**CITY OF RICHMOND HILL, GEORGIA**
**REQUEST FOR QUALIFICATIONS**

# RFQ NO. 110426

# PROFESSIONAL ENGINEERING SERVICES FOR CLEAN WATER INFRASTRUCTURE RESILIENCE PROJECTS

## CLEAN WATER PROJECT NO. 36 – PUMP STATION IMPROVEMENTS AND BACKUP GENERATORS
## CLEAN WATER PROJECT NO. 38 – MANHOLE FLOODPROOFING

**ISSUED DATE: NOVEMBER 4th, 2026**
**DATE DUE: DECEMBER 3rd, 2026 at 11:00 AM**

The purpose of this Request for Qualifications, herein after referred to as "RFQ" is to solicit sealed Statements of Qualifications, hereinafter referred to as "SOQ", from qualified professional engineering firms to provide engineering services for two (2) clean water infrastructure resilience projects for The City of Richmond Hill. The projects are funded in part by the Georgia Environmental Finance Authority (GEFA) Hurricane Helene Resilience Funding (HRF) Program. Sealed SOQs will be received at City Hall located at 40 Richard R. Davis Drive, Richmond Hill, Georgia 31324 for hand or express delivery; for standard mailed documents send to P.O. Box 250, Richmond Hill, Georgia 31324 by 11:00 A.M., December 3rd, 2026. The City reserves the right to reject any and all SOQs and to waive formalities.

Instructions for preparation and submission of a SOQ are contained in this RFQ package. Please note that specific forms for submission of a SOQ are required. SOQs must be typed or printed in ink.

Questions pertaining to this RFQ must be made in writing and received no later than 11:00 A.M., November 19th, 2026. No responses will be given to questions received after that time. Questions may be faxed to 912.756.5882, emailed to kachtziger@eommgmt.com, or hand delivered to The City of Richmond Hill located at 40 Richard R. Davis Drive, Richmond Hill, GA 31324.

Any changes to the conditions and specifications must be in the form of a written addendum to be valid; therefore, the City will issue a written addendum to document approved changes.

## DOCUMENT CHECKLIST

The following documents, when marked, are contained in and made a part of this RFQ Package or are required to be submitted with the SOQ. It is the responsibility of the Firm to read, complete and sign, where indicated, and return these documents with his/her SOQ. FAILURE TO DO SO MAY BE CAUSE FOR DISQUALIFICATION.

| REQUIRED | COMPLETED | ITEM DESCRIPTION |
|---|---|---|
| | | INSTRUCTIONS TO FIRMS |
| | | GENERAL TERMS, CONDITIONS AND EXCEPTIONS |
| | | PROPOSAL FORM |
| | | SURETY REQUIREMENTS |
| | | PERFORMANCE BOND |
| | | PAYMENT BOND |
| **X** | | CERTIFICATE OF INSURANCE |
| **X** | | W-9 |
| | | LEGAL NOTICE |
| | | EXCEPTION SHEET |
| **X** | | DRUG FREE WORKPLACE CERTIFICATION |
| **X** | | PROMISE OF NON-DISCRIMINATION STATEMENT |
| **X** | | CONTRACTOR AFFIDAVIT & AGREEMENT (E-VERIFY) |
| **X** | | DISCLOSURE OF RESPONSIBILITY STATEMENT |
| **X** | | SUBCONTRACTOR AFFIDAVIT & AGREEMENT (if applicable) |
| **X** | | FIRMS CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION |
| **X** | | AFFIDAVIT REGARDING LOBBYING |

**ACKNOWLEDGE RECEIPT OF ADDENDUM(S) _____**

_____

**COMPANY NAME**

_____

**ADDRESS**

_____

**CITY** **STATE** **ZIP**

_____

**PHONE NUMBER** **FAX NUMBER**

_____

**EMAIL**

| | |
|---|---|
| _____ | _____ |
| **Authorized Signature** | **Title** |
| _____ | _____ |
| **Print Name** | **Date** |

**THIS PAGE MUST BE COMPLETED AND SUBMITTED AS PART OF YOUR SOQ**

## SECTION I

## INSTRUCTIONS TO FIRM

**1.1 PURPOSE:** The purpose of this document is to provide general and specific information for use in submitting a SOQ to The City of Richmond Hill for professional services as described herein. All SOQs are governed by the Code of The City of Richmond Hill, local and state laws.

**1.2 HOW TO PREPARE SOQ:**

A Responses shall be typewritten or completed with pen and ink and signed by the business Owner or authorized representative.

B Any erasures or corrections must be initialed and dated by the official signing the RFQ forms. **All signature spaces must be signed.**

C Firms are encouraged to carefully review all provisions and attachments of this document. Each SOQ constitutes an offer and may not be withdrawn except as provided herein.

**1.3 HOW TO SUBMIT SOQ:**

A SOQs must be submitted in a sealed opaque envelope, plainly marked with the RFQ number, title, closing date and time, and company name.

B Mailed or delivered as follows in sufficient time to ensure receipt by the City on or before the time and date specified above.

a Mailing Address: City of Richmond Hill City Hall, P.O. Box 250, Richmond Hill, Georgia 31324

b Hand Delivery: City of Richmond Hill City Hall, 40 Richard R. Davis Drive, Richmond Hill, Georgia 31324

C Please check the City's website http://www.richmondhill-ga.gov/ prior to submission for any addendum to the RFQ.

**SOQS NOT RECEIVED BY THE TIME AND DATE SPECIFIED WILL NOT BE OPENED OR CONSIDERED.**

**1.4 HOW TO SUBMIT AN OBJECTION:** Objections from Firms to this RFQ and/or these specifications should be brought to the attention of the City in writing. The objections contemplated may pertain to the form and/or substance of the RFQ documents. Failure to object in accordance with the above procedure will constitute a waiver on the part of the business to protest this RFQ.

**1.5 ERRORS IN SOQS:** Firms or their authorized representative are expected to fully inform themselves as to the conditions, requirements, and specifications before submitting SOQs. Failure to do so will be at the Firm's own risk.

**1.6 STANDARDS FOR ACCEPTANCE OF FIRMS FOR CONTRACT AWARD:** The City of Richmond Hill reserves the right to reject any or all SOQs and to waive any irregularities or technicalities in SOQs received whenever such rejection or waiver is in the best interest of the City. The City reserves the right to reject the SOQ of a Firm who has previously failed to perform properly or complete

on time contracts of a similar nature, or whom investigation shows is not in a position to perform the contract.

**1.7** **FIRM:** Whenever the term "Firm" is used it shall encompass the "person", "business", or other party submitting a SOQ to The City of Richmond Hill in such capacity before a contract has been entered into between such party and the City.

**1.8** **RESPONSIBLE / RESPONSIVE FIRM:** Responsible Firm means a person or entity that has the capability in all respects to perform fully and reliably the contract requirements. Responsive Firm means a person or entity that has submitted a SOQ that conforms in all material respects to the requirements set forth in the RFQ.

**1.9** **CITY:** Whenever the term “City” or “Owner” is used it is to refer to the City of Richmond Hill.

**1.10** **CONFIDENTIALITY OF DOCUMENTS:** Upon receipt of a SOQ by the City the SOQ shall become the property of the City without compensation to the Firm, for disposition or usage by the City at its discretion. Firm names who submit SOQs on this RFQ will be read aloud publicly, but the details and particulars of the proposal documents will remain confidential until final award of the contract / purchase order.

**1.11** **CONE OF SILENCE:** Lobbying of Procurement Evaluation Committee members, City employees, and elected officials regarding this product or service solicitation, Invitation to Bid (ITB) or Request for Qualification (RFQ) or contract by any member of a Firm's staff, or those people employed by any legal entity affiliated with an organization that is responding to the solicitation is strictly prohibited. Negative campaigning through the mass media about the current service delivery is strictly prohibited. Such actions may cause your SOQ to be rejected.

**1.12** **COMPLIANCE WITH LAWS:** The Firm shall obtain and maintain all licenses, permits, liability insurance, Worker’s compensation insurance and comply with any and all other standards or regulations required by Federal, State or City statute, ordinances and rules during the performance of any contract between the Firm and the City. Any such requirement specifically set forth in any contract document between the Firm and the City shall be supplementary to this section and not in substitution thereof.

**1.13** **DEBARRED FIRMS AND PENDING LITIGATION:** Any potential Firm listed on the Federal or State of Georgia Parties Listing (barred from doing business) will not be considered for contract award. Firms shall disclose any record of pending criminal violations (Indictment) and/or convictions, pending lawsuits, etc., and any actions that may be a conflict of interest occurring within the past five (5) years. Any Firm previously defaulting or terminating a contract with the City will not be considered. Firm acknowledges that in performing contract work for the City, Firm shall not utilize any firms that have been a party to any of the above actions. If Firm has engaged any firm to work on this contract or project that is later debarred, Firm shall sever its relationship with that firm with respect to the City contract.

**** All Firms are to read and complete the Disclosure of Responsibility Statement enclosed as Attachment C to be returned with SOQ. Failure to do so may result in your SOQ being rejected as nonresponsive.**

**1.14 PROTECTION OF RESIDENT WORKERS:** The City of Richmond Hill actively supports the Immigration and Nationality Act (INA) which includes provisions addressing employment eligibility, employment verification, and nondiscrimination. Under the INA, employers may hire only persons who may legally work in the United States (i.e., citizens and nationals of the U.S.) and aliens authorized to work in the U.S. The employer must verify the identity and employment eligibility of anyone to be hired, which includes completing the Employment Eligibility Verification Form (I-9). The Contractor shall establish appropriate procedures and controls so no services or products under the Contract Documents will be performed or manufactured by any worker who is not legally eligible to perform such services or employment.

**1.15 IMMIGRATION:** On 1 July 2009, the Georgia Security and Immigration Compliance Act (SB 529, Section 2) became effective. All employers, contractors and subcontractors entering into a contract or performing work must sign an affidavit that he/she has used the E-Verify System. E-Verify is a no-cost federal employment verification system to ensure employment eligibility. Affidavits are enclosed in this solicitation. You may go to http://www.uscis.gov to find the E-Verify information.

**** All Firms are to read and complete the E-Verify affidavit enclosed as Attachment D to be returned with SOQ. Failure to do so may result in your SOQ being rejected as non-responsive.**

## SECTION II

## GENERAL TERMS, CONDITIONS AND EXCEPTIONS

**2.1** **SPECIFICATIONS:** Any obvious error or omission in specifications shall not inure to the benefit of the Firm but shall put the Firm on notice to inquire of or identify the same to the City. Whenever herein mentioned is made of any article, material or workmanship to be in accordance with laws, ordinances, building codes, underwriter's codes, ASTM regulations or similar expressions, the requirements of these laws, ordinances, etc., shall be construed to be the minimum requirements of these specifications.

**2.2** **COMPLETENESS:** All information required by the RFQ must be completed and submitted to constitute a qualifying SOQ. Firm accepts all terms and conditions set forth in this RFQ. The SOQ will remain subject to acceptance for sixty (60) days after the SOQ opening, or for such longer period of time that Firm may agree to in writing upon request of City.

**2.3** **MULTIPLE QUALIFICATIONS:** No Firm will be allowed to submit more than one SOQ. Any alternate SOQs must be brought to the City's attention in writing per Section 1.4.

**2.4** **LIABILITY PROVISIONS:** Where Firms are required to enter or go onto The City of Richmond Hill property to take measurements or gather other information in order to prepare the SOQ as requested by the City, the Firm shall be liable for any injury, damage or loss occasioned by negligence of the Firm, his agent, or any person the Firm has designated to prepare the SOQ and shall indemnify and hold harmless The City of Richmond Hill from any liability arising therefrom. The contract document specifies the liability provisions required of the successful Firm in order to be awarded a contract with The City of Richmond Hill.

**2.5** **AWARD OF CONTRACT:** The contract, if awarded, will be awarded to that responsible Firm whose SOQ will be most advantageous to The City of Richmond Hill, qualifications and other factors considered. The City of Richmond Hill will make the determination as to which SOQ best serves the interest of the City. The City intends to award the contract on or about December 15th, 2026. Due to funding program deadlines, the successful Firm will be expected to execute a contract within ten (10) days of notice of award.

**2.6** **ASSIGNMENT:** The successful Firm shall not assign or transfer any interest of the contract without written consent of the City.

**2.7** **COST TO PREPARE:** The City assumes no responsibility or obligation to the Firms and will make no payment for any costs associated with the preparation or submission of the SOQ.

**2.8** **PROCUREMENT PROTESTS:** Objections and protests to any portion of the procurement process or actions of the City staff may be filed with the City for review and resolution.

**2.9** **INSURANCE PROVISIONS:** The selected Firm shall be required to procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Firm, his agents, representatives, employees or subcontractors. The cost of such insurance shall be included in the proposal. Contract work will not proceed unless The City of Richmond Hill has in

their possession a current Certificate of Insurance. The City of Richmond Hill invokes the defense of sovereign immunity. The City is not to be included as an additional insured on insurance contracts. Failure to maintain insurance as described below will result in termination of the contract.

A. **General Information that shall appear on a Certificate of Insurance:**

i. Name of Producer (Contractor's insurance Broker/Agent).

ii. Companies affording coverage (there may be several).

iii. Name and address of the Insured (this should be the Company or Parent of the firm The City of Richmond Hill is contracting with).

iv. Summary of all current insurance for the insured (includes effective dates of coverage).

v. Brief description of operations to be performed, the specific job to be performed, or contract number.

vi. Certificate Holder (This is to always include The City of Richmond Hill).

B. **Limits of Insurance:**

i. Commercial General Liability: Provides protection against bodily injury and property damage claims arising from operations of a Contractor or Tenant. This policy coverage includes: premises and operations, use of independent contractors, products/completed operations, personal injury, contractual, broad form property damage, and underground, explosion and collapse hazards. Minimum limits: $1,000,000 bodily injury and property damage per occurrence and annual aggregate.

ii. Worker's Compensation and Employer's Liability: Provides statutory protection against bodily injury, sickness or disease sustained by employees of the Contractor while performing within the scope of their duties. Employer's Liability coverage is usually included in Worker's Compensation policies, and insures common law claims of injured employees made in lieu of or in addition to a Worker's Compensation claim. Minimum limits: $500,000 for each accident, disease policy limit, each employee and Statutory Worker's Compensation limit.

iii. Professional Liability: Insures errors or omissions on behalf of architects, engineers, attorneys, medical professionals, and consultants. Minimum Limits: $1,000,000 per claim/occurrence. Coverage Requirement: If "claims made," retroactive date must precede or coincide with the contract effective date or the date of the Notice to Proceed. The professional must state if "tail" coverage has been purchased and the duration of the coverage.

C. **Special Requirements:**

i. Claims-Made Coverage: The limits of liability shall remain the same as the occurrence basis; however, the Retroactive date shall be prior to or coincident with the date of any contract, and the Certificate of Insurance shall state the coverage is

claims-made. The Retroactive date shall also be specifically stated on the Certificate of Insurance.

ii. Extended Reporting Periods: The Contractor shall provide the City with a notice of the election to initiate any Supplemental Extended Reporting Period and the reason(s) for invoking this option.

iii. Reporting Provisions: Any failure to comply with reporting provisions of the policies shall not affect coverage provided in relation to this request.

iv. Cancellation: Each insurance policy that applies to this request shall be endorsed to state that it shall not be suspended, voided, or canceled, except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the City.

v. Proof of Insurance: The City of Richmond Hill shall be furnished with certificates of insurance and with original endorsements affecting coverage required by this request. The certificates and endorsements are to be signed by a person authorized by the insurer to bind coverage on its behalf. All certificates of insurance are to be submitted prior to, and approved by, the City before services are rendered. The Contractor must ensure Certificates of Insurance are updated for the entire term of the contract.

vi. Insurer Acceptability: Insurance is to be placed with an insurer having an A.M. Best's rating of A and a five (5) year average financial rating of not less than V. If an insurer does not qualify for averaging on a five-year basis, the current total Best's rating will be used to evaluate insurer acceptability.

vii. Lapse in Coverage: A lapse in coverage shall constitute grounds for contract termination by The City of Richmond Hill.

viii. Deductibles and Self-Insured Retention: Any deductibles or self-insured retention must be declared to, and approved by, the City. At the option of the City, either: the insurer shall reduce or eliminate such deductibles or self-insured retention as related to the City, its officials, officers, employees, and volunteers; or the Contractor shall procure a bond guaranteeing payment of related suits, losses, claims, and related investigation, claim administration and defense expenses.

**2.10 INDEMNIFICATION:** The Firm agrees to protect, defend, indemnify, and hold harmless The City of Richmond Hill, its council, officers, agents, and employees from and against any and all liability, damages, claims, suits, liens, and judgments, of whatever nature, including claims for contribution and/or indemnification, for injuries to or death of any person or persons, or damage to the property or other rights of any person or persons caused by the Firm or its sub-Firms. The Firm's obligation to protect, defend, indemnify, and hold harmless, as set forth herein above shall include, but not be limited to, any matter arising out of any actual or alleged infringement of any patent, trademark, copyright, or service mark, or any actual or alleged unfair competition, disparagement of product or service, or other business tort of any type whatsoever, or any actual or alleged violation of trade regulations. Firm further agrees to investigate, handle, respond to,

provide defense for, and to protect, defend, indemnify, and hold harmless The City of Richmond Hill, at his sole expense, and agrees to bear all other costs and expenses related thereto, even if such claims, suits, etc., are groundless, false, or fraudulent, including any and all claims or liability for compensation under the Worker's Compensation Act arising out of injuries sustained by any employee of the Firm or his subcontractors or anyone directly or indirectly employed by any of them.

The Firm's obligation to indemnify The City of Richmond Hill under this Section shall not be limited in any way by the agreed-upon contract price, or to the scope and amount of coverage provided by any insurance maintained by the Firm.

**2.11 COMPLIANCE WITH SPECIFICATION – TERMS AND CONDITIONS:** The Request for Qualification, Legal Advertisement, General Conditions and Instructions to Firms, Specifications, Special Conditions, Addendum, and/or any other pertinent documents form a part of the Firm's SOQ and by reference are made a part hereof.

**2.12 STATEMENT OF DISCLOSURE:** All Firms must provide a statement of disclosure which will allow the City to evaluate possible conflicts of interest.

**Interests of Public Officials**

The Firm warrants for itself and any subcontractor that no elected or appointed official or employee of the City of Richmond Hill, Georgia, has any interest in their proposal or the proceeds of any contract/agreement which may result thereof. In the event that an elected or appointed official or employee acquires any interest in any contract/agreement which may result from this proposal, or the proceeds thereof, the Firm agrees to disclose such interest to the City immediately by written notice. For breach or violation of this clause, the City may annul any contract/agreement resulting from this proposal without liability, terminate any contract/agreement resulting from this proposal for default, or take other remedial measures. "Interest" as used herein means direct or indirect pecuniary or material benefit accruing to an appointed official or employee as a result of a matter which is or which is expected to become the subject of an official action by or with the City, except for such actions which, by their terms and by the substance of their provisions, confer the opportunity and right to realize the accrual of similar benefits to all other persons and/or property similarly situated. The term "interest" shall not include any remote interest. For purposes of this proposal, an appointed official or employee shall be deemed to have an interest in the affairs of: (1) his or her family; (2) any business entity in which the appointed official or employee is a member, officer, director, employee, or prospective employee; and (3) any business entity as to which the stock, legal Ownership, or beneficial Ownership of an appointed official or employee is in excess of five percent of the total stock or total legal and beneficial Ownership, or which is controlled or owned directly or indirectly by the appointed official or employee. Remote interest as used herein means the interest of (1) a volunteer director, officer, or employee of a nonprofit corporation; (2) a holder of less than 5 percent of the legal or beneficial Ownership of the total shares of a business.

**2.13** **RFQ DEADLINE:** The SOQ to this RFQ must be received by City Hall no later than 11:00 A.M., December 3rd, 2026. Any SOQ received after the time stipulated will be rejected and returned unopened to the proponent. It is emphasized that late qualifications will be rejected.

For good and sufficient reason, up to 24 hours before the advertised deadline, the City may extend the response schedule. An addendum will be issued setting forth the new date and time.

**2.14** **WITHDRAWAL OF SOQ:** Any SOQ submitted before the deadline may be withdrawn by written request received by the City before the time fixed for receipt of qualifications. Withdrawal of any SOQ will not prejudice the right of a proponent to submit a new or amended SOQ as long as The City of Richmond Hill receives it by the deadline as provided herein.

**2.15** **REJECTING SOQS:** The City reserves the right to reject any or all SOQs and is not bound to accept any SOQ if that SOQ is contrary to the best interest of The City of Richmond Hill.

**2.16** **QUESTIONS:** Any questions pertaining to this RFQ MUST be made in writing and received no later than 11:00 A.M., November 19th, 2026. No responses will be given to questions received after that time. Questions may be emailed to kachtziger@eommgmt.com or hand delivered to The City of Richmond Hill located at 40 Richard R. Davis Drive, Richmond Hill, GA 31324. Responses will be issued by addendum no later than November 23rd, 2026.

The only official answer or position of The City of Richmond Hill will be the one stated in writing.

**2.17** **GEORGIA OPEN RECORDS ACT:** The responses will become part of the City's official files without any obligation on the City's part. Ownership of all data, materials and documentation prepared for and submitted to the City of Richmond Hill in response to a solicitation, regardless of type, shall belong exclusively to the City and will be considered a record prepared and maintained or received in the course of operations of a public office or agency and subject to public inspection in accordance with the Georgia Open Records Act, Official Code of Georgia Annotated, Section 50-18-70, et seq., unless otherwise provided by law. Responses to this SOQ shall be held confidential from all parties other than the City until after the contract is awarded by the City. After RFQ Tabulations, the RFQ results shall be available for public viewing. The City of Richmond Hill shall not be held accountable if material from SOQ is obtained without the written consent of the Firm by parties other than the City, at any time during the solicitation evaluation process.

**2.18** **GEORGIA TRADE SECRET ACT of 1990:** In the event a Firm submits trade secret information to the City, the information must be clearly labeled as a Trade Secret. The City will maintain the confidentiality of such trade secrets to the extent provided by law.

**2.19** **METHOD OF SELECTION:** The City of Richmond Hill will evaluate all SOQs submitted to the RFQ using a qualifications-based selection process. Firm must meet all technical requirements or such SOQ will be disqualified as being non-responsive. SOQs deemed to be incomplete as it pertains to substance and content may be returned without further consideration. Upon completion of the evaluation, Firms will be ranked in descending order of recommendation and negotiations will be initiated with the highest-ranked Firm to finalize the scope of services and fees. If a satisfactory agreement cannot be reached, the City will formally terminate negotiations in writing and enter

into negotiations, in turn, with the next highest-ranked Firm. The City will not use any other factors or criteria in the evaluation of the SOQs received.

**2.20** **CONTRACT:** The successful Firm shall not commence work under this RFQ until a written contract is awarded by the City. If the successful Firm does commence any work or deliver items prior to receiving an executed contract, he does so at his own risk.

**2.21** **TERMINATION OF CONTRACT:** The City of Richmond Hill shall have the right to terminate any contract. The Firm shall be paid for services rendered and not in question or dispute through the effective date of such termination. Further, provided a contract is awarded, if a Firm shall fail to fulfill any of its obligations hereunder, the City may, by giving written notice to the Firm at issue, terminate the agreement with said Firm for such default. If this agreement is so terminated, the Firm shall be paid only for work satisfactorily completed.

**2.22** **CHANGES:** In the event a contract is awarded, the City may, with prior Council approval, make changes at any time during the contract period within the general scope of the contract and its technical provisions. If any such change causes any increase or decrease in the Firm's cost of performing any part of the contract, an equitable adjustment shall be made in the contract prices, or in the time of performance, or in both. A written memorandum of such adjustment shall be made prior to any changes in contract pricing schedules.

**2.23** **PAYMENTS:** Payment of invoices will be made within the time frame specified in the contract resulting from this request for qualifications.

A. Firm will be paid the agreed upon compensation upon satisfactory delivery of the products or completion of the work as more fully described in the contract documents.

B. Upon completion of the work, the Firm will provide the City with an affidavit certifying all suppliers, persons or businesses employed by the Firm for the work performed for the City have been paid in full.

C. The City of Richmond Hill is a tax-exempt entity. Every contractor, Firm, business or person under contract with The City of Richmond Hill is required by Georgia law to pay State sales or use taxes for products purchased in Georgia or transported into Georgia and sold to The City of Richmond Hill by contract. Please consult the State of Georgia, Department of Revenue, Sales and Use Tax Unit for additional information.

**2.24** **FUNDING PROGRAM REQUIREMENTS:** These projects are funded in part by the Georgia Environmental Finance Authority (GEFA) Hurricane Helene Resilience Funding (HRF) Program. The successful Firm shall comply with all terms, conditions, reporting, documentation, and record-retention requirements of the GEFA funding agreement as they apply to engineering services, and shall assist the City in meeting all GEFA program deadlines. Invoices shall be prepared in a format suitable for submission with GEFA draw/pay requests.

## SECTION III

## REQUEST FOR QUALIFICATION

**3.1** **OBJECTIVES:** The City of Richmond Hill is currently seeking statements of qualifications from qualified professional engineering firms to provide engineering services for two (2) clean water infrastructure resilience projects, referred to collectively as the "Projects": **Clean Water Project No. 36 – Pump Station Improvements and Backup Generators** and **Clean Water Project No. 38 – Manhole Floodproofing**. The overall goal of the Projects is to strengthen the resilience of the City's wastewater collection system against storm events and flooding. The Projects are funded in part by the GEFA Hurricane Helene Resilience Funding (HRF) Program.

Services will include surveying and field assessment of existing conditions, preliminary engineering, environmental documentation, design, permitting, preparation of construction plans and specifications, all documentation and processes required to bid the Projects for construction, contract administration, construction observation, pay request and grant administration support, and closeout of the Projects. Firms may submit for one or both Projects; the Letter of Interest must clearly indicate the Project(s) for which the Firm wishes to be considered.

Potential respondents must be a Georgia registered Professional Engineering Firm with demonstrated experience in the design and construction oversight of municipal wastewater collection and pumping systems. Experience with projects funded through GEFA or other Federal or State disaster resilience grant programs is preferred. The construction of the Projects will immediately follow the completion of design efforts.

**3.2** **MINIMUM CRITERIA USED TO DETERMINE RESPONSIBILITY OF EACH FIRM:** The following criteria will be used, as a minimum, to determine the responsibility of each Firm:

A. Does the Firm demonstrate an understanding of the City's needs and proposed approach to the Projects, and possess the ability, capacity, skill, and financial resources to provide the service?

B. Can the Firm take upon himself the responsibilities set forth in the RFQ and the resultant contract and produce the required outcomes within the funding program deadlines?

C. Has the Firm performed satisfactorily in previous contracts of similar size and scope; or if the Firm has not performed a contract of similar size and scope, has it and/or its team members otherwise demonstrated its capability to perform the contract that the City seeks to establish through this RFQ?

D. Has the Firm declared bankruptcy within the past 10 years?

E. Does the Firm carry Errors and Omissions insurance?

**3.3** **QUALIFICATION EVALUATION CRITERIA:** All submittals will be evaluated from the written responses to the requirements set forth in this request. The evaluations will be based on the following criteria.

| | | |
|---|---|---|
| 1. | Experience with the design of similar projects, including projects funded through GEFA or other State/Federal disaster resilience programs | 30 Points |
| 2. | Project Approach, including ability to meet the funding program schedule | 25 Points |
| 3. | Project Team (including sub-consultants) | 20 Points |
| 4. | Knowledge of the community and the City's wastewater collection system | 15 Points |
| 5. | Proposed Schedule | 10 Points |
| | **TOTAL** | **100 Points** |

Evaluations will be made by a selection committee which could consist of project staff, elected officials and possibly other representatives designated by the City. The selection committee will receive and review the qualifications submitted in response to this request. Qualifications will be evaluated against the above set of weighted criteria to determine those firms most qualified for the Projects. The City does not anticipate conducting interviews; however, the City reserves the right to request interviews or additional information from short-listed Firms.

**3.4** **FORMAT OF RESPONSES:** To be considered, Firms must submit a complete SOQ to the RFQ. SOQs are to be submitted in 8½" x 11" size, typed or printed in ink and bound with a simple method of fastening. Each SOQ must be submitted in one (1) original, three (3) bound copies, and one (1) electronic copy (PDF) on a USB flash drive. Lengthy narratives are discouraged; presentations should be brief and concise and not include extraneous or unnecessarily elaborate promotional material. The SOQ should not exceed 30 pages in length, excluding appendices and required forms. Pages shall be numbered and a table of contents with corresponding tabs shall be included. To assure a uniform review process and obtain the maximum degree of comparability, each SOQ shall include the following content and shall be presented in the following order:

A. **Letter of Interest:** A letter executed by a principal of the firm committing to the requirements specified in this request and clearly indicating the Project(s) for which the Firm wishes to be considered. Provide a brief summary of the firm's experience and capabilities in related endeavors with public agencies and why you are interested in the Projects. Provide an explanation of what differentiates your team as the best candidate for the Projects. The Letter of Interest shall be limited to two (2) single-spaced typewritten pages.

B. **Business/Firm Profile:** Provide basic company information including name of the firm, street, mailing and email addresses; phone and fax numbers. Provide the number of years the firm has been in business, form of Ownership (sole Proprietorship, Individual, Partnership, Corporation or Limited Liability Company) and state of residency or incorporation. If the firm has multiple offices, the submittal should primarily include information about the office that will perform the work and its proximity to Richmond Hill. Include the name, title, address, and phone number of the primary contact who will be assigned to this contract.

1. State if your firm has operated under a different name within the past 10 years and provide the name that your firm previously operated under.

2. Provide complete details of any contract, during the last five (5) years, in which your firm has been fired, removed, or terminated for default.

3. Describe any litigation with Owners and/or Contractors in the past five (5) years and list any active or pending litigation related to the services requested.

C. **Experience with the design of similar projects:** Describe no fewer than five (5) and no more than ten (10) projects, in order of most relevant to least relevant, that demonstrate the firm's ability to perform and deliver the Projects at hand (e.g., pump station rehabilitation, standby power and generator installations, flood-hardening of utility infrastructure, manhole rehabilitation and inflow/infiltration reduction). Identify any projects funded through GEFA or other State/Federal programs and the firm's role in grant compliance and administration. For each project, the following information should be provided: project name, location, dates, physical description, brief description of project services provided, funding source, and Owner reference (provide phone number and email address of references – it is the Firm's responsibility to ensure that the listed contact and phone number is correct).

D. **Project Approach:** Provide a detailed approach for achieving the Project objectives described in Section IV, including the approach to field assessment, flood elevation determination, design, permitting, the State Environmental Review Process (SERP), and the approach to meeting the GEFA deadline described in Section 4.10.

E. **Project Team (including sub-consultants):** Provide detailed information about the project team. In terms of similar projects, summarize the qualifications, experience, education and background information, professional registrations, specific assignments and other significant information for each proposed member of the team. List the names and services to be performed by any sub-consultants. Describe current and projected workload and the team's availability to meet the Project schedule.

F. **Knowledge of Community:** Demonstrate the firm's knowledge of the City of Richmond Hill and its wastewater collection system, pump stations, and flood-prone areas. Describe any prior work for the City and the firm's understanding of the current system and its needs.

G. **Proposed Schedule:** Provide a detailed schedule from Notice to Proceed through construction closeout, identifying the milestones required to meet the GEFA deadline.

H. **References:** Provide the name, address, phone number, email address and contact information of five references for which you have provided services similar to those described in this request (it is the Firm's responsibility to ensure that the listed contact and phone number is correct). Provide the project name and services provided for each reference. Do not duplicate references under experience (item C) above.

I. **Non-Discrimination:** Provide the firm's non-discrimination and affirmative action policies and the firm's history of Minority and Women-Owned Business Enterprise (MBE/WBE) inclusion in sourcing for projects.

J. **Appendices and Required Forms:** Include all required forms identified on the Document Checklist and any additional information you deem essential to a proper evaluation of your SOQ not included in the preceding sections. These Appendices should be relevant and brief.

## SECTION IV

## SCOPE AND CLASSIFICATION

**4.1 PROJECT DESCRIPTIONS AND GOALS:** The overall goal of the Projects is to reduce the vulnerability of the City's wastewater collection system to storm events and flooding, reduce infiltration and inflow, and maintain continuous, reliable wastewater service during emergencies. The specific descriptions and goals for each Project are as follows:

**Clean Water Project No. 38 – Manhole Floodproofing**
**Total Project Cost: $1,521,450.00**

This project includes replacing the frames and covers of manholes located within the flood zones that are not watertight, per the recommendations of EOM Operations, to ensure reduced infiltration and inflow during storm events and flooding. The objective is to flood-proof the manholes without impacting existing infrastructure such as roads and sidewalks.

**Project Need:** Manholes within the flood zones that are not watertight allow stormwater and floodwater to enter the sanitary sewer system during storm events. This added flow burdens the City's pump stations and treatment facilities, increases the risk of sanitary sewer overflows and backups, and threatens public health and the environment.

**Clean Water Project No. 36 – Pump Station Improvements and Backup Generators**
**Total Project Cost: $981,540.00**

This project includes five (5) pump stations that need redundant power supplies (generators and fuel tanks), steel impeller replacements, and/or facility hardening/floodproofing. Risers will be added to wet wells and vaults, and electrical panels will be raised above flood elevations.

**Project Need:** Power outages and flooding during severe storm events place the City's pump stations at risk of pump failure, sewer overflows, and contamination. Providing redundant power, replacing worn impellers, and elevating critical electrical and structural components above flood elevations will ensure continuous pump operation during and after flood events.

**4.2 SCOPE OF ENGINEERING SERVICES:** Engineering services requested under this RFQ include, but are not limited to, the following:

A. Surveying and field assessment of existing conditions
B. Preliminary engineering report (PER)
C. Environmental information documents
D. State Environmental Review Process (SERP)
E. Project design
F. Project permitting
G. Bidding assistance
H. Construction assistance and contract administration

I. Inspection and testing

J. Pay requests, grant administration, and budget tracking

K. Project closeout and record drawings

The final scope of services will be developed during the negotiation process and agreed upon by the City and the awardee prior to the execution of the contract.

**4.3 PROJECT REQUIREMENTS:**

**Clean Water Project No. 38 – Manhole Floodproofing**

A. Identify, locate (GPS), and inventory all manholes within the flood zones and assess the condition and watertightness of each frame and cover.

B. Coordinate with EOM Operations and review the City's records and EOM's recommendations to confirm the manholes to be addressed.

C. Design the replacement of non-watertight frames and covers with watertight (gasketed, bolt-down or equivalent) frames and covers, including any necessary chimney/frame seals.

D. Design shall specify methods and materials that flood-proof the manholes without impacting existing infrastructure such as roads, sidewalks, curbs, and adjacent utilities.

E. Prepare a manhole schedule identifying location, existing condition, and proposed improvements for each manhole.

**Clean Water Project No. 36 – Pump Station Improvements and Backup Generators**

A. Evaluate each of the five (5) pump stations, including existing electrical service, pumps, impellers, wet wells, valve vaults, controls, and site conditions.

B. Determine the applicable flood elevation for each site and establish design elevations for critical equipment, including freeboard as required by the City and the funding program.

C. Size and design permanent standby generators, automatic transfer switches, and fuel tanks to provide redundant power at each station, elevated above the design flood elevation.

D. Specify steel impeller replacements as needed, compatible with existing pumps and station operating conditions.

E. Design risers for wet wells and vaults and the relocation/raising of electrical panels and controls above flood elevations.

F. Design any additional facility hardening and floodproofing measures, site improvements, and access improvements needed to protect each station.

G. Perform or oversee start-up, testing, and commissioning of the new equipment, including generator load bank testing and transfer switch operation.

**4.4 PERMITTING:** The selected firm shall identify, prepare, and submit applications to obtain all necessary permits and/or approvals required to satisfy Local, State and Federal requirements for the construction of the Projects. All required documents shall be prepared by the awarded firm and submitted to the City for execution. Actual cost of permits will be paid by the City. The

selected firm shall provide a list of all required permits and/or approvals with the anticipated cost associated with each during the preliminary design phase.

**4.5 PRELIMINARY ENGINEERING AND ENVIRONMENTAL REVIEW:**

A. Kick-off meeting with the City and City's representatives. Electronic copy of meeting minutes to be provided to the City and City's representatives.

B. Site visits for review of existing conditions at each pump station and manhole location.

C. Review of all pertinent City and EOM Operations provided data.

D. Survey as needed to establish elevations, locations, and existing conditions.

E. Preliminary Engineering Report (PER) for each Project meeting GEFA requirements, including recommendations and preliminary construction cost estimate.

F. Environmental information documents and all submittals necessary to complete the State Environmental Review Process (SERP).

G. List of all required permits and their associated cost.

H. Preliminary design meeting to review the reports, and review and approval by the City and City's representatives.

**4.6 FINAL DESIGN:** Upon approval by the City and City's representative, final design shall include:

A. A complete set of construction plans, including cover sheet, site plans, existing facilities and utilities with proposed equipment locations, elevations, electrical plans, details, and other pertinent information.

B. A complete set of contract documents and specifications. Utilize CSI format for all technical specifications and bidding documents, incorporating all GEFA required contract provisions.

C. Preparation of construction cost estimate and estimated construction schedule.

D. Revisions of plans and specifications as necessary based on comments by the City, City's representative, GEFA, and any other reviewing agency.

E. Deliverables shall consist of the following:

   i. Design Submittals: 60% Design Submittal (Plans, Outline Specifications, Cost Estimate); 90% Design Submittal (Plans, Specifications, Cost Estimate); and 100% Design Submittal (Plans, Specifications, Cost Estimate).

   ii. 2 printed copies, 1 PDF copy, and 1 AutoCAD/Word/Excel copy per submittal.

   iii. Response to City and City's representative's comments for each review (1 electronic copy).

   iv. Project Manual in CSI 3-part format: (00) Bidding documents, (01) General conditions and (02 through 48 as needed) technical specifications (1 PDF, 1 Word and 2 bound paper copies).

   v. Permits and approvals.

**4.7 BIDDING PHASE:**

A. Prepare construction documents, including plans and specifications necessary for contractor bidding of the Projects.

B. Assist in preparing a project advertisement and the distribution of bid documents in accordance with GEFA requirements.

C. Prepare pre-bid agenda, attend a pre-bid meeting, and prepare addenda to respond to bidder questions.

D. Attend bid opening, analyze bids received, and provide a written report of bid analysis and recommendation of award. (The City may elect to bid the Projects separately or together.)

**4.8 CONSTRUCTION PHASE:**

A. Prepare contracts for the Projects; arrange and attend the pre-construction meeting and prepare agenda and minutes.

B. Review equipment and other submittals, provide recommendations and maintain a submittal log.

C. Respond to requests for information (RFIs) and change order items; maintain a change order and RFI log. Issue field directives at the request of the City.

D. Review and certify contractor pay requests and prepare GEFA draw requests, grant administration documentation, and budget tracking reports.

E. Inspection and testing, including construction observation site visits and weekly construction inspection reports with photographs. TASK WILL BE BILLED HOURLY ON A NOT TO EXCEED WITHOUT PRIOR APPROVAL BASIS.

F. Start-up and field testing plan review and inspection report.

G. Develop deficiency list along with follow-up visits and one final inspection.

**4.9 PROJECT CLOSEOUT AND RECORD DRAWINGS:**

A. Receive and review closeout documents and prepare closeout documentation required by the City and GEFA.

B. Prepare record drawings for the City's use, including GPS coordinates for all major system components (each manhole and each pump station component), sealed and signed by a Professional Engineer (PE) registered in Georgia. Provide 1 paper copy and electronic files in AutoCAD (.dwg) and PDF format.

C. Provide data and calculations used as the basis of design.

**4.10 PROJECT TIMING:** Time is of the essence. Project timing shall be as follows:

i. Award of contract by City Council – on or about December 15th, 2026

ii. Professional services agreement executed and Notice to Proceed issued – immediately following award

iii. Engineering work required by GEFA completed and submitted to GEFA – no later than **February 1st, 2027**

iv. Complete design and final bid package – [_TBD_] months from Notice to Proceed

v. Advertise for construction

vi. Complete construction – [ TBD__] months after contractor Notice to Proceed

**4.11 RFQ SCHEDULE OF EVENTS:** The following Schedule of Events represents the City's best estimate of the schedule that will be followed. All times indicated are local time. The City reserves the right to adjust the schedule as it deems necessary.

| EVENT | DATE / TIME |
|---|---|
| RFQ Issued / Advertised | November 4th, 2026 |
| Deadline for Questions | November 19th, 2026 – 11:00 AM |
| Final Addendum Issued (if any) | November 23rd, 2026 |
| Deadline for Submission of SOQs | December 3rd, 2026 – 11:00 AM |
| Selection Committee Review and Ranking | December 4th – 9th, 2026 |
| Award by City Council (anticipated) | December 15th, 2026 |
| Engineering Work Submitted to GEFA | February 1st, 2027 |

**LEGAL NOTICE**

**REQUEST FOR QUALIFICATIONS**

**RFQ NO. 110426 PROFESSIONAL ENGINEERING SERVICES FOR CLEAN WATER INFRASTRUCTURE RESILIENCE PROJECTS**

The City of Richmond Hill is seeking qualifications from qualified professional engineering firms to provide engineering services for Clean Water Project No. 36 – Pump Station Improvements and Backup Generators and Clean Water Project No. 38 – Manhole Floodproofing. The Projects are funded in part by the Georgia Environmental Finance Authority (GEFA). Sealed qualifications are due by 11:00 AM (local time) December 3rd, 2026 and must be mailed or hand delivered to City Hall, 40 Richard R. Davis Drive, Richmond Hill, Georgia 31324.

A copy of this Request for Qualifications is available online at http://www.richmondhill-ga.gov/. For additional information please contact Kristen Achtziger at (912) 445.0050 or via email: kachtziger@eommgmt.com.

**THE CITY OF RICHMOND HILL RESERVES THE RIGHT TO REJECT ANY/AND ALL STATEMENTS OF QUALIFICATIONS AND TO WAIVE ALL FORMALITIES.**

**"THE CITY OF RICHMOND HILL IS AN EQUAL OPPORTUNITY EMPLOYER, M/F/H, ALL FIRMS ARE TO BE EQUAL OPPORTUNITY EMPLOYERS".**

**ATTACHMENT A**

**DRUG – FREE WORKPLACE CERTIFICATION**

**THE UNDERSIGNED CERTIFIES THAT THE PROVISIONS OF CODE SECTIONS 50-24-1 THROUGH 50-24-6 OF THE OFFICIAL CODE OF GEORGIA ANNOTATED, RELATED TO THE DRUG-FREE WORKPLACE, HAVE BEEN COMPLIED WITH IN FULL. THE UNDERSIGNED FURTHER CERTIFIES THAT:**

1. A Drug-Free Workplace will be provided for the employees during the performance of the contract; and
2. Each sub-contractor under the direction of the Contractor shall secure the following written certification:

_____ (CONTRACTOR)

certifies to The City of Richmond Hill that a Drug-Free Workplace will be provided for the employees during the performance of this contract known as PROFESSIONAL ENGINEERING SERVICES FOR CLEAN WATER INFRASTRUCTURE RESILIENCE PROJECTS (CLEAN WATER PROJECT NOS. 36 AND 38) FOR THE CITY OF RICHMOND HILL pursuant to paragraph (7) of subsection (B) of Code Section 50-24-3. Also, the undersigned further certifies that he/she will not engage in the unlawful manufacture, sale, distribution, possession, or use of a controlled substance or marijuana during the performance of the contract.

_____ _____

**CONTRACTOR** **DATE**

_____

**NOTARY PUBLIC**

My Commission Expires: _____

**ATTACHMENT B**

**PROMISE OF NON-DISCRIMINATION STATEMENT**

Know All Men By These Presence, that I (We), _____

_____, _____

Title Company

(herein after "Company") in consideration of the privilege to bid/or propose on the following City of Richmond Hill project for Professional Engineering Services for Clean Water Infrastructure Resilience Projects (Clean Water Project Nos. 36 and 38) hereby consent, covenant and agree as follows:

A. No person shall be excluded from participation in, denied the benefit of or otherwise discriminated against on the basis of race, color, national origin or gender in connection with the proposal submitted to The City of Richmond Hill or the performance of the contract resulting therefrom;

B. That it is and shall be the policy of this Company to provide equal opportunity to all business persons seeking to contract or otherwise interested with the Company, including those companies owned and controlled by racial minorities, and women;

C. In connection herewith, I (We) acknowledge and warrant that this Company has been made aware of, understands and agrees to take affirmative action to provide minority and women owned companies with the maximum practicable opportunities to do business with this Company on this contract;

D. That the promises of non-discrimination as made and set forth herein shall be continuing throughout the duration of this contract with The City of Richmond Hill;

E. That the promises of non-discrimination as made and set forth herein shall be and are hereby deemed to be made a part of and incorporated by reference in the contract which this Company may be awarded;

F. That the failure of this Company to satisfactorily discharge any of the promises of non-discrimination as made and set forth above may constitute a material breach of contract entitling the City to declare the contract in default and to exercise appropriate remedies including but not limited to termination of the contract.

_____ _____

**Signature** **Date**

_____

**NOTARY PUBLIC**

My Commission Expires: _____, 20 _____

**ATTACHMENT C**

**DISCLOSURE OF RESPONSIBILITY STATEMENT**

**Failure to complete and return this information will result in your statement of qualifications being disqualified from further competition as non-responsive.**

1. List any convictions of any person, subsidiary, or affiliate of the company, arising out of obtaining, or attempting to obtain a public or private contract or subcontract, or in the performance of such contract or subcontract.

   _____

2. List any indictments or convictions of any person, subsidiary, or affiliate of this company for offenses such as embezzlement, theft, fraudulent schemes, etc. or any other offenses indicating a lack of business integrity or business honesty which affects the responsibility of the contractor.

   _____

3. List any convictions or civil judgments under state or federal antitrust statutes.

   _____

4. List any violations of contract provisions such as knowingly (without good cause) failing to perform, or unsatisfactory performance, in accordance with the specifications of a contract.

   _____

5. List any prior suspensions or debarments by any governmental agency.

   _____

6. List any contracts not completed on time.

   _____

7. List any penalties imposed for time delays and/or quality of materials and workmanship.

   _____

8. List any documented violations of federal or any state labor laws, regulations, or standards, occupational safety and health rules.

   _____

I, _____, as _____
Name of Individual Title & Authority

of _____, declare under oath that
Company Name

the above statements, including any supplemental responses attached hereto, are true.

_____

**Signature**

State of _____ County of _____

Subscribed and sworn to before me on this _____ day of _____ 20 _____ by

_____ representing him/herself to be

_____ of the company named herein.

_____

**NOTARY PUBLIC**

My Commission Expires: _____

**ATTACHMENT 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 The City of Richmond Hill 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 User Identification Number

_____
Date of Authorization

_____
Name of Contractor

Engineering Services – Clean Water Project Nos. 36 & 38
Name of Project

City of Richmond Hill, Georgia
Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.
Executed on _____, _____, 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 _____ DAY OF _____, _____.**

_____
**NOTARY PUBLIC**

My Commission Expires: _____

**ATTACHMENT D (continued)**

**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 _____ (name of contractor) on behalf of THE CITY OF RICHMOND HILL 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 (5) business days of receipt. If the undersigned subcontractor receives notice of receipt of an affidavit from any sub-subcontractor that has contracted with a sub-subcontractor, the undersigned subcontractor will forward, within five (5) business days of receipt, a copy of such 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 User Identification Number

_____
Date of Authorization

_____
Name of Subcontractor

Engineering Services – Clean Water Project Nos. 36 & 38
Name of Project

City of Richmond Hill, Georgia
Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.
Executed on _____, _____, 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 _____ DAY OF _____, _____.**

_____

**NOTARY PUBLIC**

My Commission Expires: _____

**ATTACHMENT E**

**FIRM'S CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION**

The undersigned certifies, by submission of this Proposal or acceptance of this contract, that neither Contractor nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency, State of Georgia, City of Richmond Hill, Board of Education or local municipality. Firm agrees that by submitting this Proposal that Firm will include this clause without modification in all lower tier transactions, solicitations, Qualifications, contracts, and subcontracts. Where the Firm or any lower tier participant is unable to certify to this statement, that participant shall attach an explanation to this document. During the course of the RFQ process it is the Firm's responsibility to notify the City if a suspension or debarment has occurred.

Certification - the above information is true and complete to the best of my knowledge and belief.

_____
(Printed or Typed Name of Signatory)

_____
(Signature)

_____
(Date)

**NOTE: The penalty for making false statements in offers is prescribed in 18 U.S.C. 1001**

**ATTACHMENT F**

**AFFIDAVIT REGARDING LOBBYING**

Each Firm and all proposed team members and subcontractors must sign this affidavit and the Firm shall submit the affidavits with their proposal confirming that there has been no contact with public officials or management staff for the purpose of influencing award of the contract. Furthermore, each individual certifies that there will be no contact with any public official prior to contract award for the purpose of influencing contract award.

The undersigned further certifies that no team member or individual has been hired or placed on the team in order to influence award of the contract. All team members are performing a commercially useful function on the project.

**Failure to provide signed affidavits from all team members with your response may be cause to consider your proposal non-responsive.**

_____ _____

**BY: Authorized Officer or Agent** **Date**

_____

**Title of Authorized Officer or Agent**

_____

**Printed Name of Authorized Officer or Agent**

**SUBSCRIBED AND SWORN BEFORE ME**
**ON THIS _____ DAY OF _____, _____.**

_____

**NOTARY PUBLIC**

My Commission Expires: _____