



Requests for Proposals (RFP) #21-03

Paris Business Center - Construction Manager At-Risk

Proposals Due: November 19, 2021 @2 PM EST

RFP issued by:

City of Hiawasse

Hiawasse City Hall, 50 River Street, Hiawasse GA 30546

Denise McKay, Director of Economic Development

dmckay@hiawasseega.gov

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Proposal Letter

**(FAILURE TO INCLUDE THIS SIGNED PROPOSAL LETTER AND PROPOSAL CERTIFICATION
MAY RESULT IN THE REJECTION OF YOUR PROPOSAL.)**

We propose to furnish and deliver any and all of the deliverables and services named in the attached Request for Proposals (“RFP”) for Paris Business Center - Construction Manager (CM) At-Risk, for the City of Hiawassee (“City”) for proposed fee and general conditions for the Project. The price(s) offered herein shall apply for the period of time stated in the RFP.

It is understood and agreed that this proposal constitutes a good faith offer. As such, if it is accepted in writing by the City of Hiawassee, then a contract will be negotiated by the two parties in accordance with the terms and conditions outlined in the proposal.

It is understood and agreed that we have read the City’s specifications shown or referenced in the RFP and that this proposal is made in accordance with the provisions of such specifications. By our written signature on this proposal, we guarantee and certify that all items included in this proposal meet or exceed any and all such City specifications described in this RFP. We further agree, if awarded a contract, to deliver goods and services which meet or exceed the specifications. The City reserves the right to reject any or all proposals, waive technicalities and informalities, and to make an award in the best interest of the City.

PROPOSAL SIGNATURE AND CERTIFICATION

I certify that this proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a proposal (“Proposer”) for the same materials, supplies, equipment, or services and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards. I agree to abide by all conditions of the proposal and certify that I am authorized to sign this proposal for the Proposer.

Authorized Signature for Proposer _____

Date _____

Print/Type Name _____

Print/Type Proposer Name Here _____

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Schedule of Events

EVENT	DATE
Owner issues public advertisement of RFP for a period of 30 days	October 14, 2021
In person site walk – please RSVP with Denise McKay, dmckay@hiawasseega.gov	11:00 a.m., October 27, 2021
Deadline for Receipt of Written Questions	October 29, 2021
Deadline for Posting of Written Answers to City’s Website	November 5, 2021
Deadline for submission of qualifications and proposals	2:00 p.m., November 19, 2021
Firms to advance to interview round are notified and interviews are scheduled	November 26, 2021
Owner completes evaluation, posts results, and issues notification to finalist firm	December 3, 2021

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Background and Purpose of Request for Proposals

The Hiawassee Economic Development Department seeks to transform two dilapidated buildings at 71 Main Street and 79 Main Street into the Paris Business Center, which will be home to start-up businesses and entrepreneurial development. The project will create jobs, develop successful entrepreneurs, train workers, and provide space for a restaurant and two retail shops. It will catalyze development in downtown Hiawassee, motivate existing businesses to reinvest in their property, and make the area more attractive to business investors and to tourists.

The project focuses on areas critical to the community's vision, as articulated in the 2018 Downtown Strategic Plan. It will capitalize on the community's small-town character, location, and natural amenities; beautify downtown; and diversify the commercial core with new businesses.

The Hiawassee Economic Development Department is focused on improving economic conditions in the area. It knows that investing in the Paris Business Center will help it develop a diverse business mix which fosters economic security. In addition, the Center will give tourists a refreshing and interesting place to go when they are on their way to and from the beautiful recreation amenities in the area.

The Architect has completed the design through Schematic Design, and those documents are made available to prospective bidders to assist in the development of the RFP response.

A Structural Stabilization Scope of the two existing buildings was completed in September 2021. The stabilization work included but was not limited to the following:

Building A

- Temporary supports for Level 2 floor
- Roof repair
- Wall shoring at front of Building A

Building B

- Minimal wall bracing and wall repair
- Roof repair
- Temporary supports for roof

A walk-through video of the properties is available at:

<https://www.hiawasseega.gov/index.php/business/rfp-videos/324-pbc-rfp-video-october-2021>

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Section 1 – Project Information

A. Request for Qualifications and Proposals

- a) The City of Hiawassee (City) is soliciting Requests for Proposals from firms interested in providing Construction Manager At-Risk and general construction services for the project known as Paris Business Center Construction Manager At-Risk ("Project"). Firms that respond to this RFP, and who are determined by The City of Hiawassee to be sufficiently qualified, may be deemed eligible, invited to interview, and offered proposals for these services. All respondents to the Request for Proposals (RFP) are subject to instructions communicated in this document, and are cautioned to completely review the entire RFP and follow instructions carefully. The City of Hiawassee reserves the right to reject any or all RFP responses, and to waive technicalities at the discretion of the Mayor.
- b) There will be no mandatory pre-proposal conference associated with this RFP.
- c) The cost for preparing this proposal is the sole responsibility of the Construction Manager. The City will not provide reimbursement for said costs. The City will hold all proposals in strict confidence.
- d) Proposers failing to comply with these instructions may be subject to scoring reductions. The City may also choose not to evaluate, may deem non-responsive, and/or may disqualify from further consideration any proposals that do not follow this RFP format, are difficult to understand, are difficult to read, or are missing any requested information.
- e) Regardless of cause, late proposals will not be accepted and will automatically be disqualified from further consideration. It shall be the Proposer's sole risk to assure delivery to the Director of Economic Development by the designated time. Late proposals will not be opened and may be returned to the Proposer at the expense of the Proposer or destroyed if requested.
- f) While the City has every intention to make an award as a result of this RFP, issuance of the RFP in no way constitutes a commitment by the City to award and execute a contract. Upon a determination such actions would be in its best interest, the City, in its sole discretion, reserves the right to:
 - i. Cancel or terminate this RFP at any time. A notice of cancellation will be issued on the City's website. If the RFP is cancelled, the City will not reimburse any Proposer for the preparation of its proposal. Proposals may be returned upon request if unopened;
 - ii. Reject any or all proposals received in response to this RFP;
 - iii. Make a contract award, based directly on the proposals received, determined to be in the best interest of the City, in its sole discretion;
 - iv. Enter into further discussions with one or more Proposers;
 - v. Waive and/or amend any undesirable, inconsequential, or inconsistent provisions/specifications of this RFP which would not have significant impact on the proposal;
 - vi. Not award if it is in the best interest of the City of Hiawassee; or
 - vii. Terminate any contract if the City determines adequate funds are not available.

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B. Project Scope

The scope is to provide Construction Manager (CM) At-Risk Services for two historic buildings, a total of 5,840 square feet, at 71 Main Street and 79 Main Street.

I. Preconstruction Services Scope

Preconstruction Services are to be included in the project scope:

- a) CM shall assign a Project Executive or Project Manager responsible for overseeing and coordinating the activities of all facets of the Construction Management effort.
- b) CM shall assign a Preconstruction Manager supported by an estimating staff to manage the cost estimating associated with the design process.
- c) CM shall provide a preliminary cost estimate of the Schematic Design documents and a subsequent, more detailed estimate of the forthcoming Design Development documents.
- d) At the conclusion of Construction Documents, an estimate shall be prepared and revised until an acceptable budget is established with the Owner.
- e) The CM's primary responsibility is to continuously review the construction documents to identify elements that are outside budget parameters.
- f) If an element is identified which exceeds the budget, the CM is then expected to do the following:
 - Immediately report issue to design team.
 - Search for alternative materials and systems to reduce cost of elements.
 - If value engineering is unacceptable to Owner, the CM is expected to search for other elements of the project that can be reduced in cost to offset the over-budget item.

Note: Preconstruction Services Manager is to support and assist the designer in making the design fit the budget, not just identify over-budget items.

- g) The CM shall distribute reports of this process to design team.
- h) Simultaneously, during this process, subcontractors shall be pre-qualified and interest in the project solicited to assure a comprehensive and competitive bidding process.
- i) The CM shall develop a critical path schedule, which includes milestones that the Construction Management team must meet to allow for adequate subcontractor bidding time and assure timely start of the Project.
- j) As portions of the construction documents are completed, the CM will begin converting the target budget cost to a Guaranteed Maximum Price.
- k) At 100% completion of construction documents, the CM will competitively bid project work categories to multiple subcontractors (at least three in each discipline).

Note: The CM will share all subcontractor bids, and all other pertinent cost information with Owner's Representative, and Owner's Representative shall confirm low bidder's acceptability.

During the "value engineering" effort in the preconstruction phase, the CM shall alert the Owner of any diminishment in quality or longevity of substitute construction methods and/or materials.

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II. Construction Scope

The Construction Scope for the Project is outlined below. It is expected that during the preconstruction process, the CM will work with the Owner and design team as listed above in the Preconstruction Services scope:

Building A is a two-story, is 3,560-square-foot building in disrepair. It will be renovated to house two small retail spaces at street level to be used for start-up commercial enterprises. At the rear of the building will be conference rooms and a break area for the business incubator. Upstairs will be three additional conference rooms and a break room which will also be used by the business incubator. Outside on the second floor will be an open air bar and seating area for 50 people which will be operated by the restaurant tenant in Building B. This outdoor seating area will have a spectacular view of the mountains.

Building B is 2,280 square feet and will house a new restaurant. It will have a kitchen and a bar which will be fitted out by the tenant. The floor on the north half of the building will be raised so that the entire building is at sidewalk level to eliminate ADA ingress noncompliance. The indoor dining area will seat up to 50 people at tables and the bar. A new outdoor 465-square-foot patio will seat up to 32 people, and a decorative wood slat screen will block the prefab metal building behind. There will be an exterior stair and dumbwaiter to serve the neighboring roof deck dining area on Building A.

Both buildings will receive new metal awnings and signage, new windows and doors that match the historic character, and new flat roofs to replace the non-historical gable roofs. The brick on both buildings will need to be repaired and repointed. Both buildings require extensive structural work including a new roof structure, partial or completely new floor systems, and foundation work.

Due to the decades of neglect and new building codes, both buildings also need new mechanical, electrical and plumbing systems. New bathrooms, new HVAC systems and all new electrical systems will be installed. Building B and the retail spaces in Building A will be white box, but the retail spaces in Building A will be fitted out to be move-in ready for potential tenants. The space in Building A will be used by the business incubator and will be fully finished. Both buildings will receive fire alarm systems and be fully sprinklered.

The site work around the buildings is fairly minimal. A grease trap will be installed underground in the plaza. The plaza will be softened with crushed aggregate zones for tables, chairs, and planters. A new concrete ramp and walkway will bring people down 6 inches from the sidewalk elevation to the sunken plaza.

To maximize space, the existing stairs will be relocated to the back of the building. The retail spaces will each have an entrance directly out onto the plaza. The business incubator will have its own entry off of the alley. This alley will have a concrete walkway to be poured at the plaza elevation. Planters, string lights, murals, and branded graphics will guide users to

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this entrance. The building roofs will drain to a pipe drainage system that will let water out into bioswales at the rear of the property.

Proposer is to refer to the provided architectural plans and engineering narratives for the full scope of work.

- **Exhibit A - Paris Business Center - Drawings.pdf**
- **Exhibit B - Paris Business Center - Narratives.pdf**

C. Project Delivery Method

The Project will be designed and constructed utilizing a Construction Management At-Risk approach to the work. The Construction Manager will be involved immediately upon its selection, following the Scope outlined in Section 1, B. I (Preconstruction Services Scope).

The Construction Manager will assist the Owner and Architect during the pre-construction activities including costing; review of documents for means and methods, and constructability; and participation in value engineering and cost reduction activities. However, the periodic design, cost, and value engineering review would be a collaborative effort involving the selected Construction Manager and other team members to ensure that construction costs conform to budgets and to enable the Construction Manager to commit to a Guaranteed Maximum Price, hereafter GMP. The Construction Manager would be charged with the lead in organizing, scheduling, pricing, and coordination of the construction.

In the event that all efforts are exhausted, and the budget is not achieved by the selected Construction Manager, the Owner will have the option to competitively bid the Project with a group of Owner-selected General Contractors.

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Section 2 - Instructions for RFP

A. RFP Submission

All firms responding are cautioned to read this RFP carefully for understanding. If there are questions pertaining to this RFP, request clarification from Owner. The Proposer should examine all documents and requirements of the services requested to become fully informed. Failure to examine these areas will not relieve the successful Proposer of its obligation to furnish all products and services necessary to carry out the provisions of the contract. After RFPs have been submitted, the Proposer shall not assert that there was a misunderstanding concerning the quantities of work or of the nature of the work to be done.

B. Firm Qualifications

To be deemed eligible for evaluation, firms must meet the following minimum qualifications and provide proof of compliance in their RFP response:

Minimum Qualifications Required

- a) The firm or its principals are not currently ineligible, debarred, suspended, or otherwise excluded from bidding or contracting by any state or federal agency, department, or authority.
- b) The firm or its principals have not been terminated for cause or currently in default on any public works contract.
- c) Firm must have sufficient bonding capacity for anticipated total cost of work. Only those sureties listed in the Department of Treasury's Listing of Approved Sureties are acceptable to the Owner. At the time of issuance, all insurance and bonds must be issued by a company licensed by the Georgia Insurance Commissioner to transact the business of insurance in the State of Georgia for the applicable line of insurance. Such company shall be an insurer (or, are qualified self-insured or group self-insureds, and may have purchased specific excess insurance coverage within statutory limits) with an A.M. Best Financial Strength rating of "A-" or better and an A.M. Best Financial Size Category of Class V or larger.
- d) Firm must have a current Contractor's Public Liability Insurance policy, and must be insurable in the following amounts: Bodily injury, including death- limits of \$1,000,000 for each accident. Property damage- limits of \$2,000,000 for each accident and \$3,000,000 for the aggregate of operations. (The Owner reserves the right to require additional limits and/or coverage for actual contract.)
- e) Firms must have all necessary, valid and current licenses to do business in the State of Georgia.
- f) Firm must demonstrate sufficient cash flow to undertake the project.
- g) The firm must demonstrate a commitment to safety with regard to Worker's Compensation.

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Proposer is to submit the following information for evaluation of firm qualifications.

Qualifications Submittal Format

- a) Letter of Interest: A letter executed by a principal of the CM firm committing to the requirements specified in this Request. Provide a brief summary of the firm's experience and capabilities in related endeavors with public agencies and why you are interested in this project. Provide an explanation of what differentiates your team as the best candidate for this project.
- b) Description of Firm: Provide basic company information including name of firm; street address, mailing and e-mail addresses; phone and fax numbers; and the name of a primary contact in regard to this submittal. Provide the number of years the firm has been in business, form of ownership, and state of incorporation. If the firm has multiple offices, the RFP submittal should primarily include information about the office that will perform the work.
- c) Experience – Adaptive Reuse: Provide examples of specific project experience in historic preservations and/or adaptive reuse including experience relevant to the type of project to be constructed. Describe two to three roughly equivalent projects that demonstrate the firm's capabilities to perform the project at hand. For each project, the following information should be provided:
 - a. Project name and dates during which the project was constructed.
 - b. List the Development Team - Owner/Developer, architect. Include contact information for each.
 - c. Total project cost.
 - d. Project location and governing municipality.
 - e. Physical description (square footage, photo depiction, scope of work, techniques used, drawings, and/or efficacy reports).
 - f. Brief description of project services provided by the Proposer.
 - g. General description of construction methods, including foundation type, structural framing, and ancillary development (retail, recreation, parking structures, etc.).
- d) Experience - General: Provide examples of specific projects that demonstrate your company's capability in performing any type of project. Provide up to ten (10) projects that demonstrate the firm's capabilities to perform the project at hand. For each project, the following information should be provided:
 - a. Project name and dates during which the project was constructed.
 - b. List the Development Team - Owner/Developer, architect. Include contact information for each.
 - c. Total project cost.
 - d. Project location and governing municipality.
 - e. Physical description (square footage, photo depiction, scope of work, techniques used, drawings, and/or efficacy reports).
 - f. Brief description of project services provided by the Proposer.
 - g. General description of construction methods, including foundation type, structural framing, and ancillary development (retail, recreation, parking structures, etc.).

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- e) References: Include one to two references for each project mentioned above. Provide the name, address, telephone number, and e-mail address of each contact. Explain the role the contact played in the project and how closely the contact worked with your firm.
- f) Personnel: Provide general information about the firm's personnel resources, including classifications, number of employees, locations and staffing of offices. Summarize the qualifications, experience, education, background information, and other significant information for each proposed key member of the team.
- g) Local and Minority Participation and Outreach Program: Describe your firm's program and/or policies in regard to local and minority participation and non-discrimination, including the firm's history of Minority and Women Owned Business Enterprise (MIWBE) participation.
- h) Financial Information: Supply financial and main banking references. List the firm's total annual billings for each of the past three calendar years. What percentage of your firm's work has been negotiated during the past three years? Has the firm ever failed to complete, or been removed from any project that it has been awarded? The CM selected will be required to provide a 100% performance and payment bond for the entire amount of the cost of construction; confirm your ability to meet this requirement and provide your firms' bonding rate for a project of this value.

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C. Project Proposal

Proposer is to carefully review the exhibits and Project Scope description to provide the following information.

1. Please submit your proposed Fee and General Conditions using the attached **Exhibit C - Fee and General Conditions Proposal Summary**.
2. Preliminary milestone Construction Schedule for the Project based on the GC's experience with similar projects. We would like this schedule to be representative of a well-coordinated team effort. Schedule should indicate durations for:
 - a. Construction Drawings (including final GMP costing).
 - b. Permitting.
 - c. Construction (show key milestones, and procurement of major components, such as structural procurement, etc.).
 - d. Close-out and Punch List.

D. Agreement

The Standard Form of Agreement Between Owner and Construction Manager as Constructor (annotated) is attached hereto as **Exhibit D - A133-2019**. Please review this Form of Agreement and indicate your acceptance of this agreement. The Owner requires the Agreement to be implemented per the terms of the boilerplate, unless there are some unique conditions associated with this Project. Regarding the specific terms of the contract, please provide the following:

1. Provide the legal name of your company to appear on the contract, your address, and the company officer who will execute the document.
2. Labor burden percentage to be included in the contract document for your own forces.
3. Markup for combined overhead and profit for change orders.

Because this project is funded in part by an Appalachian Regional Commission (ARC) grant, any unutilized funds will revert back to the ARC. Please indicate your acceptance of these terms.

E. RFP Submittal Format

Submit Firm Qualifications, Full Cost Proposals, and Proposed Construction Schedule as instructed below.

The Proposer is to ensure that all requested information and exhibits have been provided in full. Information should be focused on relevant experience and qualifications appropriate to this project. Submit one electronic document (pdf format). Document size is to be under 10MB.

Please submit your response prior to 2:00pm, November 19, 2021, in electronic form to:

dmckay@hiawasseega.gov

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City of Hiawassee
Denise McKay, Director of Economic Development
Hiawassee City Hall
50 River Street
Hiawassee GA 30546

Section 3 – Evaluation Criteria

Selection of the General Contractor (GC) will be a multi-step process.

After receiving the digital RFP submissions, the Selection Committee will review the proposals and select three to five semifinalists. The Selection Committee will schedule and conduct interviews with the semifinalists. Then, the Selection Committee will carefully evaluate all information and select the finalist.

A. Selection Criteria

Criteria for the evaluation are listed below:

10% Factor} Stability of the firm. This shall include the documented financial viability of the firm, the firm's years of successful operation, stability of management structure and Ownership, active litigation and litigation history, proven ability to consistently gather resources for projects similar to the Paris Business Center project in size, type, complexity, and location.

25% Factor} Skill of proposed staff. An evaluation of how well the proposed design and construction team demonstrates the skills and competence in design and construction and of its understanding of the Owner's overall goals for the project.

15% Factor} Firm's relevant project experience and qualifications, including the demonstrated ability of the firm in effective management of design and construction pertaining to similar facilities of comparable complexity, size, and function, for Owners such as other municipalities and other similarly-structured organizations. This includes relevant experience and qualifications of the firm's principal Owner, Project Manager, and Superintendent.

10% Factor} Firm's suitability to provide construction for the project, including the firm's apparent fit to the project type and/or needs of the Owner, any unique qualifications for the project, current and projected workloads, the proximity of office to project location, non-discrimination policies, and record of addressing public safety, environmental concerns, and special services. Points will also be awarded based on a firm's commitment to hiring local workers and subcontractors.

30% Factor} Proposed Fee and General Conditions will be evaluated by the Selection Committee for compatibility with project goals. The lowest proposed fee and general conditions is awarded 30 points. Higher fees and general conditions will be scored on a pro rata basis.

10% Factor} Proposer's responses to various interview panel questions.

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B. Finalist Notification/Award

The name of the firm selected as finalist will be posted on the Georgia Procurement Registry. The Owner will contact the firm selected as finalist and coordinate a time to discuss and potentially negotiate services. Negotiations may then be initiated with the firm to finalize the terms and conditions of the contract, including the fees to be paid. In the event a satisfactory fee agreement cannot be reached with the highest scoring firm, the Owner will formally terminate the negotiations in writing and enter into negotiations in turn with the second highest scoring firm, and so on until a mutual agreement is established and the Owner awards a contract. The actual Form of Contract shall be developed by the Owner.

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Appendix A – Scope Documentation

Exhibit A: Paris Business Center - Architectural and Structural Drawings

Exhibit A - Paris Business Center - Drawings.pdf

Exhibit B: Paris Business Center Narratives

Exhibit B - Paris Business Center - Narratives.pdf

Appendix B – Project Delivery

Exhibit C: Fee and General Conditions Proposal Summary

Exhibit C - Paris Business General Conditions Matrix.xlsx

Exhibit D: AIA A133 GMP Amendment

Exhibit D - AIA A133 GMP Amendment.pdf

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Appendix C – Required Forms

Exhibit E: 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 principal 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 principal 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 the City of Hiawassee 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 the City of Hiawassee may contact any individual or entity named in the Request for Proposals for the purpose of verifying the information supplied therein.

I acknowledge and understand the successful Proposer will be required to certify compliance with the Immigration Reform Act of 1986 (IRCA), D.L. 99-603 and the Georgia Security and Immigration Compliance Act OCGA 13-10-90 et seq., by meeting or having complied with the provisions in the Act and by executing any affidavits required by the rules and regulations issued by the Georgia Department of Labor set forth at Rule 300-10-1-.01. Contractor will also be required to warrant that Contractor has included a similar provision in all written agreements with any subcontractors engaged to perform services under this Contract.

I acknowledge and agree that all of the information contained in the RFP response is submitted for the express purpose of convincing the Owner that the Proposer meets or exceeds all proposal requirements and qualifies for the contract award.

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 State of Georgia. In addition, such false statement or omission may subject the person and entity making the proposal to criminal prosecution under the laws of the State of Georgia of the United States, including but not limited to O.C.G.A. §16-10-20, 18 U.S.C. §§1001 or 1341.

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Name and Title of Proposer or Proposer's Representative

Signature of Proposer or Proposer's Representative

Sworn and subscribed before me

This ____ day of _____, 20__.

Printed Name of NOTARY PUBLIC

Signature of NOTARY PUBLIC

NOTARY SEAL

My Commission Expires: _____

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Exhibit G: Disclosure Statement

All proposers should be aware that the project you are submitting a proposal on is a public project, and the Owner (the City of Hiawassee) is a public agency. Pursuant to the laws, rules and Executive Orders of the State of Georgia, the City of Hiawassee 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 (from the date of application) between your firm and the City of Hiawassee, 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 the City of Hiawassee, the Using Agency, or the end-user of the proposed project within the prior one-year period (from the date of application).

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 the City of Hiawassee, 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 RFP.

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Name of Firm

Authorized Signature

Date