

COLUMBUS CONSOLIDATED GOVERNMENT
Georgia's First Consolidated Government



FINANCE DEPARTMENT
PURCHASING DIVISION

1111 1ST AVENUE – 1ST FLOOR, COLUMBUS, GEORGIA 31901
P. O. BOX 1340, COLUMBUS, GEORGIA 31902-1340
706-225-4087 | ColumbusGA.gov

Date: **July 2, 2026**

<p>REQUEST FOR PROPOSALS:</p> <p>RFP No. 27-0002</p>	<p>Qualified firms are requested to submit proposals, subject to conditions and instructions as specified, for the furnishing of:</p> <p align="center">COMMUNITY ENGAGEMENT SERVICES FOR MULTIPURPOSE BROWNFIELD GRANT (ANNUAL CONTRACT)</p>
<p>GENERAL SCOPE</p>	<p>Columbus Consolidated Government (the City) is seeking a qualified vendor to provide community engagement services for the United States Environmental Protection Agency (U.S. EPA) Multipurpose Brownfield Grant. The community engagement vendor will coordinate and execute a public engagement strategy for the Multipurpose Grant.</p>
<p>DUE DATE</p>	<p align="center">August 21, 2026 - 5:00 PM (EASTERN)</p> <p align="center">Responses must be submitted via DemandStar on or before the due date/time.</p>
<p>SUBMISSION REQUIREMENTS</p>	<p>See Appendix A (page 34) for information and instructions on how to register and submit a proposal through DemandStar.</p>
<p>ADDENDA</p>	<p align="center"><u>IMPORTANT INFORMATION</u></p> <p>The Purchasing Division will post addenda (if any) for this project at https://www.columbusga.gov/finance-2/bid-opportunities. It is the vendors' responsibility to periodically visit the web page for addenda before the due date and prior to submitting a proposal.</p>
<p>NO SUBMITTAL</p>	<p>If you are not interested in this solicitation, complete and return page 3.</p>

Andrea J. McCorvey,
Purchasing Manager



IMPORTANT INFORMATION

E-Notification

The City uses the Georgia Procurement Registry e-notification system. You must register with the Team Georgia Marketplace to receive future procurement notifications at <https://doas.ga.gov/state-purchasing/getting-started-supplier>.

If you have any questions or encounter any problems while registering, please contact the Team Georgia Marketplace Procurement Helpdesk:

Telephone: 404-657-6000
Fax: 404-657-8444
Email: procurementhelp@doas.ga.gov

STATEMENT OF "NO PROPOSAL SUBMISSION"

Notify the Purchasing Division if you do not intend to submit a Proposal:

Email: BidOpportunities@ColumbusGa.org

Attn: Chadwick Brewer, Buyer

We, the undersigned decline to submit a proposal for **RFP No. 27-0002** for **Community Engagement Services for Multipurpose Brownfield Grant (Annual Contract)** for the following reason(s):

- Specifications are too "tight", i.e., geared towards one brand or manufacturer (explain below)
- There is insufficient time to respond.
- We do not offer this product and/or service.
- We are unable to meet specifications.
- We are unable to meet bond requirements.
- Specifications are unclear (explain below).
- We are unable to meet insurance requirements.
- Other (specify below)

Comments:

COMPANY NAME: _____

REPRESENTATIVE: _____

DATE: _____

TELEPHONE: _____

EMAIL: _____

PROPOSALS WILL BE EVALUATED IN ACCORDANCE WITH THE PROCEDURES AS OUTLINED BELOW IN SECTION 3-110 OF THE PROCUREMENT ORDINANCE. ALL PROPOSALS WILL BE KEPT CONFIDENTIAL UNTIL AFTER AWARD.

3-110. Competitive Sealed Proposals (Negotiations)

(1) Conditions for Use

When the Purchasing Manager determines that the use of competitive sealed bidding for any procurement is either not practicable or not advantageous to the City, a contract may be entered into using the competitive sealed proposals (negotiation) method. In addition, the competitive sealed proposal process shall be used for the procurement of professional services, specialized equipment or supplies.

The competitive sealed proposal process may be used for procurements with an estimated total cost less than \$50,000.00, if deemed to be in the best interest of the City. If the total cost can be determined, the authority to approve such solicitations will be as prescribed by [article 3-104](#), Purchasing Limits. If, due to the required services, a total cost cannot be determined then the award recommendation will be approved by Council.

I. Request for Proposals

Proposals shall be solicited through Request for Proposals. The Purchasing Division shall establish the specifications with the using agency and set the date and time to receive proposals. The request for proposal shall include a clear and accurate description of the technical requirements for the service or item to be procured.

II. Public Notice

The public will be given adequate notice of the request for proposals, provided that, adequate notice shall mean at least fifteen (15) business days before the due date, which is stated in the request. *The City reserves the right to seek request for proposals in a shorter period, if necessary, as determined by the Purchasing Manager.*

Notice shall be published in a reasonable time before due date, contain a description of the procurement in general terms, as well as, the place and due date for proposals, and appear in a newspaper(s) of general circulation, specifically the City's legal organ. In addition to publication in newspapers, notice shall also be made by electronic means, including posting on the internet and on the City's government access television channel.

Public works construction projects shall be advertised in accordance with Georgia State Law.

The City reserves the right to mail or e-mail invitations directly to vendors under the following circumstances:

- Solicitations for specialized equipment/supplies.
- Solicitations for specialized services.
- Re-bid of solicitations where normal advertising procedures netted no responses.
- Whenever deemed necessary by the purchasing manager.

III. Receipt of Proposals

Proposals must be received by the deadline date established. No public opening will be held. No proposals shall be handled to permit disclosure of the identity of any offeror or the contents of any proposal to competing offerors during the process of discussion. A register of proposals shall be prepared as part of the contract file, and shall contain the name of each offeror, the number of modifications received (if any), and a description sufficient to identify the item offered. The register of proposals shall be open for public inspection only after contract award.

IV. Evaluation Factors

The request for proposals shall identify the relative importance of cost (when applicable) and other evaluation criteria.

V. Evaluation Process

An odd number of voting members of a Selection or Evaluation Committee shall evaluate all proposals received based upon the criteria stated in the request for proposals. Each voting committee member shall grade each submitted proposal based upon the evaluation criteria.

VI. Discussion with Responsible Offerors and Revisions to Proposals

As provided in the Request for Proposals, discussions (negotiations) may be conducted with responsible offerors who submit proposals determined to be reasonably susceptible of being selected for award, to assure full understanding of and conformance to the solicitation requirements. All qualified, responsible offerors shall be given fair and equal treatment with respect to any opportunity for discussion and revision of proposals, and such revisions may be permitted after submissions and prior to award for the purpose of obtaining best and final offers. In conducting discussions, there shall be no disclosure of the identity of competing offerors or any information derived from proposals submitted by competing offerors. If only one proposal response is received, then the award recommendation shall be to the single offeror, if the offeror meets all requirements.

VII. Award

After negotiations, the award recommendation must be presented to Columbus City Council for final approval. Award will be made to the responsible offeror whose proposal is determined to be the most advantageous to the City, taking into consideration total cost (if determined) and all other evaluation factors set forth in the Request for Proposals.

After Council approval, a contract based on the negotiations (if negotiations were necessary) will be drawn and signed by all necessary parties. If Council does not approve the award, it may direct that further negotiations may take place with the recommended offeror, or that negotiations begin with the next most qualified offeror. Council may also exercise the option to reject all offers and instruct the Purchasing Manager to begin the procurement process again. The contract file shall contain the basis on which the award is made.

After contract award, the contract file, will be made public. Unsuccessful offerors will be afforded the opportunity to make an appointment with the Purchasing Division for a debriefing. After the award, the contract file and the unsuccessful proposals will become subject to disclosure under the Georgia Open Records Act.

3-111 Architectural, Engineering and Land Surveying Services

(1) Purpose

All architectural, engineering and land surveying services, regardless of the estimated value of the contract or project, will be procured through the use of competitive sealed proposals.

Except as provided under article 3-114, only known source procurement, 3-115, emergency procurements, or 3-118 state contracts and other cooperative contracts, procurements for architectural/engineering or land surveying services will be governed by the guidelines in above article 3-110, with the following modifications in this section:

A. Request for Proposals

The cost of services shall not be a required element in proposals for architectural, engineering and land surveying.

DO YOU HAVE QUESTIONS, CONCERNS OR NEED CLARIFICATION ABOUT THIS SOLICITATION?

COMMUNICATION CONCERNING ANY SOLICITATION CURRENTLY ADVERTISED MUST TAKE PLACE IN WRITTEN FORM AND ADDRESSED TO THE PURCHASING DIVISION.

ALL QUESTIONS OR CLARIFICATIONS CONCERNING THIS SOLICITATION SHALL BE SUBMITTED IN WRITING. THE CITY WILL NOT ORALLY OR TELEPHONICALLY ADDRESS ANY QUESTION OR CLARIFICATION REGARDING BID/PROPOSAL SPECIFICATIONS. IF A VENDOR VISITS OR CALLS THE PURCHASING DIVISION WITH SUCH QUESTIONS, HE OR SHE WILL BE INSTRUCTED TO SUBMIT THE QUESTIONS IN WRITING.

ALL CONTACT CONCERNING THIS SOLICITATION SHALL BE MADE THROUGH THE PURCHASING DIVISION. BIDDERS SHALL NOT CONTACT CITY EMPLOYEES, DEPARTMENT HEADS, USING AGENCIES, EVALUATION COMMITTEE MEMBERS OR ELECTED OFFICIALS WITH QUESTIONS OR ANY OTHER CONCERNS ABOUT THE SOLICITATION. QUESTIONS, CLARIFICATIONS, OR CONCERNS SHALL BE SUBMITTED TO THE PURCHASING DIVISION IN WRITING. IF IT IS NECESSARY THAT A TECHNICAL QUESTION NEEDS ADDRESSING, THE PURCHASING DIVISION WILL FORWARD SUCH TO THE USING AGENCY, WHO WILL SUBMIT A WRITTEN RESPONSE.

THE PURCHASING DIVISION WILL FORWARD WRITTEN RESPONSES TO THE RESPECTIVE BIDDER OR IF IT BECOMES NECESSARY TO REVISE ANY PART OF THIS SOLICITATION, A WRITTEN ADDENDUM WILL BE ISSUED TO ALL BIDDERS.

THE CITY IS NOT BOUND BY ANY ORAL REPRESENTATIONS, CLARIFICATIONS, OR CHANGES MADE TO THE WRITTEN SPECIFICATIONS BY CITY EMPLOYEES, UNLESS SUCH CLARIFICATION OR CHANGE IS PROVIDED TO THE BIDDERS IN A WRITTEN ADDENDUM FROM THE PURCHASING MANAGER.

BIDDERS ARE INSTRUCTED TO USE THE ENCLOSED "QUESTION/CLARIFICATION FORM" TO FAX OR EMAIL QUESTION.

ANY REQUEST, AFTER A SOLICITATION HAS CLOSED AND PENDING AWARD MUST ALSO BE SUBMITTED IN WRITING TO THE PURCHASING DIVISION.

COLUMBUS CONSOLIDATED GOVERNMENT **GENERAL PROVISIONS FOR REQUEST FOR PROPOSALS**

Community Engagement Services for Multipurpose Brownfield Grant (Annual Contract) RFP No. 27-0002

The Consolidated Government of Columbus, Georgia (the City) is seeking a qualified vendor to provide community engagement services for the United States Environmental Protection Agency (U.S. EPA) Multipurpose Brownfield Grant. The community engagement vendor will coordinate and execute a public engagement strategy for the Multipurpose Grant.

- A. PROPOSAL SUBMITTAL DATE:**
PROPOSALS ARE DUE: August 21, 2026, NO LATER THAN 5:00 PM (EASTERN).
Submit one electronic response via DemandStar.

The City shall not be held liable for any expenses incurred by the respondent in preparing and submitting the proposal and/or attendance at any interviews, final contract negotiations or applicable site visits. **The City reserves the right to award this project or to reject any and all proposals; whichever is in the best interest of the City.**

- B. RECEIPT OF PROPOSALS:**
Unless otherwise stated in the technical specifications of the RFP, the City will accept one, and only one, proposal per Offeror. In the event a team of firms is entering into a joint venture to respond to the RFP, one firm shall be named the prime contractor and the proposal shall be submitted in the name of the prime contractor. All correspondence concerning the RFP will be between the City and prime contractor.
- C. SUBCONTRACTING:**
Should the offeror intend to subcontract all or any part of the work specified, names and address of subcontractors must be provided in proposal response. The offeror shall be responsible for subcontractors' full compliance with the requirements of the RFP specifications. If awarded the contract, payments will only be made to the offerors submitting the proposal. The Columbus Consolidated Government will not be responsible for payments to subcontractors.
- D. QUESTIONS ABOUT THE RFP:**
Communication concerning any solicitation currently advertised must take place in writing and addressed to the Purchasing Division. See page titled "Do You Have Questions ..." within this proposal package. **Questions and Requests for Clarification will be received until five business days prior to the proposal due date.**
- E. PUBLIC INFORMATION:**
All information and materials submitted will become the property of the Columbus Consolidated Government, Columbus, Georgia; and shall be subject to the provisions of the Georgia public

records law. If awarded the contract, the proposal submission, in its entirety, will be included as part of the contract documents and filed, as public record, with the Clerk of Council.

F. ADDENDA:

The proposer shall include acknowledgment of receipt of addenda (if any) in their sealed proposal. The proposer should include an initialed copy of each addendum in the proposal package. It is the proposer's responsibility to contact the City for copies of addenda if they receive the proposal document from any other source other than the City.

G. CONTRACT:

Each proposal is received with the understanding that an acceptance in writing by the City of the offer to furnish any or all of the services and materials described shall constitute a contract between the proposer and the City. This contract shall bind the proposers to furnish and deliver the services and materials quoted, at the prices stated and in accordance with the condition of said accepted proposal.

It is agreed that the successful respondent will not assign, transfer, convey or otherwise dispose of the contract or its right, title or interest in or to the same, or any part thereof, without previous consent of the City and any sureties.

H. NON-COLLUSION:

Proposer declares that the proposal is not made in connection with any other proposer submitting a proposal for the same commodity or commodities, and that the proposal is bona fide and is in all respects fair and without collusion or fraud.

I. INDEMNITY:

The Contractor covenants to save, defend, hold harmless, and indemnify the City, and all of its officers, departments, agencies, agents, and employees (collectively the "City") from and against any and all claims, losses, damages, injuries, fines, penalties, costs (including court costs and attorney's fees), charges, liability, or exposure, however caused, resulting from, arising out of, or in any way connected with the Contractor's intentional, negligent, or grossly negligent acts or omissions in performance or nonperformance of its work called for by the Contract Documents.

J. DISADVANTAGED BUSINESS ENTERPRISE CLAUSE:

Disadvantaged Business Enterprises (minority or women owned businesses) will be afforded full opportunity to submit proposals in response to this invitation and will not be discriminated against on the grounds of race, color, creed, sex, sexual orientation, gender identity or national origin in consideration for an award. It is the policy of the City that disadvantaged business enterprises and minority business enterprises have an opportunity to participate at all levels of contracting in the performance of City contracts to the extent practical and consistent with the efficient performance of the contract.

K. AFFIRMATIVE ACTION PROGRAM - NON-DISCRIMINATION CLAUSE:

The City has an Affirmative Action Program in connection with Equal Employment Opportunities. The successful vendor will comply with all Federal and State requirements concerning fair employment and employment of the handicapped, and concerning the treatment of all employees, and will not discriminate between or among them by reason of race, color, age, religion, sex, sexual orientation, gender identity, national origin or physical handicap.

L. SPECIFICATION DESCRIPTIONS:

The specifications detailed herein represent the quality of equipment, goods or services required by the City. Whenever in this invitation any particular process, service or equipment is indicated or specified by patent, proprietary or brand name of manufacturer/developer/inventor, such wording will be deemed to be used for the purpose of facilitating descriptions of the process, service or equipment desired by the City. It is not meant to eliminate offerors or restrict competition in any RFP process. Proposals that are equivalent or surpass stated specifications will be considered. Determination of equivalency shall rest solely with the City.

M. TAXES:

The City is exempt from State Retail Tax and Federal Excise Tax. Tax Exemption No. GA Code Sec. 48-8-3. Federal ID No. 58-1097948.

N. DRUG-FREE WORKPLACE:

Per Ordinance No. 93-55, in compliance with Federal and State Drug Free Workplace Acts, the Council of Columbus, Georgia adopted a drug free Workplace Policy. Consequently, any vendor providing goods or services to Columbus Consolidated Government must comply with all applicable Federal and State Drug Free Workplace Acts.

O. FEDERAL, STATE, LOCAL LAWS:

All respondents will comply with all Federal, State and Local laws, ordinances, rules and regulations relative to conducting business in Columbus, Georgia and performing the prescribed service. Ignorance on the part of the respondent shall not, in any way, relieve the respondent from responsibility for compliance with said laws and regulations or any of the provisions of these documents.

P. PROVISIONS OF THE PROCUREMENT ORDINANCE:

The provisions of the Procurement Ordinance for the Consolidated Government of Columbus, Georgia as adopted and amended by Council shall apply to all invitations to respond to Requests for Proposals and is specifically incorporated herein by this reference. The procurement ordinance is codified on Section 2-3.03 of the Columbus Code and can be accessed through the City's website at https://library.municode.com/ga/columbus/codes/code_of_ordinances.

Q. INSURANCE:

All respondents shall maintain, and if requested, show proof of insurance applicable for services described in these specifications.

R. HOLD HARMLESS AGREEMENT:

The successful respondent hereby agrees to indemnify, hold free and harmless Columbus Consolidated Government (The City), its agents, servants, employees, officers, directors and elected officials or any other person(s) against any loss or expense including attorney fees, by reason of any liability imposed by law upon the City, except in cases of the City's sole negligence, sustained by any person(s) on account of bodily injury or property damage arising out of or in the consequence of this agreement.

S. TERMINATION OF CONTRACT:

1. Default: If the contractor refuses or fails to perform any of the provisions of this contract with such diligence as will ensure its completion within the time specified in this contract, or any extension thereof, otherwise fails to timely satisfy the contract provisions, or commits any other

substantial breach of this contract, the Purchasing Division Director may notify the contractor in writing of the delay or nonperformance and if not cured within **ten (10) days** or any longer time specified in writing by the Purchasing Division Director, such director may terminate the contractor's right to proceed with the contract or such part of the contract as to which there has been delay or a failure to properly perform.

In the event of termination in whole or in part the Purchasing Division Director may procure similar supplies or services, from other sources, in a manner and upon terms deemed appropriate by the Purchasing Division Director. The contractor will continue performance of the contract to the extent it is not terminated and will be liable for excess costs incurred in procuring similar goods or services.

2. **Compensation:** Payment for completed supplies or services delivered and accepted by the City will be at the contract price. The City may withhold from amounts due to the contractor such sums as the Purchasing Director deems to be necessary to protect the City against loss because of outstanding liens or claims of former lien holders and to reimburse the City for the excess costs incurred in procuring similar goods and services.
3. **Excuse for Nonperformance or Delayed Performance.** Except with respect to defaults of subcontractors, the contractor shall not be in default by reason of any failure in performance of this contract in accordance with its terms (including any failure by the contractor to make progress in the prosecution of the work hereunder which endangers such performance) if the contractor has notified the Purchasing Division Director within 15 days after the cause of the delay and the failure arises out of causes such as: acts of God; acts of public enemy; acts of the City and any other governmental entity in its sovereign or contractual capacity; fires; floods; epidemics; quarantine restrictions; strikes or other labor disputes; freight embargoes; or unusually severe weather, If the failure to perform is caused by the failure of a subcontractor to perform or to make progress, and if such failure arises out of causes similar to those set forth above, the contractor shall not be deemed to be in default, unless the supplies or services to be furnished by the subcontractor was reasonably obtainable from other sources in sufficient time to permit the contractor to meet the contract requirements.

Upon request of the contractor, the Purchasing Division Director shall ascertain the facts and extent of such failure, and, if such director determines that any failure to perform was occasioned by anyone or more of the excusable causes, and that, but for the excusable cause, the contractor's progress and performance would have met the terms of the contract, the delivery schedule shall be revised accordingly.

T. TIME FOR CONSIDERATION:

Due to the evaluation process, proposals must remain in effect for at least **180 days** after date of receipt.

U. CONTRACT AWARD:

Award of this contract will be made in the best interest of the City.

V. REQUEST FOR EVALUATION RESULTS:

Per the City's Procurement Ordinance, evaluation results cannot be divulged until after the award of the contract. After contract award, proponents desiring to review documents relevant to the RFP evaluation results will be afforded an opportunity by appointment only.

W. GOVERNING LAW:

The parties agree that this Agreement shall be governed by the laws of Georgia, both as to interpretations and performance.

X. FINAL CONTRACT DOCUMENTS:

It is understood that the final contract shall include the following: **1) The RFP; 2) Addenda; 3) Awarded Vendors(s) response; 4) Awarded Vendor(s) Clarifications; 5) Negotiated Components; and 6) Awarded Vendor(s) Business Requirements.**

After award of the contract by Columbus Council, awarded vendor will be notified to provide one (1) identical hard copy of submitted proposal with original signatures. The awarded vendor will receive a digital copy of the executed contract.

Y. PAYMENT DEDUCTIONS:

The City reserves the right to deduct, from payments to awarded vendor(s), any amount owed to the City for various fees, to include, but not limited to: False Alarm fees, Ambulance fees, Occupation License Fees, Landfill fees, etc.

Z. PAYMENT TERMS:

The City's standard payment term is usually net 30 days, after successful receipt of goods or services. Payment may take longer if invoice is not properly documented or not easily identifiable, goods/services are not acceptable, or invoice is in dispute.

AA. RIGHT TO PROTEST:

- (1) Right of Protest. Any actual or prospective bidder offeror, or contractor who is aggrieved in connection with a solicitation or award of a contract may protest to the Purchasing Manager initially. All protests shall be filed in the manner prescribed herein. Protests that do not comply with the following rules shall be deemed invalid and of no effect.
- (2) The protest must be in writing, executed by a company officer that is authorized to execute agreements on behalf of the bidder or offeror or provided by an authorized legal representative of the protestor.
- (3) A protest with respect to an invitation for Bids or Request for Proposals shall be submitted in writing no less than five (5) business days prior to the opening of bids or the closing date of proposals or qualification statements.
- (4) Stay of Procurement During Protests. If there is a timely protest submitted as described above, the Purchasing Manager shall not proceed further with the solicitation or award of the contract until all administrative remedies have been exhausted or until the City Council, Mayor, or City Manager makes a determination on the record that the award of the contract without delay is necessary to protect substantial interests of the City.

NOTICE TO VENDORS

Sec. 2-3.05. - Submitting bids to Consolidated Government, etc.—By mayor or councilmembers.

Neither the mayor nor any member of the Columbus Council shall submit any bid to the consolidated government, nor shall the mayor or any member of the Columbus Council own or have a substantial pecuniary interest in any business that submits a bid to the consolidated government. (Ord. No. 92-60, 6-23-92)

Sec. 2-3.06. - Same—By members of boards, authorities, commissions.

No member of any board or authority or commission or other independent or subordinate entity of the consolidated government shall submit any bid to the consolidated government or have a substantial pecuniary interest in any business that submits a bid to the consolidated government if such bid pertains to the board or authority or commission on which such person holds such membership. (Ord. No. 92-61, 6-23-92)

GENERAL SPECIFICATIONS
Community Engagement Services for
Multipurpose Brownfield Grant
(Annual Contract)
RFP No. 27-0002

I. SCOPE

The Consolidated Government of Columbus, Georgia (the City) is seeking a qualified vendor to provide community engagement services for the United States Environmental Protection Agency (U.S. EPA) Multipurpose Brownfield Grant. The community engagement vendor will coordinate and execute a public engagement strategy for the Multipurpose Grant.

Technical Specifications, including minimum qualifications, begin on page 22.

II. AWARD

The City shall award the contract to one full-service firm to obtain and implement U.S. EPA brownfields grant funds in support of their brownfield program.

The process of selecting organizations to provide consultation services for the City's benefit requires the accumulation of comprehensive and accurate information to ensure that a knowledgeable, objective decision can be made as well as compliance with Federal procurement standards outlined in CFR §200.317 - §200.326 for the implementation portion of this proposal and subsequent successful grant applications. This project will comply with good faith efforts found at 40 CFR Part 33, Subpart C.

The City reserves the right to accept or reject all proposals or portions thereof without stated cause. The City reserves the right to re-issue or cancel the RFP if none of the proposals are deemed satisfactory to the City.

III. CONTRACT TERM

- A.** The contract will be for three (3) years with an option to renew for up to two (2) additional twelve-month periods. The Columbus Consolidated Government may amend or extend this contract beyond the initial three years to accommodate the terms and conditions of future EPA grants awarded to the City within this three-year period, provided a market survey conducted by the City indicates that the prices the contractor proposes are reasonable. Contract renewal shall be contingent upon the mutual agreement of the City and the Contractor.

Notice of intent to renew will be given to the contractor in writing by the City Purchasing Manager, normally sixty days before the expiration date of the current contract period. **This notice will not be deemed to commit the City to a contract renewal.**

It should be noted that multi-year contracts may be continued each fiscal year only after funding appropriations and program approvals have been granted by the Council of the Consolidated Government of Columbus, Georgia. In the event that the necessary funding is not approved, then

the affected multi-year contract becomes null and void, effective July 1st of the fiscal year for which such approval has been denied.

B. Termination for Convenience:

For the protection of both parties, either party giving **90** days prior notice in writing to the other party, may cancel this contract.

IV. INDEMNITY CLAUSE

The Contractor covenants to save, defend, hold harmless, and indemnify the City, and all of its officers, departments, agencies, agents, and employees (collectively the “City”) from and against any and all claims, losses, damages, injuries, fines, penalties, costs (including court costs and attorney’s fees), charges, liability, or exposure, however caused, resulting from, arising out of, or in any way connected with the Contractor’s intentional, negligent, or grossly negligent acts or omissions in performance or nonperformance of its work called for by the Contract Documents.

V. INSURANCE

The vendors shall be required, at their own expense, to furnish to the City of Columbus Purchasing Division, evidence showing the insurance coverage to be in force throughout the term of the contract. Insurance requirements are listed on the attached **Insurance Checklist**. **The limits shown are minimum limits. Vendor shall indicate the actual limit they will provide for each insurance requirement. The bidder shall complete the Insurance Checklist and include with bid response. Certificate of Insurance is acceptable.** The Insurance Checklist will indicate to the City, the bidder’s ability and agreement to provide the required insurance, in the event of contract award.

The successful candidate shall provide the required Certificates of Insurance within **10 business days** after award notification. The Certificates of Insurance will name Columbus Consolidated Government as an additional insured, **as well as list the applicable project or annual contract name, and/or solicitation name and number**. The Certificate of Insurance will be included with the contract documents prior to signing.

VI. E-VERIFY AFFIDAVIT

Pursuant to O.C.G.A. § 13-10-91, a public employer shall not enter into a contract for the performance of services unless the contractor registers and participates in the federal work authorization program. If a supplier is providing services under a contract with a total compensation amount of \$2,500 or greater, (even if such services will be performed outside of the State of Georgia), Columbus Consolidated Government requires a notarized affidavit from the supplier attesting to the following:

- (A) The affiant has registered with, is authorized to use, and uses the federal work authorization program;
- (B) The user identification number and date of authorization for the affiant;
- (C) The affiant will continue to use the federal work authorization program throughout the contract period; and,
- (D) The affiant 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 same information required by subparagraphs (A), (B), and (C) of this paragraph.

Additional information regarding the State's E-Verify requirements can be found at: <https://www.audits2.ga.gov/wp-content/uploads/2021/10/13-10-91.pdf>. **A completed, notarized E-Verify Affidavit must be included with sealed proposal; failure to do so will render the firm's or individual's proposal non-responsive and ineligible for award consideration.**

VII. PROPOSAL PREPARATION AND SUBMISSION

See Appendix A (page 34) for information and instructions on how to register and submit proposals through DemandStar.

- A. Firms shall include the information listed below with submission. Submissions will be deemed incomplete/non-responsive if the following required documents are not included, as prescribed within the specifications: ***E-Verify Affidavit, Conflict of Interest Affidavit, and Communication Concerning This Solicitation form***. However, the City reserves the right to request any other omitted information.
- B. Proposals shall be as thorough and detailed as possible so that the Columbus Consolidated Government may properly evaluate the proposer's capabilities to provide the required services.
- C. Proposals shall be prepared simply, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be placed on completeness and clarity of content.
- D. Offerors shall submit the following items as a complete proposal:

Submit the information in the order listed below; include a header for each item, e.g., Section 1, Item A, Section 1, Item B, etc.

Section 1: Transmittal Letter

The transmittal letter shall:

- A. Introduce the business; describe the ownership; include complete address, phone, and fax numbers (if applicable), and include the name and email address(es) of contact person(s) during this proposal process.
- B. List the complete address, telephone number and fax number for the corporate office as well as for the office/branch that will administer the contract.
- C. Include a statement to the effect that the proposal is binding for at least 180 days from the proposal date. An authorized agent of the business must sign the transmittal letter.

Section 2: E-Verify Affidavit (Form 1)

A properly completed, notarized E-Verify Affidavit must be included with proposal; failure to do so will render the firm's proposal non-responsive and ineligible for further consideration. Additional information regarding the State's E-Verify requirements can be found at: <https://www.audits2.ga.gov/wp-content/uploads/2021/10/13-10-91.pdf>.

Section 3: Communication Concerning This Solicitation (Form 2)

Form 2 must be signed and returned with the vendor's proposal. Failure to include the form will automatically render vendor's response non-responsive and ineligible for further consideration.

Section 4: Addenda Acknowledgement (Form 3)
Use **Form 3** to acknowledge receipt for all addenda (if any). The Purchasing Division will post addenda (if any) for this project at <https://www.columbusga.gov/finance/Bid-Opportunities>. Vendors are responsible for periodically visiting the web page for addenda, before the due date and prior to submitting a response.

Section 5: Federal Compliance (Form 4)
Complete the form titled *Federal Compliance (Form 4)*

Section 6: Conflict of Interest Affidavit (Form 5)
Form 5 must be signed and returned with the vendor's proposal. Failure to include the form will automatically render vendor's response non-responsive and ineligible for further consideration.

Section 7: Exceptions to RFP

A. List **ANY AND ALL** exceptions to the RFP specifications in this section of proposal submission. Exceptions listed in other areas of the vendor's submission will not be considered. All exceptions will be vetted during the RFP process, and if found unacceptable, the vendor's proposal will be rejected and no longer considered for award. Exceptions shall be considered by the Evaluation Committee. The vendor's proposal may not receive further consideration if exceptions are not acceptable and/or cannot be clarified to the Committee's satisfaction. Vendors shall be notified in writing if exceptions are not acceptable. **PLEASE NOTE: EXCEPTIONS TO THE RFP GENERAL PROVISIONS WILL NOT BE CONSIDERED, AND IF SUBMITTED WILL AUTOMATICALLY RENDER THE RESPONSE NON-RESPONSIVE.**

B. **VENDOR AGREEMENT/CONTRACT FORM:** Exceptions also include the terms of any contract or other agreements which the vendor or any subcontractors will require to be executed by the City.

C. **If there are no exceptions, vendor must include a statement for this Section stating the following: No Exceptions.**

Section 8: Qualifications and Capabilities
At a minimum, the Consultant's submittal shall include the following:

A. Summary of the consultant's qualifications to conduct community engagement for environmental or brownfield activities, including education and relevant experience.

B. Description of the firm's areas of expertise, a brief history of the firm, size, and number of office locations.

C. Experience of the firm in completing community involvement plans.

Section 9: Technical Approach

A. Describe the firm's overall technical approach including (but not limited to) project planning and coordination methods, and expectations of City staff.

B. Describe the firm's technical approach to completing each of the tasks required in the

Technical Specifications Section III: Required Activities.

Section 10: Project Staff

- A. Brief biographical summaries of related experience for staff members working on the project.
- B. Organizational chart.
- C. Resumes for key project personnel assigned to this project. Indicate the project manager who will be responsible for ensuring the project success. Provide no more than six resumes for key personnel. If the firm intends to use subconsultants, submit one resume for each subconsultant.

Section 11: Client Work History (Form 6)

- A. Use *(Form 6)* to provide details of the last three clients to whom your firm provided similar services within the last four years. The City reserves the right to contact additional clients not listed by the Offeror.
- B. Entity name, contact person, mailing address, telephone number, email address.
- C. Project/contract location and population of people served.
Contract amount and description of the services provided

Section 12: Sub-Contractors

Provide all subcontractors that will be used on this project, to include:

- D. Subcontractor Name
- E. Qualification
- F. Subcontractor E-Verify (*Form 7*)
- G. Subcontractor Insurance

Section 13: Cost Proposal (Form 8)

Provide a cost proposal that includes flat or hourly rates for all contracted and sub-contracted services listed in the Technical Specifications, as shown on *(Form 8)*. Please use an additional sheet, if needed.

Section 14: Contract Signature Page (Form 9)

Complete *(Form 9)*. City officials will sign the copies after Columbus Council approves the contract award with the successful firm (*see note below*). Per the General Provisions, Page 13, Item X, the final contract shall include the following: 1) The RFP; 2) Addenda; 3) Awarded Vendor(s) response; 4) Awarded Vendor(s) Clarifications; 5) Negotiated Components; and 6) Awarded Vendor(s) Business Requirements.

Please note: After award of the contract by Columbus Council, awarded vendors will be notified to provide one identical hard copy of submitted proposal with original signatures. The awarded vendors will receive a digital copy of the executed contract.

Section 15: Proof of Insurance (Form 10)

Provide Insurance Checklist *(Form 10)* or Certificate of Insurance.

Section 16: Form W-9, Request for Taxpayer Identification Number and Certification

Complete and return **Page 1** of the Form W-9, which is available at <https://www.irs.gov/pub/irs-pdf/fw9.pdf>

Section 17: Business License (Occupation License)

Provide a current copy of the Business License (Occupation License) that is required to conduct business at your location.

If awarded the contract, the successful vendor must obtain a business license from the City of Columbus. However, if the business is located in Georgia and has proof of being properly licensed by a municipality in Georgia, and paid applicable occupation taxes in that city, the contractor will not be required to pay occupation taxes in Columbus, Georgia.

If you have questions regarding this requirement, please contact the Revenue Division at 706-225-3780.

VIII. EVALUATION OF PROPOSALS

A. Proposal Evaluation Timeline

All proposals must be reviewed and scored by an evaluation committee. The evaluation process normally takes approximately 3 months before a recommendation is provided to Columbus Council for review. The evaluation process may take longer if the required services or products are complex in nature, if negotiations are required, if presentations are required, if demonstrations are required, if site visits are required, etc. If the Purchasing Division determines the evaluation process may exceed the specified Time for Consideration period, the Purchasing Division may request respondents to extend the Time for Consideration period.

During the evaluation process, the Purchasing Division will notify respondents, via email, if clarification or additional information is required regarding proposals.

B. Each submittal will be evaluated to determine the ability of each offeror to provide the required services. The following weighted criteria will be used to evaluate proposals:

CRITERIA	WEIGHT
A. Qualifications & Capabilities	30%
B. Technical Approach	30%
C. Project Staff	10%
D. Client Work History	5%
E. Cost Proposal	25%
Total	100%

Each of the above criteria (A-E) will be given a rating by each voting member of the Evaluation Committee. The ratings are as follows:

Description	Value
--------------------	--------------

Poor = Is not qualified.	20 Points
Marginal = Is minimally qualified but one or more area is lacking in some essential aspect.	40 Points
Adequate = Is qualified and is generally capable of achieving the objectives of this RFP.	60 Points
Good = Is more than qualified and exceeds in some areas.	80 Points
Excellent = Is fully qualified and exceeds in several or more areas.	100 Points

After the review and rating of proposal (s) by the evaluation committee, individual scores will be averaged and ranked. Offerors will be ranked in descending order of numerical predominance.

TECHNICAL SPECIFICATIONS
Community Engagement Services for
Multipurpose Brownfield Grant
(Annual Contract)
RFP No. 27-0002

I BACKGROUND

The objective of the U.S. EPA Brownfields Program of Columbus Consolidated Government (the City) is to promote redevelopment of brownfield properties located within the City's jurisdiction. The successful consultant will bring experience and insight to the City to implement this multipurpose (assessment and cleanup) grant.

II PROJECT BUDGET

The total budget for the U.S. EPA Multipurpose Brownfields grant is \$1,000,000, which includes administrative costs for the City. The successful consultant will carry out the detailed project budget as submitted to the U.S. EPA.

III REQUIRED ACTIVITIES

The scope of work to be performed under this contract by the consultant at a minimum is expected to include:

- A. Lead community engagement activities, including hosting visioning charrettes and public meetings to discuss the findings from all assessment and cleanup activities in conjunction with an environmental consulting firm selected by the City.
- B. Update and implement the City's Community Involvement/Engagement Plan

E-VERIFY AFFIDAVIT

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 **Columbus Consolidated Government** 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:

Company ID Number (*numerical, 4-7 digits*)

Date of Authorization

****See <https://www.e-verify.gov/> to access your E-Verify Company Identification Number.**

Name of Contractor

Community Engagement Services for Multipurpose Brownfield Grant (Annual Contract) – RFP No. 27-0002

Name of Project

Columbus Consolidated Government

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:

A properly completed, notarized/stamped E-Verify Affidavit must be included with the proposal; failure to do so will render the firm’s proposal non-responsive and ineligible for further consideration.

COMMUNICATION CONCERNING THIS SOLICITATION

THIS PAGE MUST BE SIGNED AND RETURNED WITH THE VENDOR’S BID/PROPOSAL. FAILURE TO INCLUDE THIS FORM WILL AUTOMATICALLY RENDER VENDOR’S RESPONSE NON-RESPONSIVE.

.....

ALL QUESTIONS OR CLARIFICATIONS CONCERNING THIS SOLICITATION SHALL BE SUBMITTED IN WRITING. THE CITY WILL NOT ORALLY OR TELEPHONICALLY ADDRESS ANY QUESTION OR CLARIFICATION REGARDING BID/PROPOSAL SPECIFICATIONS. IF A VENDOR VISITS OR CALLS THE PURCHASING DIVISION WITH SUCH QUESTIONS, HE OR SHE WILL BE INSTRUCTED TO SUBMIT THE QUESTIONS IN WRITING.

ALL CONTACT CONCERNING THIS SOLICITATION SHALL BE MADE THROUGH THE PURCHASING DIVISION. BIDDERS SHALL NOT CONTACT CITY EMPLOYEES, DEPARTMENT HEADS, USING AGENCIES, EVALUATION COMMITTEE MEMBERS, INCLUDING NON-CCG EMPLOYEES, CONTRACTED PERSONNEL ASSOCIATED WITH THIS PARTICULAR PROJECT (I.E. ARCHITECTS, ENGINEERS, CONSULTANTS), OR ELECTED OFFICIALS WITH QUESTIONS OR ANY OTHER CONCERNS ABOUT THE SOLICITATION. QUESTIONS, CLARIFICATIONS, OR CONCERNS SHALL BE SUBMITTED TO THE PURCHASING DIVISION IN WRITING. IF IT IS NECESSARY THAT A TECHNICAL QUESTION NEEDS ADDRESSING, THE PURCHASING DIVISION WILL FORWARD SUCH TO THE USING AGENCY, WHO WILL SUBMIT A WRITTEN RESPONSE.

THE PURCHASING DIVISION WILL FORWARD WRITTEN RESPONSES TO THE RESPECTIVE BIDDER. IF IT BECOMES NECESSARY TO REVISE ANY PART OF THIS SOLICITATION, A WRITTEN ADDENDUM WILL BE ISSUED TO ALL BIDDERS.

THE CITY IS NOT BOUND BY ANY ORAL REPRESENTATIONS, CLARIFICATIONS, OR CHANGES MADE TO THE WRITTEN SPECIFICATIONS BY CITY EMPLOYEES, UNLESS SUCH CLARIFICATION OR CHANGE IS PROVIDED TO THE BIDDERS IN A WRITTEN ADDENDUM FROM THE PURCHASING MANAGER.

BIDDERS ARE INSTRUCTED TO USE THE ENCLOSED “QUESTION/CLARIFICATION FORM” TO FAX OR EMAIL QUESTION. **QUESTIONS AND REQUESTS FOR CLARIFICATION MUST BE SUBMITTED AT LEAST FIVE (5) BUSINESS DAYS BEFORE THE DUE DATE.**

ANY REQUEST/CONCERN/PROTEST, AFTER A SOLICITATION HAS CLOSED AND PENDING AWARD, MUST ALSO BE SUBMITTED IN WRITING TO THE PURCHASING DIVISION.

I agree to forward all communication about this solicitation, in writing, to the Purchasing Division. I understand that communication with other persons, other than the Purchasing Division, will render my Bid/Proposal response non-responsive and I will no longer be considered in the solicitation process.

Vendor Name: _____

Print Name of Authorized Agent: _____

Signature of Authorized Agent: _____

ADDENDA ACKNOWLEDGEMENT

**Community Engagement Services for
Multipurpose Brownfield Grant
(Annual Contract)
RFP No. 27-0002**

The Purchasing Division will post addenda (if any) on the Bid Opportunities page: <https://www.columbusga.gov/finance/Bid-Opportunities>. It is the vendors' responsibility to periodically visit the page to check for addenda, **both before the due date and prior to submitting a response in DemandStar**.

IF ADDENDA WERE ISSUED:

By signing below, I acknowledge 1) I have received the addenda (if any) as indicated below, 2) my submittal reflects the changes to the specifications, and 3) my submittal includes the most recently revised forms:

Addendum No. ____ dated _____

Addendum No. ____ dated _____

Addendum No. ____ dated _____

Addendum No. ____ dated _____

Addendum No. ____ dated _____

Addendum No. ____ dated _____

Addendum No. ____ dated _____

Addendum No. ____ dated _____

Addendum No. ____ dated _____

Addendum No. ____ dated _____

IF NO ADDENDA WERE ISSUED:

By signing below, I acknowledge that I reviewed the Bid Opportunities page referenced above on _____ and did not see any addenda listed for this solicitation.

(date)

Business Name **Date**

Authorized Signature **Print Name**

FORM 4

FEDERAL COMPLIANCE

In the event a procurement under this contract is federally funded, the Contractor agrees to comply with all federal statutes relating to nondiscrimination, labor standards, and environmental compliance. The Contractor will be notified if the procurement is federally funded.

With regards to "Rights to Inventions Made Under a Contract or Agreement," If the Federal award meets the definition of "funding agreement" under 37 CFR § 401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

Contractor agrees to be wholly compliant with the provisions of 2 CFR 200, Appendix II and 2 CFR 1500. Additionally, for work to be performed under the Agreement or subcontract thereof, including procurement of materials or leases of equipment.

Contractor shall comply and shall notify each potential subcontractor or supplier of the Contractor's federal compliance obligations. These may include, but are not limited to:

- (a) Title VII of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin;*
- (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex;*
- (c) the Fair Labor Standards Act of 1938 (29 USC 676 et. seq.),*
- (d) Section 504 of the Rehabilitation Act of 1973, as implemented by Executive Orders 11914 and 11250), which prohibits discrimination on the basis of handicaps and the Americans with Disabilities Act of 1990;*
- (e) the Age Discrimination in Employment Act of 1967 (29 USC 621 et. seq.) and the Age Discrimination Act of 1974, as amended (42 U.S.C. §§ 6101-6107), which prohibits discrimination on the basis of age;*
- (f) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse;*
- (g) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to the nondiscrimination on the basis of alcohol abuse or alcoholism;*
- (h) §§ 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records;*
- (i) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. § 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing;*
- (j) any other nondiscrimination provisions in any specific statute(s) applicable to any Federal funding for this Agreement;*
- (k) the requirements of any other nondiscrimination statute(s) which may apply to this Agreement;*
- (l) applicable provisions of the Clean Air Act (42 U.S.C. §7401 et seq.), the Federal Water Pollution Control Act, as amended (33 U.S.C. §1251 et seq.), Section 508 of the Clean Water Act (33 U.S.C. 1368), Permits required by Section 404 of the Clean Water Act, Executive Order 11738, Endangered Species Act (P.L. 93-205), and the Environmental Protection Agency regulations at 40 CFR Part 15;*
- (m) Good faith efforts found at 40 CFR Part 33;*
- (n) applicable provisions of the Davis-Bacon Act (40 U.S.C. 276a - 276a-7) as it relates to cleanup activities, the Copeland Act (40 U.S.C. 276c), the Anti-Kickback Act (40 USC § 3145), the OSHA Worker Health & Safety Standard (29 CFR § 1910.120), and the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333), as set forth in Department of Labor Regulations at 20 CFR 5.5a;*
- (o) applicable provisions of Uniform Relocation Act (40 USC § 61) and the National Historic Preservation Act (16 USC § 470);*
- (p) the mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (P.L. 94-163).*
- (q) the Buy America sourcing requirements in the Build America, Buy America Act (41 U.S.C. § 8301-8305);*
- (r) the general provisions of Section 3 offering economic opportunities for low-income persons (12 U.S.C. 1701u).*

To demonstrate acknowledgement and understanding of the above listed Federal Requirements, vendor is required to sign below and return with bid response:

Vendor Name: _____

Signature of Authorized Agent: _____

Print Name and Title of above Agent: _____

CONFLICT OF INTEREST AFFIDAVIT:

THIS PAGE MUST BE SIGNED, NOTARIZED/STAMPED AND RETURNED WITH THE VENDOR'S BID/PROPOSAL. FAILURE TO INCLUDE THIS FORM WILL AUTOMATICALLY RENDER VENDOR'S RESPONSE NON-RESPONSIVE.

Pursuant to Columbus Georgia Code Part I – Charter, Appendix Two Code of Ethics and Prohibited Practices:

I hereby declare that any person(s) employed by the City of Columbus, who has direct or indirect personal or financial interest in this solicitation, has been identified and the interest disclosed below. (Please include in your disclosure any interest which you know of).

An example of a direct interest would be a City of Columbus employee, City of Columbus City Council Member, who would be paid to perform services if awarded the contract.

An example of indirect interest would be a City of Columbus employee who is related to any officers, employees, principal, or shareholders of your firm or to you. (If in doubt as to status or interest, please disclose to the extent known).

CONFLICT OF INTEREST: **YES** **NO**

Disclosed Conflict of Interest(s):

I hereby certify that the information on this form is complete and accurate. If necessary, I will provide the information required to verify this data (e.g., pay stubs, bank account statements, etc.). I, therefore, authorize such verification, and I will provide the supporting documentation, if necessary.

Executed on _____, _____, 20__ in _____ (city), _____ (state).

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

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:

CLIENT WORK HISTORY
Community Engagement Services for
Multipurpose Brownfield Grant
(Annual Contract)
RFP No. 27-0002

Provide details of the last three clients to whom your firm provided similar services within the last four years. The City reserves the right to contact additional clients not listed by the Offeror.

Name of Client:	Contract Start Date:
Contact Person:	Contract End Date:
Address:	Telephone Number:
	E-Mail Address:
	Contract Value:
Description of Contract:	
<hr/>	
Name of Client:	Contract Start Date:
Contact Person:	Contract End Date:
Address:	Telephone Number:
	E-Mail Address:
	Contract Value:
Description of Contract:	
<hr/>	
Name of Client:	Contract Start Date:
Contact Person:	Contract End Date:
Address:	Telephone Number:
	E-Mail Address:
	Contract Value:
Description of Contract:	

 Company Name:

 Authorized Signature

 Print Name

 Title of Authorized Signatory

Cost Proposal
Community Engagement Services for
Multipurpose Brownfield Grant
(Annual Contract)
RFP No. 27-0002

<u>Contractual Item</u> <i>Provide flat rates except where hourly rates are requested</i>	<u>Proposed Amount</u>
Programmatic support for the grant period (hourly rates)	
Public education meetings (up to 10)	
Visioning sessions/charrettes (2)	
Review and Update the City’s Community Involvement Engagement Plan	
<p align="right">Total:</p>	

CONTRACT SIGNATURE PAGE
Community Engagement Services for
Multipurpose Brownfield Grant
(Annual Contract)
RFP No. 27-0002

THE UNDERSIGNED HEREBY DECLARES THAT HE HAS/THEY HAVE CAREFULLY EXAMINED THE SPECIFICATIONS HEREIN REFERRED TO AND WILL PROVIDE ALL EQUIPMENT, TERMS AND SERVICES TO THE CONSOLIDATED GOVERNMENT OF COLUMBUS, GEORGIA.

Company Name

Signature of Authorized Representative Date

Title of Authorized Representative

Print Name of Authorized Signatory

(Corporate seal, if applicable)

Company Street Address

Company Payment Address

Contact: _____

Contact: _____

Email: _____

Email: _____

Telephone: _____

Telephone: _____

CONSOLIDATED GOVERNMENT OF COLUMBUS, GEORGIA

Accepted this ___ day of _____ 20 ____

APPROVED AS TO LEGAL FORM:

B.H. "Skip" Henderson, III, Mayor

Clifton C. Fay, City Attorney

ATTEST:

Lindsey G. McLemore, Deputy Clerk of Council

INSURANCE CHECKLIST
Community Engagement Services for
Multipurpose Brownfield Grant
(Annual Contract)
RFP No. 27-0002

**CERTIFICATE OF INSURANCE MUST SHOW ALL COVERAGE
AND ENDORSEMENTS INDICATED BY "X"**

CSL = Combined Single Limit; BI = Bodily Injury; PD=Property Damage

Required Coverage(s)		Limits (Figures denote minimums)	Bidders Limits/Response
X	1. Worker’s Compensation and Employer’s Liability	\$1 Million by accident, each accident \$1 Million by disease, policy limit \$1 Million by disease, each employee	
	Comprehensive General Liability		
X	2. General Liability Premises/Operations	\$1 Million CSL BI/PD each occurrence, \$1 Million annual aggregate	
X	3. Independent Contractors and Sub - Contractors	\$1 Million CSL BI/PD each occurrence, \$1 Million annual aggregate	
	4. Products Liability	\$1 Million CSL BI/PD each occurrence, \$1 Million annual aggregate	
	5. Completed Operations	\$1 Million CSL BI/PD each occurrence, \$1 Million annual aggregate	
	6. Contractual Liability (Must be shown on Certificate)	\$ 1 Million CSL BI/PD each occurrence, \$1 Million annual aggregate	
	Automobile Liability		
X	7. *Owned/Hired/Non-Owned Vehicles/ Employer non ownership	\$1 Million BI/PD each Accident, Uninsured Motorist	
	Others		
X	8. Miscellaneous Errors and Omissions	\$1 Million per occurrence/claim	
	9. Umbrella/Excess Liability	\$5 Million Bodily Injury, Property Damage and Personal Injury, per occurrence, \$5 Million annual aggregate	
	10. Personal and Advertising Injury Liability	\$1 Million each offense, \$1 Million annual aggregate	
X	11. Professional Liability	\$1 Million per occurrence/claim	
	12. Architects and Engineers	\$1 Million per occurrence/claim	

Required Coverage(s)	Limits (Figures denote minimums)	Bidders Limits/Response
13. Asbestos Removal Liability	\$2 Million per occurrence/claim	
14. Medical Malpractice	\$1 Million per occurrence/claim	
15. Medical Professional Liability	\$1 Million per occurrence/claim	
16. Dishonesty Bond		
17. Builder's Risk	Provide Coverage in the full amount of contract	
18. XCU (Explosive, Collapse, Underground) Coverage		
19. USL&H (Long Shore Harbor Worker's Compensation Act)		
20. Contractor Pollution Liability	\$2 Million per occurrence/claim	
21. Environmental Impairment Liability	\$2 Million per occurrence/claim	
X 22. Carrier Rating shall be Best's Rating of A-VII or its equivalents		
X 23. Notice of Cancellation, non-renewal or material change in coverage shall be provided to City at least 60 days prior to action.		
X 24. The City shall be named Additional Insured on all policies		
X 25. Certificate of Insurance shall show Solicitation Number (RFP No. 27-0002) and Solicitation Title (Community Engagement Services for Multipurpose Brownfield Grant (Annual Contract)) in box: Description of Operations		
26. Pollution:	\$2 Million per occurrence/claim	

*If offeror's employees will be using their privately owned vehicles while working on this contract and are privately insured, please state that fact in the **Bidders Limits/Response** column of the insurance checklist.

VENDOR'S STATEMENT:

If awarded the contract, I will comply with contract insurance requirements and provide the required certificate(s).

Company Name

Signature of Authorized Agent

Date

Title of Authorized Agent

Print Name of Authorized Agent

DEMANDSTAR SUBMISSION INFORMATION

Responses must be submitted via DemandStar. See the following pages for Submission Requirements Checklist, Registering for DemandStar and Responding to an Electronic Bid in DemandStar.

There is no cost to submit responses electronically through DemandStar; you will only incur a fee if you opt to receive e-notifications directly from DemandStar. You must select “Columbus Consolidated Government” as your free agency (see registration instructions). Solicitations may be accessed thru the DemandStar link that is posted at <https://www.columbusga.gov/finance/Bid-Opportunities>.

Per Georgia HB489, the Purchasing Division will continue to post solicitations on the Georgia Procurement Registry. To receive future procurement notifications, you must register with the Team Georgia Marketplace at <https://doas.ga.gov/state-purchasing/getting-started-supplier>.

Excluding responses to Requests for Proposals (RFP), a tabulation of responses will be available on DemandStar shortly after the solicitation closes. The Purchasing Division will also continue to post tabulations at <https://www.columbusga.gov/finance-2/Bid-Tabulations>.

Failure to submit electronic responses, via DemandStar, will result in the rejection of your response. Submittals received via U.S. Postal Service, FedEx, UPS, etc., will be returned unopened at the expense of the sender. The Purchasing Division will not accept hand-delivered submittals and will immediately discard any submittal left in the reception area of the Finance Department.

The Purchasing Division sincerely appreciates your cooperation.

ELECTRONIC SUBMITTAL CHECKLIST

Community Engagement Services for Multipurpose Brownfield Grant (Annual Contract) RFP No. 27-0002

Submit your electronic response as instructed below:

1. Vendors shall submit only the required documents listed using the “Bidder Response ALL Documents” function.
2. Zip files with multiple files are not acceptable; vendors shall submit one PDF file of their submittal.
3. Due to potential file size limitations, ***please do not resend the City’s full specifications as this information is already on file.***
4. In the event DemandStar requires a dollar value for your submittal, enter “0”.

This checklist is for informational purposes only and is not intended to be part of the formal RFP specifications. Refer to page 17, VII. Proposal Preparation and Submission.

- 1. Transmittal Letter
- 2. E-Verify Affidavit (**Form 1**)
- 3. Communication Concerning this Solicitation (**Form 2**)
- 4. Addenda Acknowledgement (**Form 3**)
- 5. Federal Compliance (**Form 4**)
- 6. Conflict of Interest Affidavit (**Form 5**)
- 7. Exceptions to RFP
- 8. Qualifications and Capabilities
- 9. Technical Approach
- 10. Project Staff
- 11. Client Work History (**Form 6**)
- 12. Sub-Contractors (**Form 7**)
- 13. Cost Proposal (**Form 8**)
- 14. Contract Signature Page (**Form 9**)
- 15. Insurance Checklist (**Form 10**) or Sample Certificate of Liability Insurance
- 16. **Page 1** of Form W-9 (<https://www.irs.gov/pub/irs-pdf/fw9.pdf>)
- 17. Business License/Occupation License

NOTE: *After award of the contract by Columbus Council, awarded vendor will be notified to provide one identical hard copy of submitted proposal with original signatures. The awarded vendor will receive a digital copy of the executed contract.*

Registering for DemandStar



We are pleased to announce our membership in the DemandStar network. DemandStar is an online marketplace that connects our suppliers directly to the bids, quotes and RFPs that matter to them.

DemandStar is open and accessible to all businesses and provides instant access to our solicitations. By registering for your complimentary DemandStar account, you will receive:

- **Instant** access to bids, quotes and RFPs
- **Automatic** notifications, right to you inbox, of bids that match the commodity codes you select
- The ability to **quickly view** the contractual terms and scope of work
- All the **forms and documents** you need in one place
- Access to **more government bids** in neighboring cities, counties and states

It's EASY! Get started with these 3 easy steps!

1 REGISTER

Go to:

<https://www.demandstar.com/registration>

Create an Account with DemandStar

You are one step away from picking your free government agency

Email Address

Your email address here

Company Name

Your company name here

I accept the DemandStar [Terms of Use and Privacy Policy](#)

Next



2019 DemandStar® Corporation. All Rights Reserved.
206.940.0305

2 CHOOSE YOUR FREE AGENCY

Type in the name of the government agency you'd like to add, for example "City of Metropolis" in the Search Box

3 CHECK OUT

Check out with your **FREE AGENCY** Registration by clicking "Skip for now" on the page where it gives you options to add additional counties and States

← Choose Your Free Agency

Receive full access to the government agency of your choice and receive advance notifications of new opportunities.

City of Metropolis ✕

Narrow down your search by selecting a state and county.

State ▼ County ▼

Select State ▼ Select County ▼

City of Metropolis – Board of Commissioners

City of Metropolis Purchasing

Metropolis Technical College

You have chosen **Metropolis Technical College** as your free agency.
Add additional government agencies below for \$25 per County,
Statewide and National subscriptions available.

My Subscriptions  [0]

Nation (0)

States (0)

Counties (0)

		Your Current Rate
Total	(0 subscriptions)	\$0/year

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206.940.0305

Responding to an Electronic Bid

5 Step Instructions

Step 1

Many governments are moving toward requiring bid responses electronically. Here are the steps to respond to a bid Electronically.

- Click on the solicitation name

The screenshot shows a web interface with a navigation bar at the top containing 'Dashboard', 'Bids', 'Quotes', 'Coming Soon! Activities', 'Coming Soon! Messages', and 'Responses'. Below the navigation bar is a large orange arrow labeled 'Bids'. To the right of the arrow is a 'Sort By' dropdown menu set to 'Due Date'. The main content area displays a list of bid entries. A red arrow points to the first entry, which is highlighted. The entries are as follows:

Solicitation Name	Agency	Broadcast	Due	Planholders	Action
TSEBIDVINO24.JAN01	City of Fort Pierce - Purchasing Department, Fort Pierce, AZ	1/24/2020	3/1/2020	3	Active
AA-BB-CC-DD-EE	agency2.0, Texas, FL	2/4/2020	2/29/2020	0	Active
TESTBID	agency2.0, Texas, FL				Active

Step 2

Once you are in the solicitation, you will see the Bid Details page that is standard for all solicitations

- When you are ready to submit your bid, click on “Submit E-Bid Proposal”

TESTBID

Bid Details

Agency Name: AGENCY01
Bid Number: AGENCY01
Bid ID: BIDD1234567890123456
Bid Type: BIDD - E-BID
Broadcast Date: 12/16/2022 12:00 PM Eastern
Fiscal Year: 2023
Due: 12/24/2022 12:00 PM Eastern
Bid Status Text: BIDD123456

Scope of Work

scopeofwork

Documents

Filename	Type	Date Modified	Status
file	Attachment	12/16/2022	Complete

Distribution Info

Bid Bond: None
Plan (Assignment): None
E-Bidding: 123456
Distributed By: Administrator
Distribution Method: Download (PDF)
Distribution Options: Bid has no items/ris associated with it
Project Estimated Budget: \$120,000.00
Distribution Notes: None

Publications

View Legend

Pre-Bid Conference

No Pre-Bid Conference Data Found

Commodity Code

000-000-000 Services

Submit E-Bid Proposal

Step 3

Enter information requested page-by-page and you can see what will come next via the menu bar on the left under “E-Bid Progress”

Enter “0” as your bid (proposal) amount.

(As cost proposals remain confidential until after contract award (if any), Columbus Consolidated Government will not consider proposed costs, fees, revenues, etc., that are entered directly into DemandStar.)

DEMANDSTAR

E-Bid Response

Bid Details

Agency Name: AGENCY01
Bid Number: BIDD1234567890123456
Bid Due Date: 12/24/2022 12:00 PM Eastern
Bid Opening: 12/24/2022 12:00 PM Eastern
Bid Status: BIDD123456

E-Bid Progress

- Contact Information
- Distribution Method
- Review Bid

Contact Information

Company Name: Columbus Consolidated Government
Address 1: 123 Main Street
Address 2: Suite 100
City: Columbus
State: OH
County: Franklin
Phone Number: 614.123.4567
Bid Amount: 0
Alternate Bid Amount: 0

Notes

Please bid to award contract

Submit

Step 4

After you click NEXT on the Contract Information page, you will be directed to enter the documents required.

Create one (1) file containing only the required documents listed on the "Electronic Proposal Submission Checklist" page of the specifications and upload using the "Bidder Response ALL Documents" function.

NOTE: Do not enter information using the "Supplemental Documents" function.

Due to file size limitations, please do not include the City's specification document in your uploaded response as this information is already on file. Font and page limitations may also apply.

BEST PRACTICE TIP: In some instances, multiple addenda may be issued for a solicitation. To avoid having to re-upload your firm's response file multiple times, it is **recommended** that vendors upload within five (5) business days of the due date. The City posts all documents, to include addenda, on the Finance Department Bid Opportunities web page: https://www.columbusga.gov/finance/purchasing/docs/opportunities/Bid_Opportunities.htm.

Step 5

Review Your E-Bid Response, and if everything is correct, then press "Submit Response"

You are done! And the government to which you've submitted this will download your responses and documents and see the day and time upon which you submitted your proposal.