



City of Dublin, GA

Request for Qualifications

To Provide

Construction Manager at Risk Services

For

Springdale Park Improvements

Dublin, Georgia

RFQ # 25-0829-01

Issue Date August 29, 2025

Due Date: October 1, 2025

REQUEST FOR QUALIFICATIONS
CM at Risk Services for
Springdale Park Improvement
Dublin, GA

The City of Dublin, as the “Owner,” is seeking Statements of Qualifications from **experienced firms** interested in providing **Construction Manager at Risk (CM At-Risk)** services for a project known as **Springdale Park Improvements, Dublin, GA**. This Request for Qualifications (RFQ) seeks to identify the most qualified potential providers of the above-mentioned services. Some firms which respond to this RFQ, and who are determined by the Owner to be especially qualified, may be deemed eligible and may be invited to interview for these services. All respondents to this RFQ are subject to the instructions communicated in this RFQ. The City of Dublin reserves the right to reject any or all statements of qualifications, and to waive technicalities and informalities at the discretion of the City of Dublin.

1. GENERAL PROJECT INFORMATION

It is envisioned that the Owner will best be served by the employment of the services of a **CM At-Risk (CMAR)** for the project.

Three to five firms that respond to this RFQ by submitting statements of qualifications may be determined to be especially qualified and capable of delivering services and may be deemed eligible for further consideration to provide these services as the “CMAR” and invited to interview for these services. All respondents to this RFQ are cautioned to completely review the entire RFQ and follow instructions carefully. The City of Dublin reserves the right to reject any or all statements of qualifications, and to waive technicalities, irregularities, and informalities, and retains the right to cancel or conclude this procurement at any time without selecting a firm to provide the described services, without any liability to any respondents, or any other person or entity, and is under no obligation to make an award relating to this RFQ to any person or entity. The final terms of any CMAR Agreement for the project contemplated by this procurement will be determined by the Owner, subject, in all cases, to strict compliance with the applicable provisions of the laws of the City of Dublin.

Project Description

Springdale Park

After going through a year-long master planning process for all City Parks, the Mayor and Council adopted a Master Plan, which included an overhaul of Springdale Park. The Parks Master Plan is incorporated herein by reference and may be found on the City’s Website here: [Dublin City Parks Master Plan](#). The Parks Master Plan includes conceptual renderings for the improvements to Springdale Park that are being provided for historical reference. Since the adoption of the Parks Master Plan, the Owner engaged the services of Orion Planning and Design to further refine the concepts.

Currently, Thomas and Hutton Engineering firm out of Savannah, Georgia and Orion Planning and Design, (Design Professionals), have been engaged for engineering and design services to develop schematic and construction design documents for implementation by a CMAR. The City’s goal is to bring on a CMAR for input and collaboration during this final design stage of the process in the park’s development to bring practical and professional feedback on the design. Springdale Park is a City owned park of approximately 35 acres that currently has programmed areas and open spaces. The park property includes a wetland area that has been determined to be non-jurisdictional by the United States Army Corps of Engineers, as indicated on the attached [here](#) and a small pond that has been constructed on site to provide an amenity for the park as well as address stormwater issues in the area.

Renovation and Improvements contemplated for the Project include, but are not limited to: demolition of existing conflicting structures and features; construction of new programmed areas such as, dog parks, nature trails, walking paths, pickleball courts, tennis courts, basketball courts, baseball fields, soccer and football fields, pump track, playgrounds, skate park, and obstacle course. In addition, new facilities for office space, storage, bathrooms, pavilions, dock, parking and drainage improvements will be included in the project.

Springdale Park Address

Project Delivery Method

The delivery method for this Project will be construction manager at-risk (CMAR) who will work with Owner and Design Professionals on the project for successful delivery.

Project Budget

The project budget is estimated to be \$9,000,000. The Owner expected that 100% of project cost savings, including contingencies, will be turned over to the Owner no later than substantial completion of the project

Project Schedule

Although a final schedule has not been established, the Owner is currently working with the Design Professionals on the schematic design phase in order for construction to begin as soon as possible. If required, an early release package may be utilized. The successful **CMAR** will be responsible for developing the construction schedule and coordinating activities to accomplish completion of the project within a specified period of time as approved by the Owner.

Construction Management at Risk Service Requirements

The contract with the selected CMAR will include providing preconstruction services during the project's design phase and ultimately constructing the Springdale Park Improvements. The prospective CMAR will provide preconstruction services which may include technical review, cost verification, cost evaluation, value engineering, schedule development, and schedule evaluation. The CMAR will be expected to work collaboratively with the City and its Design Professionals to develop detailed construction cost estimates at the Schematic Design and Design Development milestones, and then provide final Guaranteed Maximum Price (GMP) upon completion of Construction Documents. The CMAR will be responsible for managing all facets of construction. The CMAR will be responsible for all methods of construction, safety, and for coordination of all contracts required to complete the project within budget and schedule.

2. QUALIFICATIONS REVIEW PROCESS

Selection of the **CMAR** will be a multi-step process. The City of Dublin reserves the right to reject any or all statements of qualifications, and to waive technicalities and informalities at the discretion of the City of Dublin.

Qualification Ranking is initiated with this **RFQ**, which is issued for the purpose of acquiring Statements of Qualifications from prospective CMAR firms. A selection of finalist firms will be made by a Selection Committee consisting of representatives of the Owner. The Selection Committee will review Statements of Qualifications submitted in response to this RFQ. To be deemed eligible for evaluation, firms must meet the following minimum qualifications:

Minimum Qualifications Required

- The firm or its principals have not been terminated for cause or currently in default on any public works contract (See Exhibit A).
- Firm must have sufficient bonding capacity for the anticipated total cost of work (**\$9,000,000.00**). Only those sureties listed in the Department of Treasury's Listing of Approved Sureties (Department Circular 570) 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-insurers or group self-insureds, a specific excess insurer providing 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.
- 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 \$4,000,000 for the aggregate of operations. (The Owner reserves the right to require additional limits and/or coverage for actual contract.)
- Firms must have all necessary, valid and current licenses to do business in the State of Georgia.
- Firm must demonstrate sufficient cash flow to undertake the project as evidenced by a current ratio (assets/liabilities) of 1.0 or higher.
- The firm must demonstrate a commitment to safety with regard to Worker's Compensation by having an Experience Modification Rate (EMR) over the past three years of 1.2 or less (Each of the last three years shall be 1.2 or less).

The Selection Committee will then evaluate the submittals, which have met the above minimum qualifications. Criteria for the evaluation are listed below:

Criteria for evaluation of Statements of Qualifications

15% Factor} Stability of the firm.

40% Factor} Firm's relevant project experience and qualifications.

25% Factor} Firm's suitability for the project,

20% Factor} Firm's management plan to provide CMAR services for the project.

Final CMAR Selection will be initiated by invitation to selected finalists to submit Project and Fee Proposals as instructed in the **RFQ**. Finalist presentations/interviews will also be conducted by the Owner. The successful CMAR will be determined from the interviews by finalists.

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.

Schedule		
A. Owner issues public advertisement of RFQ	8/29/25	
B. Deadline for submission of written questions and requests for clarification	9/24/25	2:00pm
C. Deadline for submission of Statements of Qualifications	10/01/25	2:00pm
D. Owner completes qualification evaluation and determines finalist firms	10/03/25	
E.	10/03/25	
F. Owner conducts Pre-Interview Site Visit for finalists	TBD	TBA
G. Owner interviews finalist firms and Fee Proposals due	TBD	TBA

4. 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. 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. Questions about any aspect of the RFQ or the project, shall be submitted in writing (e-mail) to:

David Sawyer, Purchasing Director, e-mail: sawyerd@dublinga.org

The deadline for submission of questions relating to the RFQ is the time and date shown in the Schedule of Events. All relevant and significant questions that have been submitted in writing prior to the deadline will be compiled, and answers will be posted.

5. INSTRUCTIONS FOR PREPARING STATEMENTS OF QUALIFICATIONS

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 single-sided, or 25 pages double-sided.** 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. To expedite the review of submittals, it is essential that respondents follow the format and instructions outlined below.

For the electronic submittal (.pdf) the submitted responses (file names) must reference the RFQ # 25-0829-01, the **firm's name**, and the word "**QUALIFICATIONS.**"

(File Name Example: ABC Company- Springdale Park Improvements Qualifications-RFQ # 25-0829-01)

The entire submittal .pdf shall be submitted as ONE (1) file. Do not submit individual documents or sections separately.
RFQ #25-0829-001 – Springdale Park Improvements for City of Dublin

The thumb drive and the printed bound copies must be received in a sealed envelope plainly marked "Statement of Qualifications for Springdale Park Improvements" with the provided sealed bid label attached to the outside of the envelope

**STATEMENT OF QUALIFICATIONS
(DELIVERABLES "A", "B", "C" and "D" FOR ALL FIRMS)**

A. Description and Resources of Firm

- A1- Provide basic company information: Company name, 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 include information about the parent company and branch office separately. Identify office from which project will be managed and this office's proximity to the project site. Provide form of ownership, including state of residency or incorporation, and number of years in business. Is the offeror a sole proprietorship, partnership, corporation, Limited Liability Corporation (LLC), joint venture, or other structure? For joint venture entities that have not undertaken at least two projects together, each firm should submit its qualifications separately.
- A2- Briefly describe the history and growth of your firm(s). Provide general information about the firm's personnel resources, including disciplines and numbers and classifications of employees, and locations and staffing of offices.
- A3- Has the firm been involved in any litigation in the past five (5) years? Describe your experience with litigation with Owners and any other construction project-related litigation. List any active or pending litigation and explain.
- A4- List the firm's annual revenue for the past 5 years and supply main financial and banking references.
- A5- Has the firm ever been removed from a contract or failed to complete a contract as assigned? Provide a statement of disclosure to allow the Owner to evaluate any possible conflicts of interest.
- A6- The firm, in order to be deemed eligible for evaluation, must provide supporting documentation asserting that the firm meets the minimum qualifications required for this project
 - a. Firm has sufficient bonding capacity for anticipated total cost of work and our surety and insurance companies are in the current Department of Treasury's Listing of Approved Sureties (Department Circular 570). All insurance and bonds will be obtained through 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. The company is an insurer (or qualified self-insurers or group self-insureds, a specific excess insurer providing statutory limits) with an A.M. Best Financial Strength rating of "A-" or better with an A.M. Best Financial Size Category of Class V or larger. Provide a letter or other supporting documentation from your firm's surety indicating the firm has a bonding capacity of **\$9,000,000.00**.
 - b. Firm has sufficient cash flow to undertake the project as evidenced by a current ratio (assets/liabilities) of 1.0 or higher. Provide a statement evidencing your current ratio.
 - c. Firm demonstrates a commitment to safety with regard to Worker's Compensation by having an Experience Modification Rating (EMR) of 1.2 or less. Provide evidence from your firm's carrier on their letterhead of your firm's EMR.
- A7- Complete the Certification Form (Exhibit A), and provide a notarized original with response as section "A7" of the firm's Statement of Qualifications.
- A8- Complete and submit a "CONTRACTOR AFFIDAVIT UNDER O.C.G.A. § 13-10-91(b)(1)" (Exhibit B) with response as Section "A8" 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.**
- A9- Complete and submit the "Disclosure Statement" (Exhibit C) with response as Section "A9" of the firm's Statement of Qualifications.

B. Experience and Qualifications

B1- Describe your firm's proposed organization for the project. Provide professional qualifications and description of experience of team members as outlined below (or similar roles) and percentage of each person's time to be committed to this project. Include an organizational chart showing detailed lines of responsibility and accountability for your team.

- a. Project Executive/Director
- b. Project Manager
- c. Superintendent
- d. Cost Estimator
- e. Specialty Contractor
- f. Other (please describe, if applicable)

Specialty contractors should have experience in providing complete site analysis, public consultation, conceptual through fully engineered design, and construction of these scopes of work.

B2- Identify the individual who, *from project start to finish*, will be the leader of your CMAR team and the principal point of contact between your firm and the Owner, and other consultants. Provide detailed information on the qualifications of this individual and the direction, authority, and management tools that will be provided to the individual by the firm. This individual's competence, his/her leadership, and his/her ability to achieve *customer satisfaction* will be heavily considered in the selection of a CMAR firm.

B3- Identify any consultants or engineers that will be part of your team.

B4- Provide information on the firm's experience on projects of similar size and complexity (similar type as the incumbent project). Special consideration will be given to design, construction, and consultant experience with public parks, particularly experience with amphitheaters, pavilions, and natural/alternative playscapes. Describe no more than five (5) and no less than three (3) 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. Brief description of project and physical description (square footage, contract value, number of stories, site area, etc.).
- c. Services performed by your firm.
- d. Describe the project delivery method (i.e. Design-Build, Design-Bid-Build, CMAR).
- e. Describe firm performance relative to schedule and budget.
- f. List team members involved in the delivery of the projects.
- g. Respective Owner's stated satisfaction in design/renovation/construction and service of your firm.
- h. Provide any Owner-written letters of reference/recommendation about the firm's performance on the project.
- i. Owner contact information.

C. Statement of Suitability

C1- Provide any information that may serve to differentiate the firm from other firms in suitability for the project. Suitability may include, but is not limited to, the firm's fit to the project 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 any techniques or methodologies offered by the firm that may be particularly suitable for this project type.

C2- Provide non-discrimination policies and describe the firm's record and methodologies of addressing public safety, social, environmental, or other related concerns.

C3- Provide information on any special services offered by the firm that may be available for this project.

C4- Describe your recent experience with CMAR projects. Describe your previous experience working with your selected design team member.

D. Management Plan

- D1- Describe your process for efficiently resolving issues and maintaining the project commitments working collaboratively with the Owner. Provide specific examples demonstrating your ability to solve complex project issues related to renovation/construction without compromising your team commitments.
- D2- Provide your detailed cost management plan for controlling costs on this project within the stated cost limitation during design and construction. Describe your systems and procedures for controlling costs during design and construction.
- D3- Provide your detailed change management plan for managing cost and schedule exposures within the stated limitations.
- D4- Provide your procurement and workforce plan including details on your plan to assure local contractor opportunity. Describe how your firm intends to arrange the construction into bid packages in order to reach the Owner's schedule and budget objectives.
- D5- Provide your detailed schedule management plan, for this project, during design and construction. Describe systems and procedures your firm uses to manage the project schedule. Describe alternatives that may be explored to shorten the schedule.
- D6- Provide your detailed subcontractor management plan including contract document compliance procedures, project accounting procedures, and issue resolution.
- D7- Provide your closeout management plan for this project. Describe your systems and procedures for your closeout plan.
- D8- Provide your detailed plan for applying any services identified in Section II not specifically requested by the Owner. Explain the relevance of these services to this project and how they benefit the project.
- D9- Provide your quality assurance plan for this project. Describe your firm's approach for validating compliance with the construction documents. Explain your process for ensuring the quality of the renovation/construction workmanship.
- D10- Provide your safety, site logistics, and phasing plans for this project. Describe your plan for working around existing operations and for site access.

6. SUBMITTAL OF STATEMENTS OF QUALIFICATIONS

Interested firms shall submit an original, one (1) hard copy, and one (1) electronic copy in PDF on a USB drive of their statement of qualifications. Statements of qualifications must be received in a sealed envelope or container marked "RFQ # 25-0829-01: CMAR for City of Dublin Springdale Park Improvements Project" and delivered prior to the stated deadline above. All documents are to be submitted to:

David Sawyer, Purchasing Director
City of Dublin
702 E. Madison St.
Dublin, Georgia 31021

The electronic copy of the submittal should be submitted as ONE (1) file saved as a .PDF (portable document format) through either eProcurement sites the Owner is utilizing for submissions located [here](#). Please do not submit individual documents or sections separately.

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

7. Finalist Notification

Once the Selection Committee has completed the evaluation of the Statements of Qualifications, a list of the finalist firms will be notified by the City of Dublin or Program Manager.

Step II- CMAR Selection, will be initiated by invitation to finalists to make a Presentation / Interview. Finalists will be those firms determined by the Selection Committee to be especially qualified to perform as CMAR for this Project in RFQ #25-0829-001 – Springdale Park Improvements for City of Dublin

accordance with the qualification criteria herein. Presentations/interviews will be conducted by the City of Dublin for those firms that submit proposals that are accepted by City of Dublin. A successful CMAR will be determined from the interviews and proposals received.

8. PRE-INTERVIEW SITE VISIT

The pre-interview site visit will be conducted by the Owner and attendance of finalist firms will be mandatory. The tentative date for the site visit will be determined and communicated at the time finalists are notified. The site visit will convene at 2000 Claxton Dairy Road, Dublin, Georgia 31021 (Springdale Park). The date and time will be announced. Any available additional program information, possibly including some plans and drawings, may be provided prior to or at the site visit for finalist review. Firms should bring to this site visit those persons that need to view the parks.

9. INSTRUCTIONS FOR PREPARING FEE PROPOSALS

Fee Proposals will be solicited from the finalists invited to interview. Fee proposals shall be submitted at the conclusion of the interview session in a sealed envelope and shall not include any project proposal information. (See Section 10-*Submittal of Project Proposals and Fee Proposals*). The CM At-Risk *Fee Proposal Form, Exhibit "E"*, attached to this RFQ, shall be submitted by finalists. **Important – Proposers must attach detailed itemization (limit 8 pages) of Proposed Project Costs and Fees, and any exceptions to the items requested above to the Fee Proposal Form, in same sealed, opaque envelope. Firms must use the Fee Proposal form provided in Exhibit D, including the 'Backup Pages' tab utilized for itemization of Costs. The Fee Proposal must contain the Firm's following costs for this Project:**

- Preconstruction Costs and Pre-Construction Fee.
- General Conditions Labor Costs for all personnel that will work on this Project. These costs should be detailed by the specific personnel proposed for this project (i.e. Project Executive) and by the position (i.e. Field Engineer). Provide staffing wage rates and burden information. At no time will the CM At-Risk personnel costs be included within the General Requirements or Trade Contractor cost of the work.
- General Conditions Non-Labor Costs, as indicated on the attached Fee Proposal Form. Include Payment and Performance Bond; General Liability Insurance with limits of no less than \$1 million per occurrence and \$2 million aggregate, and a general liability umbrella policy with a limit of no less than \$5 million aggregate; Worker's Compensation coverage as provided by Georgia law; Temporary Facilities and Equipment, and Builder's Risk Insurance. All bonds and insurance policies shall be written by surety companies with an overall A.M. Best rating of (Excellent) or better, listed in the U.S. Treasury Circular 570, and licensed to do business in the State of Georgia. Said policies shall provide for jurisdiction and venue in Coweta County, Georgia, for resolution of any disputes.
- Contractor's Fee for Construction.

Please understand that this Fee Proposal constitutes a starting point for negotiation toward an eventual agreement on fees.

NOTE: The Firm selected shall provide full policy documentation, as well as updated continuation certificates for all bonds, certificates of liability naming the Owner as the obligee and copies of all bond and policies on an annual basis through maturity of the project. Said documentation shall be delivered to and maintained by the Owner with assistance of the Program Manager

10. PRESENTATION/ INTERVIEW INFORMATION

Interview Format

The firms selected to make a presentation to, and be interviewed by, the Selection Committee, will be notified within the time outlined above in the "Schedule of Events." Each firm will be notified in writing and informed of a place and time for the interview session. The time allotted to each firm for the interview will not exceed 65 minutes which includes: 10 minutes for setup, 30 minutes for proposer presentation, 20 minutes for Committee questions, and 5 minutes for knockdown. The presentation may be electronic (PowerPoint or similar) or involve flip charts or boards along with oral presentation. The City of Dublin has electronic AV equipment (projector/monitor, laptop) but firms should be prepared in case of technical malfunctions with the equipment. All members of the Selection Committee will be present during all of the presentations and interviews. Firms are not allowed to address any questions, prior to the interview, to anyone other than designated contact.

Interview Requirements

The intent of the formal interview process is to provide the Selection Committee with in-depth information from the CMAR firm in order to make a final selection of the best-suited firm for the contract award. Firms should focus their presentations on the detailed plan for managing the design and construction, cost, schedule, and quality on the project and any unique characteristics or services the firm offers. Firms are discouraged from reviewing general company history and past experience previously submitted in Statements of Qualifications unless this information is particularly relevant to the project-specific CMAR plan. All key personnel should be present at the interview including, at a minimum, the lead designer, project superintendent, project manager, and project executive.

Criteria for the evaluation of finalist interviews:

50% Factor} Methodology Presented to assure success and the ability of principals to engender confidence in the ability of the firm to complete the project within the time and cost budgeted, the ability of the team to effectively address Owner program goals, offer solutions to challenging areas of the project, deliver apparent efficiency and effectiveness, offer new ideas that lead to benefits for the Owner, the effectiveness in communication of the team members during the interview process, and the firm's ability to effectively answer project questions and provide solutions during the interview.

50% Factor} Committee's assessment of the Overall Fit of the firm and its key team members to the project, including the ability of the firm to instill Committee confidence in the firm's understanding of the project requirements, and in the firm's communication and problem-solving methods and abilities.

Final Evaluation

Evaluation of submittals and firms' qualifications will be conducted by a committee consisting of various project stakeholders. Based upon the predetermined rating criteria contained in the RFQ, the committee will assign a composite rating to the deliverables of each statement of qualifications and proposal submitted. Proposers understand and accept that by responding to this solicitation they are willingly participating in a process that consists to some degree of subjectivity on the part of selection committee members in determining the firm(s) capable of providing the best overall solution.

11. ADDITIONAL TERMS AND CONDITIONS

Restriction of Communication

From the issue date of this solicitation until a successful proposer is selected and the selection is announced, proposers are not allowed to communicate for any reason with any members of the Selection Committee or the City of Dublin, 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 submission of the offending proposer.

Submittal Costs and Confidentiality

All expenses for preparing and submitting responses to the RFQ 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 statements of qualifications 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 statements of qualifications submitted in response, regardless of whether the submission is determined to be the best, 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 RFQ and to reject any or all statements of qualifications submitted in response. Upon receipt and review of responses, the Owner will determine the party(s) and statement of qualifications 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) and in the course of doing so may use ideas expressed in any statement of qualifications or interview.

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 statement of qualifications 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 qualifications 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 may, by means that either deems appropriate, determine the accuracy and truth of the information provided by the proposer and that the Owner may contact any individual or entity named in the Statement of Qualifications 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 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 submission is sufficient cause for suspension or debarment from further contracts, or denial of rescission of any contract entered into based upon this submission 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 submission 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.

Signature

Sworn and subscribed before me

This ____ day of _____, 20____.

NOTARY PUBLIC

NOTARY SEAL

My Commission Expires: _____

Exhibit B**CONTRACTOR AFFIDAVIT UNDER O.C.G.A. § 13-10-91(b)(1)*****(Failure to submit this form will result in rejection of your Qualifications)***Project Name: Springdale Park Improvements, City of Dublin, GA

Contractor: _____

STATE OF GEORGIA**COUNTY OF: Coweta**

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. §13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of the **City of Dublin (GA)** 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:

Federal Work Authorization User 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: _____

Exhibit C
Disclosure Statement

All proposers should be aware that the project you are submitting a statement of qualifications on is a public project. The City of Dublin 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 the City of Dublin.

Insert Response

2. Describe any gift, hospitality, or benefit of any sort that your firm has provided to the City of Dublin 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 the City of Dublin.

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

**Exhibit D
Fee Proposal**

[CMAR Fee Proposal Exhibit D.xlsx](#)