CONTRACT NO. FY27-RMP-27REC01
REQUEST FOR PROPOSAL:
CONSULTING SERVICES FOR A COMPREHENSIVE MASTER PLAN OF
RECREATION AND PARKS SERVICES IN BULLOCH COUNTY

Request for Proposal Bulloch County Board of Commissioners

Consulting Services for Comprehensive Recreation Master Plan

ANNOUNCEMENT

The Bulloch County Board of Commissioners (herein after referring to as the County) is accepting proposals from qualified professional consultants for this project. The deadline for receipt of all proposals is November 19, 2026, at 3:00 P.M. Prospective firms shall file all documents necessary to support their proposal. NO FAXES OR EMAILS ACCEPTED.

Firms are responsible for the actual delivery of submittals during normal business hours to the Bulloch County Board of Commissioners, North Main Annex, 115 North Main Street, Statesboro, Georgia 30458. An ORIGINAL PROPOSAL along with five (5) copies, and any supporting documents, must be submitted in a sealed clearly marked envelope. Late proposals will be rejected.

Proposals will be recorded as received at the Bulloch County North Main Annex on November 19, 2026, at 3:00 P.M. The RFP evaluation team will then proceed to determine conformity with the specifications and other criteria. The Evaluation Team may, at their option, request any or all firms to make an oral presentation later. Upon the closure of the evaluation, the Recreation & Parks Director will recommend selection of a proposal to the Board of Commissioners for final approval at their next subsequent regular meeting.

The Bulloch County Board of Commissioners is an equal opportunity procurer.

A request for proposals may be requested by emailing the Bulloch County Procurement Director, at pfuller@bullochcounty.net, going to the Bulloch County website: https://bullochcounty.net/bid-opportunities/ or by going to the Georgia Procurement Registry website: https://doas.ga.gov/state-purchasing/georgia-procurement-registry-local-governments/gpr-overview. It will be the firm's sole responsibility to periodically check all websites for addenda associated with the solicitation for this project. Failure to include a signed copy of any addenda issued for this project in the submitted RFP package will result in the submission not being considered for this project. For all questions concerning the RFP, submit email correspondence to the Bulloch County Procurement Director at pfuller@bullochcounty.net. All email correspondence during the question and response period must include the project identifier FY27-RMP-27REC01 in the subject line of the email.

The written RFP documents supersede any verbal or written prior communications between the parties.

CONTRACT NO. FY27-RMP-27REC01
REQUEST FOR PROPOSAL:
CONSULTING SERVICES FOR A COMPREHENSIVE MASTER PLAN OF
RECREATION AND PARKS SERVICES IN BULLOCH COUNTY

1.0 TERMS AND CONDITIONS

Disqualification: Proposals may be disqualified for: a) receipt of the submission by the County past the stated deadline; b) any irregularities; c) unbalanced unit price or extensions; or d) unbalanced value of any items; e) failure to complete proposal information correctly; or f) failure to follow the restrictions to proposers. If in the opinion of the Bulloch County Board of Commissioners, the firm is not in a position to fulfill the contract, the proposal may be disqualified. The County reserves the right to waive any minor informality or irregularities

Restrictions to Proposers**:** No employee of Bulloch County shall have a financial interest either directly or indirectly in the purchase of or contract for any goods or services, nor in any firm, corporation, partnership, limited liability company, or any other legal entity furnishing any goods or services to Bulloch County or any of its departments. For the purposes of this provision, indirect financial interest includes, but is not necessarily limited to, the financial interest of an employee's spouse.

Lawsuits/Bribery**:** Prospective firms shall disclose any record of pending lawsuits, criminal violations and/or convictions, etc., conflicts of interest, or contract defaults.

Liability: The County is not liable for any cost incurred in the preparation of the proposal. Nor is the County bound by any information provided unless reduced to writing and distributed as a written addendum.

Reservations: The County reserves the right to reject any or all proposals, to award in whole or in part and to waive minor immaterial defects in proposals. Negotiations may be necessary to complete the contract.

Questions: The County is to receive any questions concerning this RFP no later than October 30, 2026, by 11:00 A.M. to pfuller@bullochcounty.net. Responses will be posted to procurement websites no later than November 3, 2026, by 5:00 P.M. All email correspondence during the question and response period must include the project identifier FY27-RMP-27REC01 in the subject line of the email.

Clarification of submittals: The County reserves the right to seek clarification of any point in a respondent's proposal, or to obtain additional information.

Exceptions: Conditional proposals or those that are exceptions to the specifications will be considered only at the discretion of the Project Manager.

Indemnification: The Firm agrees to indemnify, hold harmless, and defend Bulloch County, its officials, and employees (hereinafter collectively "the indemnitees") from and against any and all claims, damages, liabilities, suits, proceedings, costs, and expenses of litigation (including, without limitation, reasonable attorney's fees) related to or arising in any way out of the performance of this RFP, unless such is attributable to the sole negligence of the indemnitees. The indemnity obligation of the Consultant will survive the expiration or termination of this RFP.

Correction or withdrawal of submissions, cancellation of awards: Correction or withdrawal of proposals before or after opening, or cancellation of awards or contracts may be permitted only to the extent that the Firm can show by clear and convincing evidence that a mistake of non-judgmental character was made, or where the award or cancellation is in the best interest of Bulloch County.

County Obligations: Bulloch County has a standing policy to disqualify or withhold compensation to vendors, contractors and design professionals from compensation or doing business with the County if there exists obligations to Bulloch County for any liens, ad valorem taxes, licenses or other financial remittances due to Bulloch County.

Contract Template: Attached to this RFP is a copy of the County's consultant's contract template. Any firms suggested language should be negotiated upon the first notice of award. Bulloch County shall have all ownership of work. However, this should not preclude the firm from using copies as a future business marketing tool for their firm.

Project Schedule: The project should be completed within 10 months from the notice to proceed. The proposed starting date shall occur upon receipt by the successful firm of a notice to proceed.

Forms: The firm shall complete all forms as ***attached***, including a) Fee Schedule; b) Non-Collusion Affidavit; c) Bidder Declaration; d) Contractor E-Verify Affidavit; e) Sub-Contractor E-Verify Affidavit. These forms will not be included as part of the maximum fifteen (15) page abstract. Covers and tabs are also not counted toward the page limit.

Award: If awarded, the award will be made to the most responsive and cost-effective firm. The firm to whom the award is made will be notified at the earliest possible date. The County reserves the right to reject the award to a firm who has previously failed to perform properly, or to complete on time contracts of a similar nature.

2.0 BACKGROUND

2.1 Community Profile

Located 35 miles northwest of Savannah, Georgia, the current resident population of Bulloch County is estimated at 86,000 residents, with the county seat of Statesboro having an estimated resident population of 35,000. Bulloch County's population has grown thanks to multi-sector economic growth and university enrollment boom that has been occurring since 1985. Statesboro is home to Georgia Southern University, having an enrollment of approximately 34,000 students. It is estimated that there are nearly 38,000 in the labor force in Bulloch County, who hosts several major employers including Wal-Mart Distribution, Briggs and Stratton, Cardinal LG, Georgia Southern University, Ogeechee Technical College, and three Hyundai suppliers (Hanon Systems, Ecoplastic America, Ajin Georgia).

2.2 Prior Documents

The following documents and previous plan versions are available for reference:

- Bulloch County Parks and Recreation Master Plan, 2010.
- Greenways System Master Plan, 2003.
- Splash in the Boro Master Plan, 2000.
- Smart Bulloch 2045 Comprehensive Plan, 2024.

2.3 Funding Plan

Bulloch County adopted an annual budget on June 18, 2026, to include funding for the project. 100% of project funds will be sources from the Bulloch County annual budget, no state or federal monies are allocated to this project.

2.4 Purpose and Objectives

The purpose of this project is to develop a **Comprehensive Recreation Master Plan** for Bulloch County Recreation and Parks that will serve as a long-range guide for the development, enhancement, and management of recreational facilities, staff, programs, and services throughout the unincorporated areas of the county.

The objective of the plan is to assess current park assets, recreational programs, staffing levels, operations, and maintenance practices, and to identify future needs based on population growth, community trends, and public input. The plan will provide a clear vision and set of priorities to guide future investments, land acquisition, facility development, and program expansion over the next 10 to 20 years.

The Comprehensive Master Plan will align with existing county plans and goals and will serve as a strategic framework for decision-making by county leadership, staff, and partners. It will ensure that Bulloch County Recreation and Parks continue to provide high-quality, accessible, and sustainable recreational opportunities for all residents and visitors.

2.5 Technical Advisory Team

The Comprehensive Recreation Master Plan process will be developed cooperatively by and between the selected consultant, the public, and participants of the process who will form a Recreation Plan Advisory Team.

3.0 SCOPE OF WORK

A qualified consultant shall deliver a master plan that includes the following deliverables:

- A comprehensive inventory and condition assessment of existing parks and facilities.
- Analysis of current and projected recreational needs based on demographic and market trends.
- Community engagement through surveys, public meetings, and stakeholder input.
- Evaluation of current programs, staffing, and operational practices.
- Identification of service gaps and opportunities for enhancement or expansion.
- Recommendations for capital improvements, maintenance strategies, and funding options.
- A prioritized implementation plan with short-, mid-, and long-term goals.
- Five (5) year Work Program for implementation of goals and policies.

4.0 PROPOSAL REQUIREMENTS

4.1 Technical Proposal

The following content and order should be contained in your firm's Statement of Qualifications. Please do not add any marketing material unless it is relevant to explaining your project approach. Bulloch County may, in its sole discretion, request clarifications of the information submitted. ***Non-extraneous illustrations and supplemental attachments and explanations are acceptable. Prose and style should be straightforward and not superfluous.*** *Please include the following information.*

- Maximum fifteen (15) page abstract that includes:
    - A brief description of the firm's specific abilities and expertise related to this type of project.
    - A statement showing the interest in and understanding of the project; indicate any concerns regarding permitting, scheduling, site, etc.
    - Description of proposed outreach strategies including methodology, survey types, inclusion of underrepresented populations, environmental justice, and focus groups with data-driven analysis.
    - Description of the likely approach to the project. The approach may or may not differ from the proposed scope but should be relevant to the spirit or intent of the project or reflect a similar approach you have used before.
    - Identification of key project personnel with roles and responsibilities.
    - Description of the current workload for key personnel dedicated to this project and how it will be incorporated into their schedule.
    - A statement on how client communications will be handled.
    - A statement referring to techniques or methods of quality control the firm will apply to the management of the project.
    - A statement disclosing any pending legal or ethical charges against the firm.
    - Using or modifying the proposed scope of work, provide a project schedule and explain the sequence of tasks your firm will take to complete this project and accomplish the deliverables – a Gantt or PERT chart is preferred.
    - Provide client reference information for relevant projects (name, address, telephone number, e-mail, etc.).

- Mandatory procurement forms are required for submission in addition to the RFP. These forms will not be included as part of the maximum fifteen (15) page abstract. Covers and tabs are also not counted toward the page limit.
    - Fee Schedule – should be submitted as part of the Price Proposal.
    - Non-Collusion Affidavit
    - Bidder Declaration Affidavit
    - Contractor E-Verify Affidavit
    - Subcontractor E-Verify Affidavit

4.2 Price Proposal

The price proposal must be submitted separate from the technical proposal in a sealed envelope clearly marked, "Price Proposal" with the consultant's name identified on the front of the envelope with the following information contained within the envelope:

1. A schedule of fees broke down by task;
2. Hourly rates for project personnel to be used as the basis for payment; sample form included as Required Form A.

Costs shall be inclusive, with printing, copying, postage, deliveries, travel and all other categories included. The County reserves the right to negotiate the fee and/or Scope of Services with the highest ranked Firm. If negotiations cannot be completed successfully, then the County reserves the right to negotiate with the second highest ranked firm. Recommendations for an award will be for the Firm with whom the potential contract negotiations were successful.

4.3 Proposal Evaluation and Award Criteria

All proposals received by the deadline shall be subject to an evaluation by a selection team of County staff for the purpose of selecting the consultant with whom a contract will be executed. Proposals must be complete and responsive to all sections of the RFP. Proposals that do not fulfill all program requirements or omit any of the proposal contents as described in the RFP may be cause for rejection.

The proposals will be evaluated based on a two-step process. The first step will involve an evaluation of each consultant's technical proposal, using the selection criteria below. The top ranked consultants may be asked to make an oral presentation as a part of this step. The second step will involve reviewing the price proposal for the consultant with the highest technical score from the first step. If the review team determines that the price proposal of the consultant with the highest technical score is reasonable, negotiations will commence. If an agreement cannot be reached, then the price proposal for the next highest technical score will be evaluated. This evaluation process will continue until a recommendation of award can be made in the best interest of all parties.

The consultant rankings will be assigned by the selection team. Upon approval, negotiations will commence with the highest ranked consultant. The contract will be recommended for award to the governing body upon reaching an agreement on a final work plan and price. If an appropriate agreement cannot be reached with the highest ranked consultant, the second ranked consultant will be approached, and so on.

The scoring rubric for making the recommendation selection are as follows:

4.3.1 Capability and Qualifications: 35 Points.

Evaluate the ability of a prospective consultant to meet the terms of the RFP relative to having a consulting team with the qualifications needed to successfully complete the project. Qualifications of professional personnel assigned to the project, as specified in the proposal, including subconsultants, will be measured by both education and experience, with reference to experience on projects like that described in the scope of work. The firm's professional and project staff who work on the project must be the same staff identified in the proposal.

4.3.2 Comprehensive Community Engagement Expertise: 20 Points.

Evaluation of proposed outreach strategies including methodology, survey types, inclusion of underrepresented population, environmental justice, and focus groups with data-driven analysis

4.3.3 Understanding and Approach of the Project: 25 Points.

A determination will be made of the firm's understanding of the project purpose and goals as presented in the RFP. Evaluation will be based on the data presented in the firm's proposal, and the approach and allocation of time on specific tasks. Firms should feel free to suggest other requirements and problems that may have been overlooked.

4.3.4 Schedule: 20 Points.

Evaluation of the clarity and adequacy of the detailed project plan and the ability of the firm to appropriately allocate staff to the identified tasks.

4.3.5 Oral Presentation and Product Demonstration: 15 Points (possible additional points if an oral presentation is requested).

At its sole discretion, the Evaluation Team made up of County employees 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.

5.0 RFP SCHEDULE

The County will convene a Selection Team to evaluate and rank the firms that respond to this RFP. The evaluation will be based on the proposals submitted and (at the discretion of the team) on interviews (if deemed necessary) with those firms who appear to be particularly well qualified based on their written proposals.

RFP Schedule		
Event	**Projected Date**	**Projected Time**
a. County issues public advertisement of **RFP**	10/22/2026	-----
b. Deadline for written questions/requests for clarification.	10/30/2026	11:00 AM
c. Responses to written questions/requests posted to County's website	11/03/2026	5:00 PM
d. Deadline for submission of Requests for Proposals to Bulloch County Board of Commissioners, 115 N Main Street, Statesboro GA 30458.	11/19/2026	3:00 PM
e. Evaluation-Interviews (if necessary) – Preliminary Negotiations	TBD	-----
f. Final Negotiations	TBD	
g. Selection (Board of Commissioners)	12/15/2026	

6.0 SUBMITTAL OF QUESTIONS AND REQUESTS FOR CLARIFICATION

It is the Respondent's responsibility to examine the entire RFP, seek clarification in writing, and review its submittal for accuracy before submitting the Response document. Once the submittal deadline has passed, all proposals will be final. The County will not request clarification from individual Respondents regarding their proposals but reserves the right to ask for additional information from all parties who have submitted Responses. Questions about any aspect of the RFP, or the Project, shall be submitted via email, and the project identifier __FY27-RMP-27REC01_ must appear in the subject line, to:

Peyton Fuller

Bulloch County

Procurement Director

Email: pfuller@bullochcounty.net

The deadline for submission of questions relating to the RFP is the time and date shown in the *Schedule of Events (Section 5).* *All relevant questions and requests for clarification received by the County in writing prior to the deadline will be compiled, and answers will be posted on the County's procurement page as an addendum to the original solicitation for services at https://bullochcounty.net/bid-opportunities/*

7.0 ADDITIONAL INFORMATION & CONDITIONS

6.1 Statement of Non-Commitment

Issuance of this RFP does not commit the County to award a contract or to pay any costs incurred in preparation of proposals responding to this RFP. The County reserves the right to reject any or all proposals and to re-advertise. All proposals will become property of the County.

6.2 DBE Goals

There are no DBE/WBE goals for this work, but firms are strongly encouraged to utilize DBE firms if applicable.

6.3 Nondiscrimination Compliance

Firms will be subject to Federal and State nondiscrimination laws and regulations.

6.4 Insurance

It is required that the Firm performing the work under this Contract to provide proof of the following insurance coverage prior to the date upon which work is to be begin. The proof of insurance or exemption must be valid for the entire agreement period:

A. Statutorily required workers' compensation insurance.
B. Commercial general liability insurance, with an endorsement naming the County and its officials, officers, and employees as additional insureds, and with limits of not less than $1,000,000 per occurrence and $1,000,000 aggregate.
C. Motor vehicle liability insurance with limits of not less than $1,000,000 for bodily injury to or death of one person in any one accident, and not less than $2,000,000 because of bodily injury to or death of two or more persons in any one accident; and not less than $250,000 because of injury to or destruction of property.
D. Professional malpractice insurance (i.e., errors and omissions insurance) in an amount not less than $1,000,000 per occurrence.

6.5 RFP Authority

This RFP has been issued in accordance with procurement rules and procedures adopted by the County. The RFP process is a procurement option allowing award to be based on stated criteria or evaluation factors. Cost will be a consideration; however, not the primary consideration.

7.0 CLIENT SUPPORT

7.1 Staff Support

The County staff will assist by providing client support for additional and advanced data gathering and analysis using available operating data for County operations and equipment. Bulloch County will provide all available data, plans, reports, et al., as well as staff participation to ensure that all strategic issues are addressed.

7.2 Use of Other Studies

The County has a multitude of various plans and studies that can be used to understand background, policy approaches to system improvements and land use including:

A. Bulloch County Joint Comprehensive Plan, Smart Bulloch, 2024
B. Statesboro-Bulloch County Long Range Transportation Plan, 2024
C. Coastal Regional Housing Needs Assessment, 2025
D. Bulloch County Parks and Recreation Master Plan, 2010
E. Bulloch County Capital Improvements Plan, Updated Annually
F. Various Bulloch County Traffic Impact Studies for New Development
G. Bulloch County Greenways Master Plan, 2001
H. Coastal Georgia Regional Development Center Regional Bicycle and Pedestrian Plan, 2006

CONTRACT NO. FY27-RMP-27REC01
REQUEST FOR PROPOSAL:
CONSULTING SERVICES FOR A COMPREHENSIVE MASTER PLAN OF
RECREATION AND PARKS SERVICES IN BULLOCH COUNTY

REQUIRED FORMS

FORM A: FEE SCHEDULE

Cost Analysis		
Staff Cost	**Hourly Rate***	**Sub-Total**
Project Manager		
Senior Planner		
Technician #1		
Technician #2		
Architect		
Senior Clerical		
Clerical		
Subcontractor A		
Subcontractor B		
Total Cost		

Best Start Date		

- The total cost of services should include hourly rates for each staff person, fringe benefits and overhead rates.
- If varying or additional positions/ categories are required to adequately communicate team involvement for the purposes of evaluation, please include respective staff cost by positions, hourly rate, and sub-totals.

All proposals submitted shall be subject to acceptance of rejection, and the County specifically reserves the right to accept or reject any or all proposals, to waive any technicalities and formalities in the process. The undersigned understands that any conditions stated above, clarifications made to the above or information other than that requested should be under separate cover and to be considered only at the discretion of the Bulloch County Recreation & Parks Director.

SIGNATURE _____ FIRM NAME _____

TITLE _____

ADDRESS _____

TELPHONE _____ FAX _____

Subscribed and sworn to before me this ___ day of _____ 20__.

CONTRACT NO. FY27-RMP-27REC01
REQUEST FOR PROPOSAL:
CONSULTING SERVICES FOR A COMPREHENSIVE MASTER PLAN OF
RECREATION AND PARKS SERVICES IN BULLOCH COUNTY

FORM B: NON-COLLUSION AFFIDAVIT

The following affidavit is to accompany the proposal:

STATE OF:

COUNTY OF:

Owner, Partner, or Officer of Firm:

Company Name, Address, County and State:

Being of lawful age and being first duly sworn, the above-named individual on oath says that he/she is the agent authorized by the vendor to submit the attached proposal. Affiant further states that neither the vendor nor any of its employees or agents has prevented or attempted to prevent competition in such bidding by any means whatever; nor has the vendor or any of its employees or agents prevented or endeavored to prevent anyone from making a bid or proposal therefor by any means whatever; nor has the vendor or any of its employees or agents caused or induced another to withdraw a bid or proposal for the work. Affiant further states that neither the vendor nor any of its employees or agents has directly or indirectly violated Section 36-91-21(d) of the Official Code of Georgia Annotated.

FIRM NAME _____

SIGNATURE _____

TITLE _____

Subscribed and sworn to before me this _____ day of _____ 20____.

NOTARY PUBLIC _____

CONTRACT NO. FY27-RMP-27REC01
REQUEST FOR PROPOSAL:
CONSULTING SERVICES FOR A COMPREHENSIVE MASTER PLAN OF
RECREATION AND PARKS SERVICES IN BULLOCH COUNTY

FORM C: RESPONDENT'S DECLARATION

The respondent understands, agrees and warrants:

That the respondent has carefully read and fully understands the full scope of the specifications.

That the respondent has the capability to successfully undertake and complete the responsibilities and obligations in said specifications.

That this RFP shall be valid for **60** days.

That this RFP may be withdrawn by requesting such withdrawal in writing at any time prior **to November 19, 2026, 3:00 PM EDT** but may not be withdrawn after such date and time for a period of **60 days**.

That Bulloch County reserves the right to reject any or all RFPs and to accept that RFP which will, in its opinion, best serve the public interest. Bulloch County reserves the right to waive any technicalities or informalities in the solicitation.

That by submission of this RFP the Respondent acknowledges that Bulloch County has the right to make any inquiry or investigation deems appropriate to substantiate or supplement information supplied by the respondent.

If a partnership, a general partner must sign.

If a corporation the authorized corporate officer(s) must sign and the corporate seal must be affixed to this proposal.

RESPONDENT:

_____

Name Title

_____

Name Title

AFFIX CORPORATE SEAL (if applicable)

Subscribed and sworn to before me this _____ day of _____ 20____.

NOTARY PUBLIC _____

CONTRACT NO. FY27-RMP-27REC01
REQUEST FOR PROPOSAL:
CONSULTING SERVICES FOR A COMPREHENSIVE MASTER PLAN OF
RECREATION AND PARKS SERVICES IN BULLOCH COUNTY

FORM D: CONTRACTOR AFFIDAVIT UNDER O.C.G.A. § 13-10-91(b)(1)

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 Bulloch County, Georgia 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 Company ID# Date of Authorization

_____
Name of Company

_____
Name of Contractor

Consulting Services for Comprehensive Recreation Master Plan
Name of Project

Bulloch County, Georgia
Name of Public Employer

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____.

_____ My Commission Expires: _____
NOTARY PUBLIC

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

CONTRACT NO. FY27-RMP-27REC01
REQUEST FOR PROPOSAL:
CONSULTING SERVICES FOR A COMPREHENSIVE MASTER PLAN OF
RECREATION AND PARKS SERVICES IN BULLOCH COUNTY

FORM E: SUBCONTRACTOR AFFIDAVIT UNDER O.C.G.A. § 13-10-91(b)(3)

By executing this affidavit, the undersigned subcontractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract with **(enter name of contractor)** on behalf of **Bulloch County, Georgia** 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 subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the subcontractor with the information required by O.C.G.A. § 13-10-91(b). Additionally, the undersigned subcontractor will forward notice of the receipt of an affidavit from a sub-subcontractor to the contractor within five business days of receipt. If the undersigned subcontractor receives notice that a sub-subcontractor has received an affidavit from any other contracted sub-subcontractor, the undersigned subcontractor must forward, within five business days of receipt, a copy of the notice to the contractor. Subcontractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

_____ _____
Federal Work Authorization E-verify Company ID# Date of Authorization

_____
Name of Subcontractor

Consulting Services for Comprehensive Recreation Master Plan
Name of Project

Bulloch County, Georgia
Name of Public Employer

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: _____

CONTRACT NO. FY27-RMP-27REC01
REQUEST FOR PROPOSAL:
CONSULTING SERVICES FOR A COMPREHENSIVE MASTER PLAN OF
RECREATION AND PARKS SERVICES IN BULLOCH COUNTY

STATE OF GEORGIA
COUNTY OF BULLOCH

BULLOCH COUNTY PROFESSIONAL SERVICES AGREEMENT:

This Agreement is entered into this ___day of _____, **2026**, by and between Bulloch County, a political subdivision of the State of Georgia, acting by and through its governing authority, the Bulloch County Board of Commissioners, (hereinafter "the COUNTY"), and _____ (hereinafter "the CONSULTANT").

WITNESSETH: That in consideration of the mutual covenants, obligations, and promises herein contained, the parties do mutually agree as follows:

1. Engagement: The COUNTY, acting pursuant to its vested authority, does hereby hire the CONSULTANT to perform, and the CONSULTANT agrees to perform, professional services as set forth in Exhibit "A" attached hereto and incorporated herein as a part of this Agreement.

2. Items to be Furnished by the COUNTY: Assist the CONSULTANT by providing at his disposal all studies, reports, sketches, engineering plans, contracts, maps and other documents in possession of or accessible to the COUNTY required to ensure successful project completion.

3. Time for Performance: Work under this Agreement shall commence upon the giving of written notice to proceed by the COUNTY to the CONSULTANT. CONSULTANT shall perform all services and provide all work product, for that portion of Exhibit "A" attached hereto, necessary to fulfill all professional service requirements as _____as tasked. All professional service requirements pertaining to the full delivery of the work product in Exhibit "A" shall be completed no later than , unless an extension of such time is granted in writing by the COUNTY.

4. Payment: The CONSULTANT shall be paid by the COUNTY for completed work and for services rendered under this Agreement as follows:

    a. Payment for the work provided by CONSULTANT shall be made as provided in Exhibit "A" attached hereto, provided that the total amount of payment to CONSULTANT shall not exceed **$____** (hereinafter the "CONTRACT PRICE") without express written modification of this Agreement signed by the COUNTY.

    b. The CONSULTANT may submit vouchers to the COUNTY once per month during the progress of the work for partial payment for project completed to date, up to 95% of the CONTRACT PRICE. The COUNTY will check such vouchers, and upon approval thereof, payment will be made to the CONSULTANT in the amount approved.

    c. Final payment of any balance due the CONSULTANT of the CONTRACT PRICE earned will be made promptly upon its ascertainment and verification by the COUNTY after the completion of the work under this Agreement and its acceptance by the COUNTY.

    d. Payment as provided in this section shall be full compensation for work performed, services rendered and for all materials, supplies, equipment, and incidentals necessary to complete the work.

5. Ownership and Use of Documents: All documents, drawings, specifications and other materials produced by the CONSULTANT in connection with the services rendered under this Agreement shall be the property of the COUNTY whether the project for which they are made is executed or not. The CONSULTANT shall be permitted to retain copies, including reproducible copies of drawings and specifications for information, reference and use in connection with CONSULTANT'S endeavors.

6. Indemnification: The CONSULTANT agrees to indemnify, hold harmless, and defend the COUNTY, its officials, and employees (hereinafter collectively "the indemnitees") from and against any and all claims, damages, liabilities, suits, proceedings, costs, and expenses of litigation

(including, without limitation, reasonable attorney's fees) related to or arising in any way out of the negligent performance of this Agreement, unless such is attributable to the sole negligence of the indemnitees. The indemnity obligation of the Consultant will survive the expiration or termination of this Agreement.

7. Insurance: The County prefers to establish Insurance requirements with the selected consultant during negotiations. However, the selected consultant should initially be prepared to provide the following minimum Insurance requirements and provide proof of purchase from and maintain with a company or companies authorized to do business in the state of Georgia the following types of insurance:

   a. Statutorily required workers' compensation insurance.

   b. General comprehensive liability insurance, **with an endorsement naming the County and its officials, officers, and employees as additional insureds**, and with limits of not less than $1,000,000 per occurrence and $2,000,000 aggregate.

   c. Auto liability insurance, with an endorsement naming the County as an additional insured, and with limits of not less than $1,000,000 per occurrence and $2,000,000 aggregate.

   d. Professional malpractice insurance (i.e., errors and omissions insurance) in an amount not less than $1,000,000.00 per claim and $2,000,000 aggregate.

8. Independent Consultant: The CONSULTANT and the COUNTY agree that the CONSULTANT is an independent consultant with respect to the services provided pursuant to this Agreement. Nothing in this Agreement shall be considered to create the relationship of employer and employee between the parties hereto. Neither CONSULTANT nor any employee of CONSULTANT shall be entitled to any benefits accorded COUNTY employees by virtue of the services provided under this Agreement. The COUNTY shall not be responsible for withholding or otherwise deducting federal income tax or social security or for contributing to the state industrial insurance program, or otherwise assuming the duties of an employer with respect to CONSULTANT, or any employee of CONSULTANT.

9. Covenant Against Contingent Fees: The CONSULTANT warrants that he has not employed or retained any company or person, other than a bonafide employee working solely for the CONSULTANT, to solicit or secure this Agreement, and that he has not paid or agreed to pay any company or person, other than a bonafide employee working solely for the CONSULTANT, any fee, commission, percentage, brokerage fee, gifts, or any other consideration contingent upon or resulting from the award or making of this Agreement. For breach or violation of this warranty, the COUNTY shall have the right to annul this Agreement without liability or, in its discretion, to deduct from the CONTRACT PRICE or consideration, or otherwise recover, the full amount of such fee, commission, percentage, brokerage fee, gift, or contingent fee.

10. Discrimination Prohibited: The CONSULTANT, with regard to the work performed by it under this Agreement, will not discriminate on the grounds of race, color, national origin, religion, creed, age, sex or the presence of any physical or sensory handicap in the selection and retention of employees or procurement of materials or supplies.

11. Assignment: The CONSULTANT shall not sublet or assign any of the services covered by this Agreement without the express written consent of the COUNTY.

12. Non-Waiver: The failure of the COUNTY to require performance by the CONSULTANT of any term or condition of this Agreement shall not be construed or held to be a waiver of such term or

condition. The COUNTY'S waiver of any term or condition of this Agreement shall not be construed or held to be a waiver of any other term or condition of this Agreement.

13. Termination: The COUNTY or CONSULTANT may terminate this Agreement by giving thirty (30) days' written notice to the other party. The COUNTY shall pay in full for all work previously authorized and performed prior to notice of termination. In the event of termination, the CONSULTANT agrees to cooperate reasonably with any other consultant thereafter retained by the COUNTY in making available information developed as the result of work previously performed by the CONSULTANT.

14. Notices: Any notices required or permitted pursuant to this Agreement shall be in writing and may be affected by U.S. mail or by facsimile. Mailed notices shall be deemed to have been received on the date of acknowledgment on any return receipt or three days after deposit in the U.S. mail with proper postage affixed, whichever date is earlier. Notices by facsimile shall be deemed to have been received on the date on the sending party's facsimile confirmation sheet.

Notices to the COUNTY shall be sent to the following address:

Bulloch County Board of Commissioners
c/o County Manager
115 North Main Street
Statesboro, GA 30458
(912) 764-6245 Phone

With a copy to:

Jeff S. Akins, Esq.
County Attorney
115 North Main Street
Statesboro, GA 30458
(912) 764-6245 Phone

Notices to CONSULTANT shall be sent to the following address:

Consultant Name
c/o Consultant Project Principal
Consultant Address
Consultant Email
Consultant Office Phone Number

15. Legal Construction; Severability. This Agreement shall be governed by the laws of the state of Georgia. If any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision of this Agreement, and this Agreement shall be construed as if the invalid, illegal, or unenforceable provision had never been contained in it.

16. Entire Agreement. This Agreement represents the entire agreement between the parties with respect to the subject matter hereof, and all prior agreements relating to the subject matter hereof, whether written or oral, are hereby nullified and superseded by this Agreement, and neither party shall have any further rights or obligations under such superseded agreements.

17. Amendment or Modification. This Agreement may be amended or modified only by the mutual written consent of the parties hereto. Such mutual written consent shall reference this Agreement, shall clearly state the amendments or modifications thereto, and shall be signed by an authorized officer or agent of the respective parties. Any purported amendment or modification of this Agreement that is not in writing or executed in accordance with this provision shall not be binding on either party and shall deemed null and void.

18. Immunity. Nothing contained in this Agreement shall be construed or deemed to be a waiver of any immunity to which the parties, their officials, officers, agents or employees are legally entitled.

19. Time of the Essence. Time is of the essence for this Agreement.

SEE SIGNATURE PAGE

CONTRACT NO. FY27-RMP-27REC01
REQUEST FOR PROPOSAL:
CONSULTING SERVICES FOR A COMPREHENSIVE MASTER PLAN OF
RECREATION AND PARKS SERVICES IN BULLOCH COUNTY

SIGNATURE PAGE

IN WITNESS WHEREOF, the undersigned have hereunto affixed their hands and seals, this ___ day of _____, 20_____.

BULLOCH COUNTY

By: _____
Chris Eldridge, County Manager

Attest: _____
Venus Mincey-White, Clerk
Clerk of the Board

_____
Bulloch County Seal

(CONSULTANT)

By: _____

_____
Printed Name and Title

Attest: _____

_____
Printed Name and Title

_____
Corporate Seal

Attachments: EXHIBIT A