by Vendors**

All expenses involved with the preparation and submission of the RFQ to the City, or any work performed in connection therewith is the responsibility of the Contractor(s).

**9. Codes, Permits, Fees, Licenses and Law**

- a. All permits, fees, arrangements for inspections, licenses, and costs incurred for the same shall be the sole responsibility of the successful Contractor. All materials, labor and construction must comply with all applicable rules and regulations of local, state and/or national codes, laws and ordinances of all authorities having jurisdiction over the project, shall apply to the contract throughout and will be deemed to be included in the contract the same as though herein written out in full.
- b. State Law regarding Worker Verification requires that all who enter into a contract for the physical performance of services with the City must satisfy O.C.G.A. §13-10-91 and Rule 300-10-1-.02, in all manner, and such are conditions of the contract. By submitting a proposal to the City, Contractors agrees that in the event the Contractor employs or contracts with any contractor(s) or subcontractor(s) in connection with the covered contract, the contractor will secure from the subcontractor(s) such subcontractor(s) indication of the employee-number category applicable to the subcontractor, as well as attestation(s) from such subcontractor(s) that they are in compliance. Such attestation(s) shall be maintained and may be inspected by the City at any time. An affidavit of such compliance included with the proposal, must be signed by the Contractor, and will become part of the contract.

**10. Safety**

All vendors and subcontractors performing services are required and shall comply with all Occupational Safety and Health Administration (OSHA), State and County Safety and Occupational Health Standards and any other applicable rules and regulations. Also, all contractors and subcontractors shall be held responsible for the safety of their employees and any unsafe acts or conditions that may cause injury or damage to any persons or property within and around the work site area as set forth herein.

**11. Design, Standards and Practices**

Design, strength, quality of materials and workmanship must conform to the industry acceptable standards of engineering practices and/or professional services.

**12. Statement of Warranty**

A Statement of Warranty should include all applicable manufacturers' warranty and the Contractor's warranty in regards to equipment, materials and workmanship. This statement shall include the terms, conditions and the period of warranty coverage. Any exclusion(s) must be clearly stated.

**13. Non-collusion**

By submitting a proposal in response to this solicitation, the Contractor represents that in the preparation and submission of this proposal, said Contractor did not either directly or indirectly, enter into any combination or arrangement with any person, Contractor, Corporation or enter into any agreement, participate in any collusion, or otherwise take any action in the restraint of free, competitive bidding in

violation of the Sherman Act (15 U.S.C. Section I or Section 59.1-9.1 through 59.1-9.17 or Sections 59.1 – 68.6 through 59.68.8). Collusion and fraud in proposal preparation shall be reported to the State of Georgia Attorney General and the United States Justice Department.

#### **14. Nondiscrimination**

Notwithstanding any other provision of this Agreement, during the performance of this Agreement, Contractor, for itself, its heirs, personal representatives, successors in interest and assigns, as part of the consideration of this Agreement does hereby covenant and agree, as a covenant running with the land, that:

- a. No person on the grounds of race, color, religion, sex or national origin shall be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination;
- b. In the production of the vehicle(s), and the furnishing of services therein or thereon, no person on the grounds of race, color, religion, sex or national origin shall be excluded from participation in, or denied the benefits of, such activities, or otherwise be subjected to discrimination.

#### **15. Drug Free Workplace Certification**

By signing the Supply Service Contract form, the Contractor certifies that the provisions of Code Sections 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. The undersigned further certifies that:

- a. A drug-free workplace will be provided for the Contractor’s employees during performance of the contract; and
- b. Each Contractor who hires a subcontractor to work in a drug-free work place shall secure from that subcontractor the following written certification:  
“As part of the subcontracting agreement with (Contractor’s name), (Subcontractor’s name) certifies to the Contractor that a drug-free workplace will be provided for the subcontractor’s employees during the performance of this Contract pursuant to Paragraph (7) of Sub-section (b) of Code Section 50-24-3”.
- c. The Contractor further certifies that he will not engage in the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana during the performance of the Contract.
- d. Contractor may be suspended, terminated, or debarred if it is determined that:
  - (1) The Contractor has made false certification hereinabove; or
  - (2) The Contractor has violated such certification by failure to carry out the requirements of the Official Code of Georgia Section 50-24-3.

#### **16. Georgia Security and Immigration Compliance Act**

Pursuant to the Georgia Security and Immigration Compliance Act of 2006, the successful Contractor understands and agrees that compliance with the requirements of O.C.G.A.13-10-91 and Georgia Department of Labor Rule 300-10-02 are conditions of this proposal and contract document. The Contractor further agrees that such compliance shall be attested by the Contractor and any of his Subcontractors by execution of the appropriate Affidavit and Agreement which will be included and become a part of the Agreement between the City and the successful Contractor.

#### **17. Supplier Inclusion Program**

Small, local, veteran-owned, Disadvantaged Business Enterprise (DBE), and female-owned business enterprises are encouraged to participate in the solicitation process. Please see the Supplier Inclusion Program form for a description of each of these type businesses.

**18. Delivery and F.O.B. Destination**

- a. All prices shall include shipping and delivery cost to our destination; 3644 Highway 42 South, Locust Grove, Georgia 30248, unless otherwise requested. The Contractor shall handle all material procurement, storage and delivery to project site. Unless otherwise specified in this specification, Contractor shall supply all materials required. The City will grant no allowance for boxing, crating or delivery unless specifically provided for in this proposal. The Contractor shall retain title for the risk of transportation, including the filing for loss or damages.
- b. The City desires delivery of the product(s) or service(s) as specified at the earliest possible time after the date of award. Unreasonable delivery may be cause for disqualifying a proposal. Each firm shall state a definite delivery time and avoid using general terms such as "ASAP" or approximately so many days.

**19. Discounts**

Cash discounts for early payment (i.e. 2%-10%) or Net 30 terms should be shown separately, even if terms are Net.

**20. City's Tax Exemption**

Locust Grove is exempt from Federal Excise Tax or Georgia Sales Tax with regard to goods and services purchased directly by the City. Exemption certificates furnished upon request.

**21. Award of Contract**

- a. The City desires to complete the award process in a timely manner. The City reserves the right to reject or accept any or all proposals, whole or any parts hereof, by item or group of items, by section or geographic area, or make multiple awards and be the final approval of proposal(s) selection which would be the most advantageous to the City with price and other factors considered. The City may elect to waive any technicalities. The proposal will be awarded to highest scored Contractor(s), if awarded. The proposal specifications and results will be available on the City's website: [www.locustgrove-ga.gov/working-here/bidding-opportunities](http://www.locustgrove-ga.gov/working-here/bidding-opportunities)
- b. The City reserves the right to reject any proposal if the evidence submitted by or investigation of, the Contractor fails to satisfy the City that the Contractor is properly qualified to carry out the obligations of the Contract. If the successful Contractor defaults on their proposal, an award may be made to the next low responsive and responsible Contractor.

**Responsibility** - The determination of the Contractor's responsibility will be made by the City based on whether the Contractor meets the following minimum standard requirements:

- Maintains a physical location presence and permanent place of business.
- Has the appropriate and adequate technical experience required.
- Has adequate personnel and equipment to perform the work expeditiously
- Able to comply with the required or proposed delivery schedule.
- Has a satisfactory record of performance.
- Has adequate financial means to meet obligations incidental to the work.
- Such other factors as appear to be pertinent to either the proposal or the contract.

**Responsiveness** - The determination of the Contractor's responsiveness will be made by the City based on a consideration of whether the Contractor has submitted complete proposal documents meeting proposal requirements without irregularities, excisions, special conditions, or alternatives proposals for any item unless specifically requested in the proposal solicitation.

- c. The City is subject to making records available for disclosure after City Council's approval of the recommendation. No claim shall be made by the selected Contractor for loss of profit if

the contract is not awarded or awarded for less work than is indicated and for less than the amount of the proposal. The total of the awarded contract shall not exceed the available funds allocated for the proposal project.

## **22. Local Vendor Privilege**

- a. There is established in Locust Grove, a local vendor privilege. Bids or proposals awarded to local vendors contribute to the local tax base and will therefore be given special consideration when bidding against out-of-jurisdiction (out-of-city/county) vendors. Bids or proposals received from local vendors will be given preference if such bid or proposal is responsive and within five (5) percent of the low bid submitted by any out-of-county bidder. In such instance, the local vendor will be given the opportunity to match the low bid offered by the out-of-city/county vendor. If such local vendor agrees to match the low bid received from the out-of-city/county vendor within the time specified by the county, the bid shall be awarded to the local vendor.
- b. A local vendor shall only be eligible to receive the benefit of this privilege if it meets each of the following requirements prior to any award of a contract or purchase:
  - (1) The business or supplier must operate and maintain a regular place of business within the geographical boundaries of Henry County; and
  - (2) The business or supplier must have a current occupational tax certificate; and
  - (3) The business or supplier must have paid all real and personal taxes owed the county; and
  - (4) The business or supplier must certify its compliance with the Georgia Security and Immigration Act.
- c. This policy shall not apply to any bid or proposal for material, equipment or services in excess of one hundred thousand dollars (\$100,000.00). In such cases, the bid award shall be subject to the competitive bidding requirements as otherwise provided herein or general law.

## **23. City Direction of Project and Monitoring of Work**

- a. The successful Contractor will promptly correct all work rejected by the City as faulty, defective, or failing to conform to the Minimum Specifications and/or to consensus standards adopted by both government and industry governing the work, whether observed before or after substantial completion of the work, and whether or not fabricated, installed, or completed. The successful Contractor will bear all costs of correcting such rejected work.
- b. No one except authorized employees of the Contractor is allowed on the premises of City facilities. Contractor employees are not to be accompanied in their work area by acquaintances, family members, assistants, or any other person unless said person is an authorized employee of the Contractor.
- c. All information disclosed by the City to the successful Contractor for the purpose of the work to be done or information that comes to the attention of the successful Contractor during the course of performing such work is to be kept strictly confidential.

## **24. Indemnification**

- a. The Contractor that is selected as the contractor (the "Contractor") shall, at its own expense, protect, defend, indemnify, save and hold harmless City of Locust Grove and its elected and appointed officers, employees, servants and agents from all claims, damages, lawsuits, costs and expenses including, but not limited to, all costs from administrative proceedings, court costs and attorney fees that the City of Locust Grove and its elected and appointed officers, employees, servants and agents may incur as a result of the acts, omissions or negligence of the Contractor or its employees, servants, agents or subcontractors that may arise out of the agreement.
- b. The Contractor's indemnification responsibility under this section shall include the sum of damages, costs and expenses which are in excess of the sum of damages, costs and expenses which are paid out in behalf of or reimbursed to the City, its officers, employees, servants and agents by the insurance coverage obtained and/or maintained by the contractor.

**25. Controlling Law, Venue**

Any dispute arising as a result of this proposal and/or an Agreement which was created from the terms, conditions and specifications of this document or their interpretation, litigation shall only be entered into and shall be performed in Henry County, Georgia. This Agreement shall be governed by the applicable laws of the City of Locust Grove, County of Henry and the State of Georgia. Any dispute arising out of the agreement, this proposal solicitation, its interpretations, or its performance shall be litigated only in the County of Henry Judicial Courts.

**26. Contractor as Independent Contractor**

In conducting its business hereunder, Contractor acts as an independent contractor and not as an employee or agent of City. The selection, retention, assignment, direction and payment of Contractor's employees shall be the sole responsibility of Contractor.

**27. Assignment**

The Agreement, in whole or any part hereof, created by the award to the successful contractor shall not be sold, not be assigned or transferred by Contractor by process or operation of law or in any other manner whatsoever, including intra-corporate transfers or reorganizations between or among a subsidiary of Contractor, or with a business entity which is merged or consolidated with Contractor or which purchases a majority or controlling interest in the ownership or assets of Contractor without the prior written consent of the City.

**28. Owner and Ownership of Documents**

The City of Locust Grove, 3644 Highway 42 South, Locust Grove, Georgia 30248 is the owner of the proposed work. Reports and all relevant data such as maps, diagrams, plans, designs, electronic data, statistics, specifications, and other supporting records or drawings compiled or prepared in the course of performance of the services required by this contract shall be the absolute property of the City and shall not be used by the Contractor for purposes unrelated to this contract without the prior written approval of the City. Such original documents shall be turned over to the City upon completion of the project except that Contractor shall have the right to retain copies of the same.

**29. Performance of Contract**

- a. The City reserves the right to enforce the Contractor's performance of this Agreement in any manner prescribed by law or deemed to be in the best interest of the County in the event of breach or default or resulting contract award. It will be understood that time is of the essence in the Contractor's performance.
- b. The successful Contractor shall execute the entire work described in the Contract Documents, except to the extent specifically indicated in the Contract documents to be the responsibility of others.
- c. The Contractor accepts the relationship of trust and confidence established by the award of this bid solicitation. The Contractor covenants with the City to utilize the Contractor's best skill, efforts and judgment in furthering the interest of the City; to furnish efficient business administration and supervision; to make best efforts to furnish at all times an adequate supply of workers and materials; and to perform the work in the best way and most expeditious and economical manner consistent with the interest of the City,
- d. All purchases for goods or services are subject to the availability of funds for this particular purpose.

### 30. **Default and Termination**

a. **Termination by Contractor**

The agreement resulting from this bid shall be subject to termination by Contractor in the event of any one or more of the following events: The default by City in the performance of any of the terms, covenants or conditions of this Agreement, and the failure of City to remedy, or undertake to remedy such default, for a period of thirty (30) days after receipt of notice from Contractor to remedy the same.

b. **Termination by City**

The agreement resulting from this bid shall be subject to termination by the City at any time in the opinion of the City; the contractor fails to carry out the contract provisions of any one or more of the following events:

- (1) The default by Contractor in the performance of any of the terms, covenants or conditions of the Agreement, and the failure of Contractor to remedy, or undertake to remedy with sufficient forces and to the City's reasonable satisfaction, the City shall provide the vendor with notice of any conditions which violate or endanger the performance of the Agreement. If after such notice the Contractor fails to remedy such conditions within thirty (30) days to the satisfaction of the City, the City may exercise their option in writing to terminate the Agreement without further notice to the Contractor and order the Contractor to stop work immediately and vacate the premises, to cancel ordered products and/or services with no expense to the City.
- (2) Contractor files a voluntary petition in bankruptcy, including a reorganization plan, makes a general or other assignment for the benefit of creditors, is adjudicated as bankrupt or if a receiver is appointed for the benefit of creditors, is adjudicated as bankrupt or if a receiver is appointed for the property or affairs of Contractor and such receivership is not vacated within thirty (30) days after the appointment of such receiver.
- (3) Contractors' failure to conduct services according to the approved bid specifications.
- (4) Contractors' failure to keep, perform, or observe any other term or condition of this Agreement.
- (5) Contractor's performance of the contract is unreasonably delayed.
- (6) Should the successful Contractor fail to provide the commodities or services when ordered, and in accordance with the General Terms and Conditions, specifications and any other requirements contained herein are not met, the City reserves the right to purchase commodities or services covered by this contract elsewhere if available from an alternate source.
- (7) The Contractor agrees by its bid submission that the City's decision is final and valid.

c. **Force Majeure**

Neither party shall be held to be in breach of the Agreement resulting from this bid, because of any failure to perform any of its obligations hereunder if said failure is due to any act of God, fire, flood, accident, strike, riot, insurrection, war, disease or any other cause over which that party has no control. Such party shall give notice and full particulars of such Force Majeure in writing to the other party within a reasonable time after occurrence of the event and the obligation of the party giving such notice shall endeavor to remove or overcome such inability with all reasonable dispatch.

d. **Waiver**

The waiver of any breach, violation or default in or with respect to the performance or observance of the covenants and conditions contained herein shall not be taken to constitute a waiver any subsequent breach, violation or default in or with respect to the same or any other

covenant or condition hereof.

### **31. Invoices**

Invoices and/or statements should not be faxed but originals must be mailed directly to:

Locust Grove City Hall  
Attn: City Clerk  
3644 Highway 42 S.  
Locust Grove, GA 30248

The following information must appear on all invoices submitted:

- Name and address of successful Bidder;
- Detailed breakdown of all charges for the services or products delivered stating any applicable period of time;
- City's Purchase Order Number and Bid Package number;
- Invoices shall be based upon actual services rendered, actual work performance and/or products delivered.

### **32. Payment**

Payment shall be tendered to the successful Contractor upon acceptance and approval by the City for satisfactory compliance with the general terms, conditions and specifications of the bid; by completed services; verification of delivery of products; assurance that the product/service performs as specified and warranted; and receipt of a valid invoice.

### **33. Insurance Requirements**

General insurance requirements shall be applicable to the Contractor and any authorized subcontractor. Insurance requirements shall be based on conditions in place as of the date of the Contract's execution. Insurance companies must be licensed by the Georgia Department of Insurance and the Georgia Secretary of State to do business in the State of Georgia. The City reserves the right to require adjustments in the level of coverage or waive any or all requirements based on information pertinent to this Contract.

The following requirements shall also be applicable to the Contractor:

- a. Evidence of insurance must be provided to the Locust Grove City Clerk, 3644 Highway 42 S., Locust Grove, Georgia 30248 within five days of execution of this contract and prior to commencing operations under this Contract;

**The certificate holder is to be issued to:**

**The City of Locust Grove  
Locust Grove, Georgia**

**but delivered to:**

**Locust Grove City Hall  
Attn: City Clerk  
3644 Highway 42 S  
Locust Grove, GA 30248**

**The Bid Package number and project name should be referenced in the description of operations. The certificates may be emailed to the City at [mspurling@locustgrove-ga.gov](mailto:mspurling@locustgrove-ga.gov)**

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- b. Any change in coverage or insurance carrier must be reported to the City in writing within five business days of the change.
- c. Failure of any Contractor to procure and maintain the required insurance shall not relieve the Contractor of any liability under the Contract, nor shall these requirements be construed to conflict with the obligation of the Contractor concerning indemnification;
- d. Any and all insurance required by this Contract shall be maintained during the entire term of this Contract;
- e. The City shall, without exception, be given no less than thirty (30) days notice prior to cancellation for any and all reasons other than non-payment of premium; and
- f. The City shall, without exception, be given immediate notification in the event of cancellation for reasons of non-payment of premium.
- g. The Contractor shall procure and maintain insurance coverage in the following particulars:

**Workers Compensation Insurance**

In the amounts of the statutory limits established by the General Assembly of the State of Georgia (A self-insurer must submit a certificate from the Georgia Board of Workers compensation stating that the Contractor qualifies to pay its own workers compensation claims.) In addition, the Contractor shall require that all subcontractors occupying the premises or performing the work under the contract to obtain an insurance certificate showing proof of Worker Compensation Coverage with the following minimum coverage:

Georgia Statutory including Employers Liability	
Bodily injury by Accident – each employee	\$100,000
Bodily injury by Disease - each Employee	\$100,000
Bodily injury by Disease – policy limit	\$500,000

**Commercial General Liability**

Each Occurrence Limit	\$1,000,000
Personal and Advertising Injury Limit	\$1,000,000
General Aggregate Limit	\$2,000,000
Products/Completed Operations Aggregate Limit	\$2,000,000

**Automobile Liability**

Combined Single Limit	\$1,000,000
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**Professional Liability Limit**

Errors and Omissions	\$1,000,000
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## SECTION II - SPECIFICATIONS

### A. SCOPE OF WORK

On-call Engineering Services will be divided into the following two (2) categories:

#### 1. Road Improvements including Sidewalks

The Contractor shall provide design services and develop engineering plans and plats for recording for the construction of new roads, repair/replacement of existing roads, intersection improvements such as signalization, addition of turn lanes, roundabouts, corrections of vertical and/or horizontal alignments and sidewalks. These services shall include traffic studies, database including mapping, hydraulic analysis for roadway structures, concept plans, utility plans, preliminary and final plans, right of way plats including staking. All required easements (construction, driveway, permanent drainage and temporary) shall be shown. Plats shall be prepared for each individual parcel involving required right-of-way and/or required easements to construct the project as described in the GA DOT Plan Presentation Guide and/or the City of Locust Grove's published standards and specifications. The prime contractor shall be pre-qualified by GDOT in the following Highway Design Roadway area classes: 3.03, 3.07, 3.09, 3.12, and 3.13.

The Contractor shall perform all work to obtain projects limits, including but not limited to, U.S. Army Corps of Engineers 404, Federal Emergency Managements Agency (FEMA) approvals, and Georgia Environmental Protection Department.

The Contractor shall secure all necessary permits including those required by Georgia DOT and U.S. Army Corps of Engineers.

All plans shall meet GDOT's Plan Presentation Guide and/or the City of Locust Grove's published standards and specifications.

All drafting and design work performed on the project shall be done utilizing AutoCAD software and ARC GIS shapefiles respectively and shall be organized as per the GA DOT'S Guideline on Electronic File Management.

Demonstrated experience in the development and design of successful roundabout projects is preferred.

#### 2. Plan Review and Preparation

Upon request by the City, the Contractor shall provide day-to-day development plan review services to support the City's Community Development Department. These development plan review services include technical reviews of site plans, subdivision plats, roadway plans and utility drawings, submitted by private developers, to ensure compliance with City codes, ordinances and standards. Contractor shall review these plans for compliance with the City's ordinances pertaining to street design, site layout geometry, stormwater management systems, flood plain management, erosion and sedimentation control compliance, and water and sewer systems. Contractor must commit to a standard review period of fifteen (15) business days for all initial reviews and subsequent resubmittals.

Upon request by the City, the Contractor shall prepare engineered construction plans and documents for projects related to utilities, water and sewer systems and facilities, stormwater management systems and facilities, and public facilities. Engineered construction plans shall consist of documents prepared by a professional engineer, licensed in the State of Georgia, bearing his/her seal and signature.

Engineered construction plans shall include all required construction quantities. Contractor will serve as the Project Manager upon request by the City.

All drafting and design work performed on the project shall be done utilizing AutoCAD software and ARC GIS shapefiles and shall be organized as per the GA DOT'S Guideline on Electronic File Management.

## **B. SELECTION METHOD**

### **1. Selection of Shortlist**

Based on the Statements of Qualifications submitted in response to this RFQ, the Evaluation Committee will identify the most qualified firms based upon individual rankings.

### **2. Finalist Notification**

Firms selected as finalists will receive notification from the City. Criteria for the remainder of the selection process will be communicated in the Finalist Notification

### **3. Interview**

Each finalist firm shall be notified of the place, date and time for an interview session. Interview instructions and requirements of the finalists will be provided. All members of the Evaluation Committee will be present during the interviews. **Firms shall not address any questions prior to the interview to anyone other than the Purchasing Department, at the email address provided in this solicitation.**

### **4. Final Selection**

Upon completion of the selection process by the Evaluation Committee, the firms will be ranked in descending order of recommendation using the sum of individual rankings from the evaluation committee members. The committee will select the most qualified firms to provide the most favorable combinations of experience, qualifications, management, and proven ability to produce deliverables "on time and within budget" for each of the two (2) categories. Shortlisted firms will be forwarded project specifications on an as needed basis and award of each project will be to the lowest responsive and responsible bidder. The selected firms will receive bid opportunities for one (1) year with the possibility of two (2) additional mutually agreed upon years for design services for SPLOST, TSPLOST and other funded transportation projects as described in this request for qualifications.

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## SECTION III - INSTRUCTIONS FOR PREPARING STATEMENTS OF QUALIFICATIONS

The Statements of Qualifications must be submitted in accordance with the “General Instructions, Terms, and Conditions” and must be responsive to all requested information. **All** information should be submitted in **one (1)** unbound clearly marked “**Original,**” **six (6) bound complete copies** and **one (1) electronic copy** on a USB flash drive in Adobe PDF file formats). All submittals must be on standard (8 ½” x 11”) paper and manually signed and filled out legibly (typewritten or printed in ink) with all changes or corrections initialed by the person signing the submittal. The pages of the qualification submittals must be numbered. Any exhibits, affidavits or other enclosure information called for may be included with the required forms in the Appendix section. Each response shall be submitted as outlined in this section. Please include an outside cover and/or first page, containing the name of the Project.

A table of contents should be next, followed by dividers separating each of the following sections:

### ***Section 1 - Description and Resources of Firm***

- a. Transmittal Letter - A signed letter of transmittal briefly stating the respondent's understanding of the request for qualifications, a statement why the respondent believes itself to be best qualified to perform On-Call Engineering Services for the City of Locust Grove, and a statement confirming the respondent's commitment to enter into a contract and perform work assigned as a result of this RFQ.
- b. Provide basic company information: company name, address, name of primary proposing contact, telephone number, fax number, e-mail address, and company website (if available). If the firm has multiple offices, the qualifications statement shall include information about the parent company and branch office separately. Identify office from which project will be managed. Provide form of ownership, including state of residency or incorporation, and number of years in business.
- c. Briefly describe the history and growth of your firm(s). Provide general information about the firm’s personnel resources, including disciplines and numbers of employees and locations and staffing of offices. Provide backlog curve and availability charts for the Project Manager and any other key personnel.
- d. References - Provide a minimum of three clients, addresses, and contact persons for whom similar services have been performed.
- e. Has the firm been involved in any litigation in the past five (5) years? Describe your experience with litigation with clients. List any active or pending litigation and explain. List any indictments the firm/principals have been issued.
- f. Provide a Statement of Disclosure, which will allow the City to evaluate possible conflict of interest. Respondents must provide, in their own format, a statement of all potential legal or otherwise significant conflict of interest possibly created by the respondents being considered in the selection process or by the respondent’s involvement in the project. Respondents should provide information as to the nature of relationship(s) with parties in such potential conflict.
- g. Has the firm ever been removed from a contract or failed to complete a contract as assigned?

### ***Section 2 - Experience and Qualifications***

- a. Provide professional qualifications and description of experience for principal project staff, including those of the staff that will lead in the stakeholder involvement and community engagement efforts. The project manager’s resume must be included. (At this stage, firms are asked for information on lead staff only, but may list qualifications and experience on more than one lead individual who are being proposed for services to the City. **If the firm is selected as a finalist, the City may request detailed information on the exact proposed expanded team and their relevant experience.**)
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- b. Provide information on the firm's experience with projects of similar type, size, function and complexity. Describe no more than ten (10) and no less than five (5) accounts, in order of most relevant to least relevant, which demonstrates the firm's capabilities to perform services for the City. For each account, the following information should be provided.
  - (1) Client name, location and dates during which services were performed.
  - (2) Clear description of overall project and services performed by your firm.
  - (3) Exact length of service performed by your firm and overall project budget.
  - (4) Client's stated satisfaction in service of your firm. (Include letters from clients if available)
  - (5) Client(s) current contact information.
  - (6) Letters of reference from at least two (2) of those clients for whose projects were of similar size and scope. (Letters of reference should describe the work completed and contain some specific examples on how quality products were delivered on schedule and within budget.)
- c. Provide a one (1) page Organization Chart.
- d. Provide proof of GDOT Highway Design Roadway pre-qualifications have been met for the respective area classes. A copy of the firm's "Notice of Professional Consultant Qualifications" must be submitted. The Notice must be current by the deadline stated for this RFQ.
- e. Provide any information that may serve to differentiate your firm from other firms in ability for and approach to the type of design services. Furnish evidence of the firm's fit to the needs of the City and any special or unique qualifications for this type of design work. Supply current and projected workloads, and logistical capabilities for working in proximity to project location.

***Section 3 - Quality Assurance***

Provide description of firm's quality assurance/quality control processes to ensure accuracy and integrity of services in the timely delivery of projects while avoiding mistakes and obstacles. Show personnel needed to implement this phase.

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## SECTION IV – EVALUATION AND SELECTION CRITERIA

Selection of a firm shall be based upon the demonstrated competence and qualifications of the firms to provide the type of service required. Each proposal will be evaluated and scored through a process by the City’s staff.

The Contractor’s submittal must fully address the requirements listed in this solicitation and the Firm’s degree of experience, knowledge, and ability to provide experienced and qualified support staff. The proposal is not to have any exclusions, conditions or provisions applied to the aforementioned request. It is the City’s intention to select a firm which is the most qualified to meet the City’s needs. The award shall be based on but not limited to the following factors:

RFQ EVALUATION CRITERIA	Scoring Value Maximum Points
<b>Qualifications of Firm</b> Qualifications of firm, specifically as they relate to this Project.	35
<b>Firms Experience on Similar Projects</b> Related project experience of the firm(s) and the individuals who would be assigned to this Project.	30
<b>Available Resources to Complete Project</b> This criterion would include the analytical, design tools, personnel, resources or methodologies commonly used by the firm that may be applicable to the project categories.	15
<b>Responsiveness to the RFQ</b> This would include any documents submitted such as concept plans, space planning, and design concepts and other related items.	10
<b>Professional References</b>	10
<b>MAXIMUM SCORING POINTS TOTAL</b>	100
<b>Oral Presentation</b> - At its sole discretion, the Evaluation Committee made up of City staff may require an interview/presentation before the final selection and award to a Firm. Submittal of material and information during an interview/presentation could add up to 15 additional points to the total score of the Firm.	15 (possible additional points if an oral presentation is requested)

<b>The Scoring Formula for the above Scoring Value Maximum Points is as follows:</b>	
Excellent	.75 - 1.00
Good	.50 - .74
Fair	.25 - .49
Poor	0 - .24
Multiply scoring formula by possible scoring value maximum point allotment. <i>Example:</i> If you score a firm .6 (Good) on <b>Relevant Experience</b> and multiply .60 x 20 (maximum scoring points), this would equal to 12 points.	

Best and Final Offer Process represents an optional step in the selection process and may be used when:

- a. No single response addresses all the specifications.
- b. The cost submitted by all Contractors is too high.
- c. The scores of two (2) or more Contractors are very close after the evaluation process.
- d. All Contractors submitted responses that are deficient in one or more area.

The City of Locust Grove reserves the right to remove the high score and the low score for each offer if deemed necessary.

**CERTIFICATION FORM**

I, \_\_\_\_\_, being duly sworn, state that I am \_\_\_\_\_

(title) of \_\_\_\_\_ (firm) and hereby duly certify that I have read

and understand the information presented in the attached proposal and any enclosure and exhibits thereto.

I further certify that to the best of my knowledge the information given in response to the Request for Qualifications is full, complete and truthful.

I further certify that the Contractor and any principal employee of the Contractor has not, in the immediately preceding five (5) years, been convicted of any crime of moral turpitude or any felony offense, nor has had their professional license suspended, revoked or been subjected to disciplinary proceedings.

I further certify that the proposed has not in the immediately preceding five (5) years been defaulted in any federal, state or local government agency contract and further, that the Contractor is not now under any notice of intent to default on any such contract.

I acknowledge, agree and authorize and certify that the Contractor acknowledges, agrees and authorizes, that the City of Locust Grove (the "City") may, by means that it deems appropriate, determine the accuracy and truth of the information provided by the Contractor and that the City may contact any individual or entity named in the Statement of Qualifications for the purpose of verifying the information supplied therein.

I acknowledge and agree that all of the information contained in the Statement of Qualifications is submitted for the express purpose of inducing City to award a contract.

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

\_\_\_\_\_

Printed Name

\_\_\_\_\_

Signature

Sworn and subscribed before me

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_

NOTARY PUBLIC

NOTARY SEAL

My Commission Expires: \_\_\_\_\_

\_\_\_\_\_

**BID AUTHORIZATION AFFIDAVIT**

STATE OF GEORGIA  
COUNTY OF HENRY  
CITY OF LOCUST GROVE

BEFORE ME, the undersigned authority a Notary Public in and for the State of \_\_\_\_\_, on this day personally appeared \_\_\_\_\_ who, after having first been duly sworn, upon oath did depose and say; that the forgoing bid submitted by \_\_\_\_\_ hereafter called "Bidder" is duly authorized agent of said company and that the person signing said bid has been duly authorized to execute the same. Bidder affirms that they are duly authorized to execute this Agreement, that this company, corporation, firm, partnership or individual has not prepared this bid in collusion with any other Bidder, and that the contents of this bid as to prices, terms or conditions of said bid have not been communicated by the undersigned nor by any employee or agent to any other person engaged in this type of business prior to the official opening of this bid.

The undersigned certifies that the bid prices contained in this bid have been carefully checked and are submitted as correct and final and if bid is accepted, agrees to furnish the articles and/or services listed and offered in this document at the prices and terms stated, subject to the conditions and specifications of this Request for Bid.

Bidder Information:

_____	_____
(Company)	(Signature)
_____	_____
(Address)	(Printed Name)
_____	_____
(City, State, Zip)	(Title)

SWORN TO AND SUBSCRIBED BEFORE ME THIS \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_  
Notary Public in and for the State of \_\_\_\_\_

(Seal)

(FAILURE TO SIGN THIS SECTION SHALL DISQUALIFY YOUR RESPONSE)

\_\_\_\_\_

## NON-CONFLICT OF INTEREST

By submitting an offer in response to this solicitation, the Firm represents that in the preparation and submission of this qualifications, said Firm did not either directly or indirectly, enter into any combination or arrangement with any person, Contractor, Corporation or enter into any agreement, participate in any collusion, or otherwise take any action in the restraint of free, competitive bidding in violation of the Sherman Act (15 U.S.C. Section I or Section 59.1-9.1 through 59.1-9.17 or Sections 59.1 – 68.6 through 59.68.8). Collusion and fraud in qualifications preparation shall be reported to the State of Georgia Attorney General and the United States Justice Department.

\_\_\_\_\_ (Officer of Firm) certifies that to the best of our knowledge, no circumstances exist which shall cause a conflict of interest in performing services for the City of Locust Grove, and that no company or person other than bona fide employees working solely for our firm has been employed or retained to solicit or secure an agreement resulting from this request for qualifications.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Firm Address: \_\_\_\_\_

\_\_\_\_\_

**GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT  
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 engaged in the physical performance of services on behalf of the City of Locust Grove has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

\_\_\_\_\_  
Federal Work Authorization/ E-Verify User Identification Number

\_\_\_\_\_  
Date of Authorization

\_\_\_\_\_  
Name of Contractor

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on \_\_\_\_\_, \_\_\_\_\_, 20\_\_\_\_ in \_\_\_\_\_ (city), \_\_\_\_\_ (state).

\_\_\_\_\_  
Signature of Authorized Officer or Agent

\_\_\_\_\_  
Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME  
ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires:  
  
\_\_\_\_\_

## SUPPLIER INCLUSION PROGRAM

Small, local, veteran-owned, Disadvantaged Business Enterprise (DBE), and female-owned business enterprises are encouraged to participate in the solicitation process. In order to give recognition to these types of business classification, please check all which apply:

**Small Business**

Small businesses are defined by size standards and can be found in Title 13 of the Code of Federal Regulations (CFR), Part 121, and are broken down by the different categories of business enterprises.

**Local Vendor**

Local vendors, as defined in the Henry First Initiative, must operate and maintain a regular place of business within the geographical boundaries of Henry County, must have a current occupational tax certificate, must have paid all real and personal taxes owed the County and must certify its compliance with the Georgia Security and Immigration Act.

**Veteran-Owned Business**

A veteran-owned business is a business in which a veteran owns a minimum of 51% of the business and also holds the highest position at the company and is active in the daily management and strategic direction of the company. Title 38 of the Code of Federal Regulations defines a veteran as “a person who served in the active military, naval, or air service and who was discharged or released under conditions other than dishonorable.” This definition explains that any individual that completed a service for any branch of armed forces classifies as a veteran as long as they were not dishonorably discharged.

**DBE Business**

DBE businesses, as defined by the Georgia Department of Administrative Services, shall be certified by the Georgia Department of Transportation and shall consist of five (5) minority groups:

- Asian American
- Native American
- African American
- Hispanic/Latino
- Pacific Islander.

**Female Owned Business**

A female-owned business is a business in which a female owns a minimum of 51% of the business and also holds the highest position at the company and is active in the daily management and strategic direction of the company.

**None of the Above Applies**

\_\_\_\_\_  
Company's Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Representative's Name (Print or Type)

\_\_\_\_\_  
Authorized Representative's Signature

**RFQ # 26-S001**  
**On-Call Engineering Design Services**  
**Opening: 11:00 AM, March 12, 2026**

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**CHECKLIST FOR RFQ DOCUMENTS**

*Failure to include all required documents will result in submittals being removed for consideration for award.*

<u><b>DOCUMENTATION DESCRIPTION</b></u>	<b>Please check</b>
<b>Any Required Documents cited in RFQ Specifications</b>	<input type="checkbox"/>
<i>Forms:</i>	
<b>Solicitation Form (Page 1 of this Document)</b>	<input type="checkbox"/>
<b>Addendum Cover Sheet(s) (If applicable.)</b>	<input type="checkbox"/>
<b>Certification Form</b>	<input type="checkbox"/>
<b>Bid Authorization Affidavit</b>	<input type="checkbox"/>
<b>Non-Conflict of Interest</b>	<input type="checkbox"/>
<b>Supplier Inclusion Program</b>	<input type="checkbox"/>
<b>RFQ Documents Submittal Checklist/Addenda Acknowledgement (this page)</b>	<input type="checkbox"/>

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**ADDENDA ACKNOWLEDGEMENT**

**Failure to acknowledge any addenda will result in a non-responsive bid.**

The vendor has examined and carefully studied the Request for Qualifications and the following Addenda, receipt of all of which is hereby acknowledged:

Addendum No. _____	_____
	Dated
Addendum No _____	_____
	Dated
Addendum No. _____	_____
	Dated
Addendum No. _____	_____
	Dated

---

***This affirms that all documents are included with the Contractor's RFQ package.***

\_\_\_\_\_  
Company's Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Representative's Name  
(Print or Type)

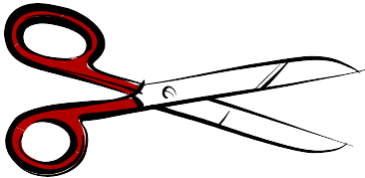
\_\_\_\_\_  
Authorized Representative's Signature

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**SECTION V – REQUEST FOR QUALIFICATIONS LABEL**

**PLEASE ATTACH LABEL TO OUTSIDE OF RFQ PACKAGE**

*This label **MUST** be affixed to the outside of the envelope or package, even if it is a “No RFQ” response. Failure to attach the label may result in your bid being opened in error or not routed to the proper location for consideration. No RFQ will be accepted after the date and time specified.*



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**REQUEST FOR QUALIFICATIONS ENCLOSED**

RFQ # 26-S001

On-Call Engineering Design Services

Opening: 11:00 AM, March 12, 2026

\_\_\_\_\_  
Vendor Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip Code

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**DELIVER TO: Locust Grove City Hall  
Attn: City Clerk  
3644 Highway 42 S  
Locust Grove, GA 30248**

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