



Lowndes County Board of Education

**Request for Qualifications
No. LCS-102317**

To Provide

Design Professional Services

For

**New Lowndes High School
Lowndes County, Valdosta, Georgia**



REQUEST FOR QUALIFICATIONS

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for

New Lowndes County High School

Lowndes County, Valdosta, Georgia

The Lowndes County Board of Education (“LCBOE” or “Owner”), on behalf of the Lowndes County School System (“LCS” or “Using Agency”), is soliciting statements of qualifications from firms interested in providing professional design services for the construction of a project known as, New Lowndes High School, located in Lowndes County, Valdosta, Georgia (“Project”). This Request for Qualifications (RFQ) seeks to identify potential providers of the above-mentioned services. Some firms that respond to this RFQ, who are determined by the Owner to be sufficiently qualified, may be deemed eligible and may be invited to interview and offer proposals for these services. All respondents to this RFQ are subject to instructions communicated in this document, and are cautioned to completely review the entire RFQ and follow instructions carefully. LCBOE reserves the right to reject any or all statements of qualifications or proposals, and to waive technicalities and informalities at the discretion of LCBOE.

1. GENERAL PROJECT INFORMATION

Project Description

This project will involve two phases. Phase 1 will be the demolition of approximately 108,000 square feet of existing structure and constructing a multi-level structure of approximately 250,000 square feet. This facility will consist of Administrative Offices, FACS Labs, Counseling suite, Drafting Lab, Technology Lab, Agri Lab, Graphic Arts Lab, Media Center, Construction Lab, classrooms and a Performing Arts Center.

Phase 2 will be the demolition of an additional approximately 61,000 square feet of existing structure.

Sustainable Design

The project is subject to the Energy Efficiency and Sustainable Construction Act of 2008 and it is the desire of the Owner to incorporate sustainable design and construction concepts in the project where feasible to do so.

Project Delivery Method

The delivery method for this Project will be Design-Bid-Build, and, as a minimum, will employ the services of a General Contractor in addition to the services of the Design Professional.

Project Budget

The preliminary stated (construction) cost limitation (SCL) for the Project is estimated to be **\$49,250,000**, which includes some site development. The final SCL may differ due to actual program requirements, funding, and other circumstances.

Project Schedule

The Design Professional's services are anticipated to commence February 12, 2018 and be completed by June 1, 2021. Design of the project including all preplanning, programming and construction documentation should commence immediately and be completed no later than February 28, 2019. Construction is expected to start June 1, 2019 with material completion occurring no later than June 1, 2021. (Note: *All of the dates indicated in this section are estimates and as such are subject to change.*)

2. DESIGN PROFESSIONAL REQUIREMENTS

The Owner is seeking the services of an architectural/engineering firm (the "Design Professional" or "DP"). The scope of the Design Professional's services at a minimum include, but is not necessarily limited to, the items outlined below:

The DP will be required to abide by all Georgia Department of Education requirements for review of design development drawings, specifications and construction documents.

Program Services. Develop and define the needs of the project based upon the owner's preliminary project program, and any other information obtained through interviews, charrettes, workshops, surveys, data gathering and operational parameters. Review, develop and document detailed requirements of the project, covering items such as project goals and objectives; design objectives; limitations and criteria; gross area and space requirements; spatial relationships; needs and options for expandability; identifying the need for special equipment and systems; site and landscaping requirements; project schedule and budget requirements. Space requirements and flow diagrams (as applicable); functional relationships, access, circulation, and flow patterns within the building and the site.

Analysis and phasing plan for the total project including school operation and flow during construction activities and separation of students and staff from construction, vehicular and pedestrian flow and access to all school functions.

Total project schedule. Provide: Cost estimate within the Stated Cost Limitation to be updated at each contractual phase of the design. Existing Site Conditions Analysis and planning for phased construction activities and operation of facilities while under construction. Measured drawings of site conditions as needed. Conceptual design. Schematic design. Design development documents. Construction documents in BIM including as minimum the architectural, structural and mechanical design. Bidding and negotiation services. Construction administration services. Interior design. Furniture, fixture and equipment and art layout, selection, bidding and negotiation, and installation administration. Signage, wayfinding & graphics design and/or selection. Structural Engineering., Civil Engineering. Mechanical, Electrical, Plumbing, Low Voltage, Fire Protection, and Communication Systems design. Detailed cost estimates. Code review and compliance. Commissioning Support. Parking/traffic design. Landscape and irrigation design. Audio/visual/IT design. Regular coordination with the Construction Professional during preconstruction, design and construction phases. Other requirements as per the Design Professional's contract. Coordination with consultants hired by the owner.

*Surveying – topo, location of structures/site utilities/trees, construction limits

*Testing Agency – geotechnical evaluation, material testing, special inspections

*Environmental (if deemed necessary) – Phase I Environmental Site Assessment, GAPA, Hazardous material testing

(*) The Design Professional will be responsible for procurement, management and coordination of additional consultants that may be needed for the project and contracted to and paid for by the owner through the selected DP at no additional charge to the owner.

The successful Design Professional will be expected to contract with the Owner in a timely manner. The offering firm shall be the primary contracting firm as the individual firm held responsible for fulfilling all contractual obligations. The primary contracting firm shall perform a minimum of 50% of the architectural design services (exclusive of engineering and specialty consultants) in-house. An associated firm (if necessary) may provide up to 50% of the architectural design services, allowing two or more architectural firms to share in the

design effort on an equal basis. The Owner does not intend to enter into “joint-venture” agreements with multiple design professional firms. In the event that two or more firms desire to joint-venture, one firm shall act as the primary firm. It is strongly recommended that one firm act as the official primary design professional firm with the remaining firm(s) serving as consultants to the primary. The Project will be constructed by a general contractor to be selected and contracted with separately by the Owner. It is expected the Design Professional will work closely with the selected contractor and any other consultants engaged by the owner and in the best interest of the Owner and the project.

3. SCHEDULE OF EVENTS

The following Schedule of Events represents the Owner’s best estimate of the schedule that will be followed. All times indicated are Eastern. The Owner reserves the right to adjust the schedule as the Owner deems necessary.

Estimated Schedule of Events	Projected Date	Projected Time
a. Owner issues public advertisement of RFQ	11-7-17	-----
b. Deadline for submission of written questions/requests for clarification (see Section 7)	11-14-17	2:00 PM
c. Deadline for submission of Statements of Qualifications (see sections 5, 8)	11-28-17	2:00 PM
d. Owner completes evaluation, posts results, and issues Notification to Finalist Firms	12-5-17	TBD
e. Owner conducts mandatory pre-proposal site-visit / conference for finalist firms	12-7-17	TBD
f. Deadline for submission of written questions from finalists	12-14-17	2:00 PM
g. Deadline for finalist firms to submit Design Team Proposal	1-5-18	2:00 PM
h. Owner begins interviews of finalist firms	1-9-18	TBD

4. SELECTION PROCESS

Selection of the Design Professional will generally follow the requirements of Georgia Code Title 50 Chapter 22. A selection of finalists firms will be made by a Selection Committee consisting of representatives of the Using Agency, and possibly other representatives designated by the Owner. The Selection Committee will receive and evaluate the Statements of Qualifications submitted in response to this Request for Qualifications (RFQ), using the following criteria:

Criteria for evaluation of Statements of Qualifications

The Selection Committee will evaluate the submittals from offerors using the following evaluation criteria:

25% Factor: Stability Firm’s stability, including the firm’s corporate history, growth, resources, form of ownership, litigation history, financial information, and other evidence of stability.

45% Factor: Experience and Qualification Firm’s relevant project experience and qualifications, including the demonstrated ability of firm in creating effective design of facilities comparable in complexity, size, and function to the one contemplated hereby. Experience with owners such as the LCBOE and/or other similarly-structured organizations. This includes relevant experience and qualifications of the principal Design Professional(s) and lead staff, and evidence of relevant competencies for this project.

30% Factor. Suitability Firm's apparent suitability to provide the required professional services for the project, including but not limited to the firm's apparent fit to the project type and/or needs of the Owner, any special or unique qualifications for the project, current and projected workloads, the proximity of office to project location, and services offered by the firm. The firm's non-discrimination policies, any affirmative action policies and or stated efforts for W/MBE inclusion will be a part of this evaluation, as will experience and proficiency with building information modeling, design of public school buildings with regard to the areas of public safety and health, accessibility for persons with disabilities and special needs, and environmental concerns.

Notice to Finalist

Once the evaluation of the Statements of Qualifications has been completed, a listing of selected finalist firms will be posted on the Lowndes County Schools Purchasing Site (bids.lowndes.k12.ga.us). Firms selected as finalists will also receive written notification from the Owner. In this notice, the Owner will request a Design Team Proposal from the firm. The Design Team Proposal shall include specific information on the firm's proposed design team for the committee to consider. Firms will be asked to provide a fees proposal prior to the interview. The fee is to be stated as a percentage of contract amount as well as detailed information for any "additional fees" if any. Copies of this information shall be sent to the Owner prior to the interview at the time specified by the Owner in the *Notice to Finalists*.

Pre-Proposal Conference / Site-Visit

A mandatory pre-proposal conference/site-visit may be scheduled by the Owner. Pertinent information pertaining to the conference/site-visit shall be included in the Notice to Finalist, with instructions regarding participant actions and activities. At the conference, all finalist firms will be given any relevant available information which has previously been developed (such as programs, studies, preliminary plans, maps, etc.) for the project. ***The Owner reserves the right to disqualify a proposer from the selection process due to a failure by a proposer to arrive for the site visit by the scheduled time. Failure to attend a mandatory site visit will automatically result in disqualification from the selection process.***

Presentation / Interviews

Each finalist firm shall be notified in writing and informed of the place and time for the interview session. Detailed interview instructions and requirements of the finalists will be provided in the Notice to Finalists. All members of the Selection Committee will be present during all of the presentations and interviews. Firms shall not address any questions, prior to the interview, to anyone other than designated Procurement Services contact.

Final Selection

Upon completion of the evaluation and interview process by the Selection Committee, the firms will be ranked in descending order of recommendation. Negotiations will then be initiated with the highest ranked firm to finalize the terms and conditions of the contract, including the fees to be paid. In the event a satisfactory agreement cannot be reached with the highest ranking firm, the Owner will formally terminate the negotiations in writing and enter into negotiations in turn with the second highest ranking firm, and so on until a mutual agreement is established and the Owner awards an architectural services contract. The actual Form of Contract shall be developed by the Owner.

5. INSTRUCTIONS FOR PREPARING STATEMENTS OF QUALIFICATIONS

Interested firms shall email one (1) electronic copy in .pdf format of the complete qualifications package to jeffhill@lowndes.k12.ga.us. Submittals must be prepared in a manner that when printed would typically fit on standard (8 ½" x 11") paper. Responses are limited to using a minimum of an 11-point font. **Total page count of the submittal must not exceed 50 pages.** Submittals that include qualifications of more than one firm shall not exceed the page limit. Emphasis should be on completeness, relevance, and clarity of content; promotional materials are not desired or encouraged. To expedite the review of submittals, it is essential that respondents follow the format and instructions outlined below.

A. Description and Resources of Firm

- A1- Provide basic company information: Company name (as would appear on a contract), address, name of primary contact, telephone number, fax number, E-mail address, and company website (if available). If the firm has multiple offices, the qualification statement shall identify and include location and information about the parent company and branch office separately. Identify the branch office that will manage this project and its proximity to the project site. Define the percentage of the firm's total staff assigned to this project that work in the branch office assigned to the project. Identify the number of years the branch office assigned to the project has been open and operational and the total number of staff currently working in this branch office location. Provide form of ownership, including state of residency or incorporation, and number of years in business. Describe if the offeror is a sole proprietorship, partnership, corporation, Limited Liability Company (LLC), or other structure?
- A2- Briefly describe the history and growth of your firm(s). Provide general information about the firm's personnel resources, including disciplines and numbers of employees and locations and staffing of offices.
- A3- Has the firm or any of its principals been involved in any litigation in the past five (5) years? Describe your experience with litigation with Owners and/or Contractors. List any active or pending litigation and explain.
- A4- Provide name of insurance carrier, types and levels of coverage, and deductible amounts per claim.
- A5- List the firm's annual revenue for each of the past 5 years.
- A6- Supply financial references and main banking references.
- A7- Has the firm ever been removed from a design services contract or failed to complete a contract as assigned?
- A8- Complete the Certification Form (*exhibit "A" enclosed with RFQ*), and provide a notarized original with response as section "A8" of the firm's Statement of Qualifications.
- A9- Complete and submit the "CONTRACTOR AFFIDAVIT UNDER O.C.G.A. § 13-10-91(b)(1)" (Exhibit "B") with response as Section "A9" of the firm's Statement of Qualifications. **Failure to submit this form with Statement of Qualifications will result in the firm being eliminated from consideration for this project.**
- A10- Complete and submit the "Disclosure Statement" (Exhibit "C") with response as Section "A10" of the firm's Statement of Qualifications.

B. Experience and Qualifications

- B1- Provide professional qualifications and description of the level of experience for principal Architect or Engineer personnel in the design of projects similar to this project, including the level of experience with design of academic facilities programs similar in nature to this project. All Consultants should provide a similar level of information particularly any specialized engineers or designers that may be on the team. (*At this stage, firms are asked for information on lead staff only, but may list qualifications and experience on more than one lead individual who is qualified and available for proposed project. If the firm is selected as a finalist, the Owner will request detailed information on the exact proposed expanded team and their relevant experience.*)
- B2- Provide information of the firm's experience on projects of similar type, size, function, and complexity. Describe no more than ten (10) and no less than seven (7) projects, in order of most relevant to least relevant, which demonstrate the firm's capabilities to perform the project at hand. For each project, the following information should be provided:
- a. Project name, location and dates during which services were performed.
 - b. Project delivery method (e.g. construction manager at risk, design-build, or design-bid-build).
 - c. Brief description of project and physical description (square footage, number of stories, site area).
 - d. Services performed by your firm.
 - e. Owner's stated satisfaction in design and service of your firm.
 - f. Owner's current contact information.
 - g. Contractor's current contact information.
 - h. Provide construction budget and final construction cost for each project.
 - i. Describe in detail the reasons for any cost increases that may have occurred (Change orders, unforeseen conditions, Owner directed scope increases, errors/omissions, etc.).
 - j.

C. Statement of Suitability

- C1- Provide any information that may serve to differentiate the firm from other firms in suitability for the project. Provide evidence of the firm's fit to the project and/or needs of the Owner, any special or unique qualifications for the project. Provide level of experience and proficiency with building information modeling. Provide current and projected workloads, the proximity of office to project location, and any services offered by the firm that may be particularly suitable for this project.
- C2- Provide W/MBE status, and any non-discrimination and affirmative action policies of the firm.
- C3- Provide evidence of experience and proficiency with design of public school buildings with regard to the areas of public safety, accessibility for persons with disabilities and special needs, and environmental concerns.

6. SUBMITTAL OF QUESTIONS AND REQUESTS FOR CLARIFICATION

It is the responsibility of each respondent to examine the entire RFQ, seek clarification in writing, and review its submittal for accuracy before submitting the document. Questions about any aspect of the RFQ or the project shall be submitted in writing (e-mail is preferable) to:

Jeff Hill, Coordinator, Facilities & Operations
e-mail: jeffhill@lowndes.k12.ga.us
facsimile: (229) 245-2269

The deadline for submission of questions relative to the RFQ is the time and date shown in the Schedule of Events (Section 3). All relevant questions and requests for clarification received by LCBOE and the corresponding responses will be posted on the **Lowndes County Schools Purchasing Site (bids.lowndes.k12.ga.us)** as an attachment to the original solicitation for services. Once the submission deadline has passed, all submissions will be final. The Owner will not request clarification from individual respondents relative to their submission, but reserves the right to ask for additional information from all parties who have submitted qualifications.

7. SUBMITTAL OF STATEMENTS OF QUALIFICATIONS

Submit one (1) electronic copy of the complete package in .pdf format via email to jeffhill@lowndes.k12.ga.us. Uploaded responses (file names) must reference the **RFQ No. LCS-102317, the firm's name, and the word "QUALIFICATIONS."** A confirmation of receipt will be emailed back.

(File Name Example: LCS-102317, ABC Company, Qualifications)

The entire submittal shall be submitted as ONE (1) file. Please do not submit individual documents or sections separately.

TOTAL PAGE COUNT OF THE SUBMITTAL MUST NOT EXCEED 50 PAGES.

ALL PAGES COUNT REGARDLESS OF CONTENT.

QUALIFICATION SUBMITTALS THAT EXCEED THE PAGE LIMIT WILL BE DEEMED NON-RESPONSIVE AND WILL NOT BE CONSIDERED BY THE SELECTION COMMITTEE.

Proposers are further reminded to include a completed CONTRACTOR AFFIDAVIT UNDER O.C.G.A. § 13-10-91(b)(1) with the Statement of Qualifications. (See Exhibit B) FAILURE TO PROVIDE THIS AFFIDAVIT WILL RESULT IN REJECTION OF PROPOSAL.

Statements of Qualifications **must be electronically received by the Owner** prior to the deadline indicated in the Schedule of Events (*Section 3 of RFQ*). Printed copies will not be accepted. A list of firms submitting responsive Statements of Qualifications will be published on the **Lowndes County Schools Purchasing Site (bids.lowndes.k12.ga.us)** within two (2) business days of the deadline for receipt. **Email replies will be sent upon receipt of submittals. Firms that do not receive confirmation email that the submittal was received are encouraged to verify with LCBOE that their submittal was received and should do so on the date they are due.** Contact Jeff Hill, 229-412-7316, for assistance or confirmation that the file was received.

8. ADDITIONAL TERMS AND CONDITIONS

Restriction of Communication

From the issue date of this RFQ solicitation until a successful proposer is selected and the selection is announced, proposers are not allowed to communicate about this solicitation or this Project for any reason with any members of the Selection Committee, the Using Agency, or LCBOE, except for submission of questions as instructed in the RFQ, or during the proposer's conference (if applicable), or as provided by any existing work agreement(s). For violation of this provision, the Owner reserves the right to reject the proposal of the offending proposer.

Submittal Costs and Confidentiality

All expenses for preparing and submitting responses are the sole cost of the party submitting the response. The Owner is not obligated to any party to reimburse such expenses. All submittals upon receipt become the property of the Owner. Labeling information provided in submittals "proprietary" or "confidential", or any other designation of restricted use will not protect the information from public view. Subject to the provisions of the Open Records Act, the details of the proposal documents will remain confidential until final award.

Award Conditions

This request is not an offer to contract or a solicitation of bids. This request and any statement of qualifications or proposal submitted in response, regardless of whether the proposal is determined to be the best proposal, is not binding upon the Owner and does not obligate the Owner to procure or contract for any services. Neither the Owner nor any party submitting a response will be bound unless and until a written contract mutually accepted by both parties is negotiated as to its terms and conditions and is signed by the Owner and a party containing such terms and conditions as are negotiated between those parties. The Owner reserves the right to waive non-compliance with any requirements of this Request for Proposal and to reject any or all proposals submitted in responses. Upon receipt and review of responses, the Owner will determine the party(s) and proposal that in the sole judgment of the Owner is in the best interest of the Owner (if any is so determined), with respect to the evaluation criteria stated herein. The Owner then intends to conduct negotiations with such party(s) to determine if a mutually acceptable contract may be reached.

Reciprocal Preference Law

For the purposes of evaluation only, a proposer that resides in the State of Georgia will be granted the same preference over proposers that reside in another State in the same manner, on the same basis, and to the same extent that preference is granted in awarding bids for the same goods or services by such other State to proposers that reside therein. For the purposes of this law, the definition of a resident proposer is one who maintains a place of business with at least one employee inside the State of Georgia. A P.O. Box address will not satisfy this requirement.

Minimum Insurance Requirements

At a minimum, the primary firm will carry liability limits of \$2 million per occurrence and \$3 million aggregate and shall have carried Errors and Omissions insurance for at least the last 5 years continuously. Subcontractors, consultants or engineers provided by the architect shall carry a minimum of liability limits of \$1 million per occurrence and \$2 million aggregate.

Joint-Venture Proposals

The Owner does not generally desire to enter into "joint-venture" agreements with multiple firms. In the event two or more firms desire to "joint-venture," it is strongly recommended that one incorporated firm propose and maintain status as the contracted lead firm with the remaining firms participating as major consultants to the lead firm.

Small and Minority Business Enterprise

It is the policy of the State of Georgia that small businesses, female-owned businesses and minority businesses have a fair and equal opportunity to participate in the State purchasing process. Therefore, the Owner encourages all small businesses, female-owned businesses and minority-owned businesses to compete for contracts to provide goods, services, and construction, and encourages contractors to solicit female-owned businesses and minority-owned businesses in procuring subcontractors and suppliers. This desire on the part of the Owner is not intended to restrict or limit competitive bidding or to increase the cost of the work. The Owner supports a healthy free market system that seeks to include responsible businesses and provides ample opportunity for business growth and development. Contractors and subcontractors who utilize qualified minority

subcontractors may qualify for a Georgia state income tax credits for qualified payments made to minority subcontractors. See Official Code of Georgia Annotated (O.C.G.A.) O.C.G.A. Section 48-7-38. For more information, please contact:

The Governor's Entrepreneur and Small Business Office
75 Fifth Street, Suite 825
Atlanta, Georgia 30308
Phone: 404.962.4071

<http://www.georgia.org/Business/SmallBusiness/>

Statement of Agreement

With submission of a proposal, the Proposer agrees that he/she has carefully examined the Request for Proposal, and the Proposer agrees that it is the Proposer's responsibility to request clarification on any issues in any section of the Request for Proposal with which the Proposer disagrees or needs clarified. The Proposer also understands that failure to mention these items in the proposal will be interpreted to mean that the Proposer is in full agreement with the terms, conditions, specifications and requirements in the therein. With submission of a proposal, the Proposer hereby certifies: (a) that this proposal is genuine and is not made in the interest or on behalf of any undisclosed person, firm, or corporation; (b) that Proposer has not directly or indirectly included or solicited any other Proposer to put in a false or insincere proposal; (c) that Proposer has not solicited or induced any person, firm, or corporation to refrain from sending a proposal.

EXHIBITS

Please use the following exhibits issued with this RFQ as some of the verbiage has been changed on the forms.

(Exhibit A)
CERTIFICATION FORM

I, _____, being duly sworn, state that I am _____(title) of _____(firm) and hereby duly certify that I have read and understand the information presented in the attached proposal and any enclosure and exhibits thereto.

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

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

I further certify that the proposer and any principle employee of the proposer have not, in the immediately preceding five years, been suspended or debarred from contracting with any federal, state or local government agency, and further, that the proposer is not now under consideration for suspension or debarment from any such agency.

I further certify that the proposer or any principle employee of the proposer has not in the immediately preceding five years been defaulted in any federal, state or local government agency contract, and further, that the proposer is not now under any notice of intent to default on any such contract or have been terminated for cause on any such contract.

I acknowledge, agree and authorize, and certify that the proposer acknowledges, agrees and authorizes, that the Owner and/or GSFIC may, by means that either deems appropriate, determine the accuracy and truth of the information provided by the proposer and that the Owner and/or GSFIC may contact any individual or entity named in the Statement of Qualifications for the purpose of verifying the information supplied therein.

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

A material false statement or omission made in conjunction with this proposal is sufficient cause for suspension or debarment from further contracts, or denial of rescission of any contract entered into based upon this proposal thereby precluding the firm from doing business with, or performing work for, the Lowndes County Board of Education.

Signature

Sworn and subscribed before me

This _____ day of _____, 20____.

NOTARY PUBLIC

NOTARY SEAL

My Commission Expires: _____

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

(FAILURE TO SUBMIT THIS FORM WILL RESULT IN THE REJECTION OF QUALIFICATIONS SUBMITTAL)

Project No. and Name: _____

Contractor*: _____

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 **Lowndes County Board of Education** has registered with, is authorized to use and used 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:

_____ (This is NOT an FEI number)
EEV / E-Verify™ Company Identification Number

_____ Date of Authorization

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 of Contractor

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: _____

*For the purposes of this affidavit only, anyone under contract with the Owner (i.e. architects, engineers, consultants, etc) is deemed a "contractor."

Exhibit C
DISCLOSURE STATEMENT

All proposers should be aware that the project you are submitting a proposal on is a public project, and the Owner (LCBOE) is a public agency. Pursuant to the laws, rules and Executive Orders of the State of Georgia, LCBOE shall make every effort to avoid even the appearance of a conflict of interest or any impropriety in both the selection process for this project and the negotiation and performance of any resulting contract. As part of any submittal you intend to make for this project, **you must include this Disclosure Statement with your submittal** that answers or addresses the following specific statements:

1. Describe any business transactions occurring within the prior two years between your firm and LCBOE, the Using Agency, or the ultimate end-user of the proposed project.

Insert Response

2. Describe any gift, hospitality, or benefit of any sort that your firm has provided to LCBOE, the Using Agency, or the end-user of the proposed project within the prior one-year period.

Insert Response

3. A *conflict of interest* or *potential conflict of interest* is defined as any action, decision, or recommendation by a person acting in a capacity as a public official, the effect of which is or could be to the private monetary or financial benefit or detriment of the person, the person's relative, or any business with which the person or a relative of the person is associated. The potential conflict of interest is viewed from the perspective of a reasonable person who has knowledge of the relevant facts. Based upon this definition, describe any conflict of interest or potential conflict of interest that your firm has with LCBOE, the Using Agency, or the end-user of this project.

Insert Response

This Disclosure Statement should be dated and signed by an authorized signator for the Proposer and submitted with the Proposer's Submittal as deliverable A10.

Name of Firm

Authorized Signature

Date