



**Request for Qualifications for:
Unified Development Ordinance**

RFQ #26-0623-01

Issue Date: June 23, 2026

**Phase 1 Due Date: July 16, 2026
Phase 2 Due Date: August 17, 2026**

**City of Dublin
100 S. Church St
Dublin, GA 31021**

I. GENERAL PROJECT INFORMATION:

a. Overview

The City of Dublin, (the “City”), is requesting qualifications for professional services from qualified firms (“Proposers”) with experience in developing unified development ordinances to assist the City with developing, adopting, and implementing a new ordinance.

This request for qualifications (“RFQ”) outlines the requirements and general scope of work for this solicitation. The City reserves the right to reject any or all Statements of Qualifications or Technical Approach and to waive technicalities and informalities at the discretion of the City.

b. History

The City of Dublin, GA is the county seat of Laurens County in central Georgia along I-16, U.S. 441, U.S. 80, and U.S. 19, nearly equal distance between Atlanta and Savannah. The city has roughly 16 square miles and a population of approximately 16,000. The community serves as an economic engine for a large rural region of Georgia, and serves as a hub of commerce, healthcare, and recreation.

The city has two local historic districts listed on the National Register of Historic Places as well as a large locally designated historic district including downtown Dublin and the Bellevue Avenue corridor. It is the only city within the region designated as a Certified Local Government by the National Park Service. The community is garnering attention for its innovative downtown revitalization and adaptive rehabilitation of its historic landmarks and building fabric.

The City of Dublin’s vision is to be a city where strong and safe neighborhoods flourish, where streets are walkable, and there is a sense of community. While preserving our historic places for future generations, we will ensure that new development and growth reflect our values and amplifies our community spirit. The city’s growth is guided by a steadfast commitment to thoughtful planning and sustainability. By implementing progressive development and zoning codes, the city will ensure that growth aligns with our values, fostering a cityscape that is both economically robust and aesthetically pleasing.

The City’s original zoning code was established in 1957. While small changes have been made over the years, there has not been a major overhaul to the code in almost 45 years. In the 2024 Comprehensive Plan, one of the projects identified was the rewrite of the zoning ordinance. This was originally planned for 2029, but the Council has budgeted funds in the FY26 budget to move forward with this project.

The City understands that its zoning code is significantly out-of-date and does not consider some modern planning and zoning principles. Additionally, the City has minimal standards with respect to street design and development and the sign ordinances are complicated and difficult to manage. Finally, the City utilizes a Historic Review Board for oversight and approval of external changes to properties in the

Historic Districts with respect to design and sign standards, but desires to expand and enhance the protections, where appropriate, of those districts.

c. Cone of Silence

There shall be no contact or discussion of any kind regarding any aspect of this RFP with City of Dublin personnel other than the Purchasing Director, David Sawyer. Contacts made with anyone outside the Procurement Department from the posting of this solicitation until approval for award by the City of Dublin may result in disqualification of the contacting organization.

RFQ Contact Information

David Sawyer, Purchasing Director
sawyerd@dublinga.org
(478)277-5047

d. Communications via BidNet

All general communication of relevant information regarding this solicitation will be made via BidNet Direct. All proposers are responsible for checking BidNet Direct on a regular basis for updates, clarifications, and announcements. The City reserves the right to communicate via electronic mail with the primary contact listed in the Statements of Qualifications. Other specific communications will be made as indicated in the remainder of this RFQ.

e. Supplier Ethics and Standards

The City holds itself and its business relationships to the highest standards and endeavors to conduct its solicitations and evaluations of proposals impartially.

II. SELECTION METHOD

The selection process will take place in two phases as indicated below.

a. Phase 1 – Selection of Finalists

Details on this process and required submissions are outlined in Section VI below. Based on the Statements of Qualifications (SOQ) submitted in response to this RFQ, the Selection Committee will review each submittal per the criteria listed below:

- i. UDO Creation & Adoption Experience – 40%
- ii. Project Manage & Key Staff Education & Experience – 30%
- iii. Past Performance – 30%

b. Phase 2 – Finalists Interviews

The four highest ranking firms with a score of at least 70 will be contacted to provide an additional response as outlined in Section VII below prior to the interview. The interview date is set (see Section VIII) and Proposers should ensure project staff availability as alternate dates will not be provided. The Selection Committee will review each submittal and conduct interviews based on the criteria below:

- i. Technical Approach – 65%
- ii. Timeline – 15%
- iii. Cost – 20%

III. SUBMISSION REQUIREMENTS:

a. Phase 1 - 20-page limit (excluding appendices documents)

- Statement of Interest
- Firm Information
- Staffing
- Project History and Experience
- References
- All required appendices listed in Section IX

b. Phase 2 – 15-page limit

- Technical Approach
- Timeline
- Cost page – Must be the last page of the document and cost shall not be listed anywhere else in the response

IV. SCOPE OF WORK:

a. General

The City of Dublin is soliciting proposals to develop a Unified Development Ordinance from proposers experienced in planning, zoning, development, historic preservation, and engineering. The work involved will generally include zoning reform (including the possible inclusion of form-based zoning principles), historic district regulations and preservation, public works and engineering as it relates to street development and utility connection standards, landscaping and buffer requirements, lighting requirements, sign regulations, parking regulations, and pre-approved design plans for housing and other development types. Illustrations, when appropriate, are expected to be included in the final product. The work will include guiding and conducting work sessions with key stakeholders, including, but not limited to, city staff, elected and appointed officials, real estate developers, business owners, and other community members to inform the details of the new UDO. The work will also include ensuring legal compliance with all applicable laws and successful adoption and implementation, including training for city staff, appointed boards, and elected officials.

This project is essentially expected to be a complete overhaul of existing development regulations. The City is interested in incorporating form-based zoning where appropriate but desires to ensure existing neighborhoods are protected. Additionally, some areas of town may have zoning designations that are unfavorable to those areas, and the City desires to evaluate and determine what, if any, changes to designations are needed.

This project is funded solely by the City of Dublin by the general operating account of the city and is not being funded with any state or federal grant funds. The overall intent of this project is to provide a single location for all information related to development and redevelopment. It is expected that the selected firm is capable of providing legal review to ensure compliance with all applicable state and federal laws.

- b. **Tasks** – While not all-inclusive, the following tasks are representative of the specific work that the City expects the selected consultant to undertake:
- Review, analyze, and gather information from existing plans including, but not limited to, the comprehensive plan, the Comprehensive Traffic Safety Action Plan recently adopted, and other relevant plans to historical context and future development goals in order to help inform the development of the final product.
 - Review and analyze current land use and development regulations and develop a Unified Development Ordinance, including assessing the strengths and weaknesses of the existing regulations in terms of structure, organization, clarity, ease of use, existing zoning districts and district standards, regulations of general applicability, definitions, and all procedures.
 - Investigate and document current actual uses of property in the city and in the immediately surrounding unincorporated areas. It is critical that Proposing firms plan to dedicate a significant amount of time in the city walking and driving through all areas of town to collect the most accurate information on current land uses, conditions, and potential uses. The City believes there is no substitute for firsthand knowledge of and experience of the land. This should include areas just outside of the current city limits to provide insight for potential annexations that are likely to occur in the city’s future and what proper land uses might be for those areas.
 - Develop updated zoning districts and regulations to incorporate form-based standards with progressive zoning standards that support walkable, aesthetically pleasing, and functional development and redevelopment, but in a way that is not overly complex and difficult to administer. It is also important that the new zoning regulations achieve context-sensitive design in older neighborhoods and districts.
 - Identify and recommend for inclusion, text and procedures that have not been identified by City staff or haven’t been included in the Comprehensive Plan, and in the opinion of the Consultant, should be addressed to ensure a complete and effective ordinance that meets local needs. This includes updates to existing text and procedures.
 - Develop a user-friendly, simplified, clear, and easily accessible Unified Development Ordinance (UDO), including:
 - Ensure the essential words used in the text of the UDO are properly defined in the definitions section.
 - Ensure all sections are clear and concise, avoiding conflict with each other and not being overly complex.
 - Utilize graphics, illustrations, diagrams, images, charts, and graphs where appropriate to make interpretation and review of the ordinance for compliance easier to the end users.
 - Prepare multiple drafts of the UDO for review and comment.
 - Review and update procedures and regulations.
 - Ensure that the ordinance conforms to generally accepted land use law, state and federal statutes, and case law.
 - Ensure UDO consistency with the Comprehensive Plan and other adopted City plans.

- Create a table of permitted uses and supplemental regulations.
 - Review existing zoning map and comprehensive plan and propose an updated zoning map that is more consistent with City plans and the new UDO. It is expected that the consultant will guide the City through the implementation and legal process for implementing the new zoning districts.
 - Organize, facilitate, and attend public engagement sessions, surveys, workshops, meetings, and public hearings with various stakeholders to include the City Council, relevant City boards, residents, and others. (Virtual meetings for some things are acceptable but should be expressly identified.)
 - Identify all existing ordinances and sections thereof that need to be amended or repealed to avoid conflicts with the new UDO.
 - Present the final draft to the Planning and Zoning Commission, which meets the second Tuesday of the month, and to the City Council which meets the first and third Thursdays of the month. These presentations must be in-person.
 - Provide training, assistance, and resources to assist City staff with implementation of the new code through a “start-up” period not to exceed three (3) months.
- c. Timing** - The City expects this project to take no more than 24 months to complete from the date the contract is signed to acceptance by the City Council. The final contract will have milestone and completion dates.
- d. Final Deliverables** – Proposers may include other deliverables they deem relevant in the response but the following are the deliverables required by the City:
- A complete Unified Development Ordinance in electronic format
 - A training guide to assist staff with understanding key points of the UDO
 - Report listing all existing ordinances that need to be amended or repealed when the new UDO is approved.

V. FUNDING:

This project is funded solely by the City and currently there is a budget of up to \$200,000 for this project. Funding is not considered approved until the City Council awards the contract.

VI. SELECTION CRITERIA – PHASE 1 – STATEMENT OF QUALIFICATIONS:

a. Unified Development Ordinance Experience – 40%

Provide the proposer’s previous experience developing a countywide or citywide unified development ordinances. This includes relevant experience and qualifications of the principal professional(s) and lead staff, and evidence of relevant competencies for this project. Provide information on other experience with similar and relevant projects. Provide any information that distinguishes the proposer from others in terms of suitability for the project.

If Proposer has experience with developing a unified development ordinance that included all of the requirements identified herein within one project, highlight those projects and prior experience separate from all others. Provide at least three but no more than six examples of related projects of similar scope. Identify any challenges faced with projects provided and how the Proposer handled those challenges.

For all projects, please provide client, client contact names, titles, contact information for each project and any unique features of the projects that are relevant to this RFQ.

Provide information regarding the original budget, final actual cost, original project schedule, and actual completion timing for the other related projects.

Provide the proposer's business background; years in business, type of business (incorporated, partnership, etc.), size of business (number of employees, locations, etc.), listing of principles, design awards won for similar projects, provide CV's for key functional roles managed internally and describe the proposer's unique value proposition as it relates to this project.

The aforementioned information must be provided for any portion of the project that will be subcontracted.

b. Project Manager, Key Staff, and Proposer's Workload Capacity – 30%

The Selection Committee will evaluate the firm on their resource's availability and workload capacity. Proposer should identify the specific staff that will work on the project and give information on that staff's current workload and availability and any other resources that will be dedicated to the project.

Project Manager - Provide information pertaining to the project manager, including but not limited to:

- Education
- Relevant project management experience for projects of similar complexity, size, scope, and function
- Current Workload and workload capacity
- Percentage of time that will be dedicated to this project

Experience as a Team – Provide information pertaining to the team's experience, including, but not limited to:

- Team members assigned, project roles and responsibilities and relevant experience including professional references and contact information for the project lead and key principle responsible for the project
- The percentage of time for each that will be dedicated to this project
- The experience of this team working together
- Current Workload and workload capacity

The aforementioned information must be provided for any portion of the project that will be subcontracted.

c. Past Performance – 30%

The Selection Committee will consider information provided via references for relevant projects and knowledge any selection committee member has of performance on relevant projects. The Selection Committee will consider all factors in their totality when arriving at a final score for the Past Performance.

VII. SELECTION CRITERIA – PHASE 2 – PROPOSED WORKPLAN AND INTERVIEW:

Phase II involves providing a proposal that specifies the technical approach, proposed timeline, and cost, and participating in an in-person interview. Documents must be submitted to the city prior to the interview date as indicated in the Schedule of Events in Section VIII below.

a. Technical Approach – 65%

Information should be sufficient enough for evaluators to fully understand the process, methods, and workflow to be used to complete the project. This includes specific information on which and how tasks will be completed as well as the number of public meetings, stakeholder information gathering sessions, and project team meetings. Proposers should identify any potential challenges with the project. Any meetings to be conducted virtually must be expressly identified in the response. Response should clearly demonstrate an understanding of the project.

b. Timeline – 15%

A complete proposed timeline should be provided that covers the different phases/tasks of the project, including listing key milestones, public meetings and engagement sessions, and formal review/adoption dates for the Planning and Zoning Commission and the City Council.

c. Cost – 20%

Proposers should identify the cost not-to-exceed format that includes but separately identifies reimbursables.

VIII. SCHEDULE OF EVENTS:

The following Schedule of Events represents City of Dublin’s best estimate of the Schedule that will be followed. All times indicated are prevailing times in Dublin, Georgia. City of Dublin reserves the right to adjust the Schedule as City of Dublin deems necessary.

Phase 1 - RFQ	
Issued	June 23, 2026
Phase 1 Questions Due	July 6, 2026 by 4:00 PM
Answers Due	July 13, 2026
Statement of Qualifications Due	July 16, 2026 at 4:00 PM
Finalist List	July 28, 2026

Phase 2	
Questions Due	August 5, 2026 by 4:00 PM
Answers Due	Aug 10, 2026
Responses Due	August 17, 2026 at 12:00 PM
Interview Date	August 21, 2026
Anticipated Selection Date	August 26, 2026
Anticipated Award Date	September 13, 2026

IX. SUBMITTAL INSTRUCTIONS:

Interested Proposers should carefully review the requirements defined herein and provide complete and accurate submissions.

This “SUBMITTAL INSTRUCTIONS” page and all the items listed below are required to be completed and included as part of this solicitation and your submittal:

Please indicate by placing an in the box next to the items that are included in your submittal.

- Appendix A:** E-Verify Affidavit
- Appendix B:** Conflict of Interest Statement
- Appendix C:** Officer’s Oath
- Appendix D:** Statement of Assurance, Compliance, and Non-Collusion
- Insurance:** Evidence of/ability to provide proof or insurance with the following required policies and endorsements:
 - Commercial General Liability of at least \$1,000,000 for bodily injury and property damage with the City of Dublin City Council as additional insured.
 - Automobile/Vehicle Liability of at least \$500,000 each occurrence for bodily injury and property damage covering owned, non-owned, leased and hired autos/vehicles, with the City of Dublin City Council as additional insured.
 - Worker’s Compensation in the statutory limits of Georgia and Employers’ Liability with limits of liability of no less than \$100,000 of each accident/disease. These policies must also contain a waiver of subrogation in favor of the City of Dublin City Council.
 - All insurance policies must provide that the City of Dublin City Council will be notified within 30 days of any changes, restrictions and/or cancellation.
 - If applicable, Professional Liability in addition to the above requirements, of at least \$1,000,000 each claim.

NOTES:

- PHASE - 1 actions and deliverables will be SUBMITTED VIA BIDNET. Phase – 2 will be submitted directly to David Sawyer, Purchasing Director.
- The City reserves the right to contact not only those references provided, but may also use previous performance for the City, other contacts it identifies, and other sources of information believed to be viable to evaluate capability, viability and performance.

GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT: E-VERIFY AND SAVE PROGRAM OVERVIEW

I. Federal Work Authorization Program Registration

As of July 1, 2007, the Georgia Security and Immigration Compliance Act (GSICA) requires counties and other public employers, along with contractors and subcontractors doing business with public agencies, to register and participate in a federal work authorization program to verify work eligibility of all new employees.
[OCGA § 13-10-91 (a)]

Registration/Access. According to regulations of the Georgia Department of Labor, the applicable federal work authorization program is the “E-Verify Program” operated by the U.S. Citizenship and Immigration Services Bureau (USCIS) and the Department of Homeland Security (DHS). An employer’s participation in E-Verify is currently free to employers. Users can access the web-based program at <https://www.vis-dhs.com/EmployerRegistration>. To participate, an employer must register online and accept the electronic Memorandum of Understanding (MOU). If you need assistance in completing the registration process or need additional information relating to E-Verify, call the USCIS Verification Office toll free at 1-888-464-4218.
[Georgia Department of Labor Rules, §§ 300-10-1-.01 and .02]

Certification of Registration and Participation. Each county and other public employer must certify that it has registered and is participating in the E-Verify Program. For counties, certification is accomplished by transmitting a copy of all documents required for registration and participation including the required Memorandum of Understanding and the E-Verify Program ID number to the chairman/CEO/mayor of the county or consolidated government.
[Georgia Department of Labor Rules, § 300-10-1-.04]

Monitoring New Employee Work Eligibility. Each county and other public employer must designate an individual to monitor compliance with the employee eligibility verification requirements of the new law and maintain necessary records.
[Georgia Department of Labor Rules, § 300-10-1-.05]

II. Agreements Between Public Employers and Contractors/Subcontractors

The GSICA also phases in a requirement that bars counties and other public employers from entering into agreements with contractors/subcontractors for the “physical performance of services” unless the contractor/subcontractor registers and participates in a federal work authorization program to verify work eligibility. Under GSICA, a subcontractor is defined to include subcontractors, contract employees, staffing agencies, or contractors.

[OCGA § 13-10-91 (b)(1) and (2) and Georgia Department of Labor Rules, § 300-10-1-.02]

Phase-In Schedule. The contracting requirements of the GSICA are to be implemented as follows:

- (a) Beginning July 1, 2007, public employers, contractors and subcontractors with 500 or more employees.
- (b) Beginning July 1, 2008, public employers, contractors and subcontractors with 100 or more employees.
- (c) Beginning July 1, 2009, all public employers, contractors and subcontractors.

[OCGA § 13-10-91 (b)(3) and Georgia Department of Labor Rules, § 300-10-1-.02]

Evidence of Contractor/Subcontractor Compliance. Each agreement between a public employer and a contractor/subcontractor for the physical performance of services will have to include a provision that compliance with OCGA § 13-10-91 is a condition of the contract. In addition, each contract must include a requirement that the contractor/subcontractor execute an affidavit verifying compliance with OCGA § 13-10-91. The affidavit must be in a form consistent with the sample affidavits included in the Georgia Department of Labor Rules.

[Georgia Department of Labor Rules, §§ 300-10-1-.03 and .07]

Public Transportation Contracts. The Georgia Department of Labor Rules apply generally to contracts between a public employer and a contractor/subcontractor. Exception: rules and forms related to agreements relating to “public transportation” are to be promulgated by GDOT.

[OCGA § 13-10-91 (d)]

III. Access to Federal, State and Local Benefits

Counties and other public agencies must verify that a person who applies for federal, state or local benefits (as defined in 8 U.S.C. Sections 1611 and 1621) is lawfully within the United States by requiring the applicant to sign an affidavit specifying that he or she is a citizen, legal permanent resident, or a qualified alien or nonimmigrant.

[OCGA § 50-36-1]

Verification. For aliens seeking benefits that claim to be lawfully present in the U.S., eligibility for benefits must be determined through the Systematic Alien Verification of Entitlement (SAVE) program operated by the U.S. Citizenship and Immigration Services (USCIS) and Department of Homeland Security (DHS). To join the SAVE Program and acquire access to the VIS-CPS (Verification Information System (VIS), Customer Processing System (CPS)) to perform immigration status verification, an agency must first establish a Memorandum of Understanding (MOU) with the SAVE Program, and then establish a purchase order with the SAVE Program contractor to pay for VIS-CPS transaction fees. Access to SAVE is subject to USCIS resource limitations or other legal or policy criteria. To request participation in SAVE and to begin the MOU process, please access the following website to register: <https://www.vis-dhs.com/agencyregistration>. For more information on the SAVE Program, please call 1-888-464-4218.

Public Benefits Defined. Generally, public benefits are defined to include any grant, contract, loan, professional license, or commercial license provided by federal, state or local government; and, any retirement, welfare, health, disability, public or assisted housing, postsecondary education, food assistance, unemployment assistance or similar benefit. [8 U.S.C. Sections 1611 and 1621]

Benefits Excluded. Generally, the verification requirements do not apply when the following public benefits are applied for:

- (1) Treatment of emergency medical conditions;
- (2) Short term, non-cash emergency disaster relief;
- (3) Immunizations;
- (4) Certain in kind programs or services (such as soup kitchens and crisis counseling) delivered by public and nonprofit agencies that are necessary for the protection of life or safety when approved by the U.S. Attorney General;
- (5) Prenatal care;
- (6) Postsecondary education under specified circumstances;
- (7) Certain community development assistance or financial assistance programs administered by HUD; and
- (8) Other Federal programs including certain social security and medicare benefits under specified conditions. [OCGA § 50-36-1 (c) and 8 U.S.C. Sections 1611 and 1621]

Note that it is unlawful for a county or other public agency to provide any federal, state or local benefit in violation of OCGA § 50-36-1. An annual report is to be prepared regarding the requirements of the new law.

Regarding the details of the verification requirements, benefits covered and exclusions, please see the Federal statutes cited above.

Contractor Affidavit under O.C.G.A. § 13-10-91(b)(1)

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of _____ has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number Date of Authorization

Name of Contractor Name of Project

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.
Executed on _____, 20__ in _____.

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE _____ DAY OF _____, 20__.

NOTARY PUBLIC

My Commission Expires: _____

Conflict of Interest Statement

As a duly authorized representative of the firm _____

I, _____ with the title _____ certify that to the best of my knowledge no circumstances exist that will cause a conflict of interest in performing services for The City of Dublin, GA Government, that no employee of The City of Dublin, GA, nor any public agency official or employee affected by this Request for Proposals has any pecuniary interest in the business of this firm, associates or consultants of this firm, or the firm's parent firm, subsidiary, or other legal entity of which this firm is a part, and that no person associated with or employed by this firm has any interest that would conflict in any way, manner or degree with the performance of services for The City of Dublin, GA Government.

Date: _____

Company Name: _____

Authorized Representative Name: _____

Title: _____

Signature: _____

**UNIFIED DEVELOPMENT ORDINANCE
STATEMENT OF ASSURANCE, COMPLIANCE, AND NON-COLLUSION**

**(STATE OF GEORGIA)
(CITY OF DUBLIN)**

_____, being first duly sworn, deposes and says that:

- (1) The undersigned, as Proposer, certifies that every provision of this proposal has been read and understood.**
- (2) The Proposer hereby provides the following representations and assurances:**
 - (a) The Proposer represents that it has familiarized itself with and assumes full responsibility for having familiarized itself with the nature and extent of this RFQ, the Work, the locality, local conditions, state, and local laws, ordinances, rules and regulations, as well as all applicable statutes, regulations, executive orders (EOs), Office of Management and Budget (OMB) circulars, terms and conditions, and approved applications; all as may be applicable to the Project and the Work or that may in any manner affect performance of the Work, including, those requirements, terms, and conditions contained within Section 4 of this RFQ. The Proposer further represents that it has correlated its Proposal with the requirements of this RFQ; and**
 - (b) The Proposer shall comply with all requirements, stipulations, terms and conditions as stated in this RFQ; and**
 - (c) The Proposer currently complies with all Federal, State, and local laws and regulations regarding employment practices, equal opportunities, industry and safety standards, performance and any other requirements as may be relevant to the requirements of this RFQ; did not participate in the development or drafting specifications, requirements, statement of work, etc. relating to this RFQ; and**
 - (d) The Proposer has not colluded with other Proposers possibly interested in this RFQ in arriving at or determining prices and conditions to be submitted; and**
 - (e) No person associated with Proposer's firm is an employee of the City. Should Proposer, or Proposer's firm have any currently existing agreements with the City, Proposer must affirm that said contractual arrangements do not constitute a conflict of interest in this solicitation; and**
 - (f) Such agent as indicated below, is officially authorized to represent the firm in whose name the proposal is submitted.**

NAME OF FIRM

By: _____ **Print Name:** _____

Title: _____ **Date:** _____

STANDARD TERMS AND CONDITIONS

1. Compliance with Laws and Regulations

The Proposer shall comply with all applicable federal, state, and local laws, including Title VI, ADA, Section 504, and EEO requirements.

2. Georgia Open Records Act

All submissions are subject to O.C.G.A. § 50-18-70 et seq. Proprietary information must be clearly marked.

3. Protest Procedure

Protests must be submitted in writing within five (5) business days to the Purchasing Director.

4. Debarment and Suspension Certification

Proposer certifies it is not debarred or suspended from government contracting.

5. Authorization to Do Business in Georgia

Proposer must be authorized to do business in Georgia.

6. Subcontractor Compliance

All subcontractors must comply with E-Verify and all RFQ requirements.

7. Records Retention and Audit Rights

Records must be retained for five (5) years and are subject to audit.

8. Payment Terms

Invoices will be paid within thirty (30) days of approval.

9. Addenda Acknowledgment

Proposers must acknowledge all addenda.

10. Contract Terms

Contract will include indemnification, termination, and Georgia governing law.

11. Insurance Requirements

Insurance shall be primary, non-contributory, and include additional insured status.

12. Safety and OSHA Compliance

Proposer must comply with OSHA regulations.

13. Right to Reject

City reserves the right to reject any or all proposals.

14. No Obligation to Award

Issuance of RFQ does not obligate award.

15. Local Preference

No local vendor preference applies unless otherwise stated.