

## REQUEST FOR QUALIFICATIONS

The City of Decatur Downtown Development Authority (DDA) will receive Statements of Qualification from Licensed General Contractors to become a Prequalified Bidder for the construction a Cottage Court pilot project at 230 Commerce Drive in the City of Decatur, Georgia. The project will be based upon design and construction documents created by Bruce B. Tolar, Architect, on behalf of the DDA, a copy of which will be made available to interested parties as described herein. **THIS IS NOT AN INVITATION TO BID.** Submissions will be accepted until **3 p.m., February 14, 2017** at the following address:

Decatur Downtown Development Authority  
ATTN: Lyn Menne  
Decatur City Hall, 2<sup>nd</sup> Floor  
509 North McDonough Street  
Decatur, Georgia 30030

General Contractors licensed in the State of Georgia are invited to submit their qualifications to complete the work, which consists of construction of six (6) single-family residences ranging in size from 460 square feet (sf) to 1,100 square feet, site clearing, storm drainage and site improvements at 230 Commerce Drive. All statements of qualification must be submitted in the form specified and copies of the form are available at the same address. Facsimile copies are not acceptable. Requirements of the form include:

- 1) Description of Licensed General Contractor's experience (AIA Form A305);
- 2) Description of Licensed General Contractor's special qualifications to do this work.
- 3) Affidavit by Licensed General Contractor related to ownership, non-collusion and equal opportunity requirements of the City of Decatur;
- 4) Letter from the Licensed General Contractor's surety stating that the Contractor is eligible for a performance bond and labor and materials bond for this work.
- 5) Client references from 3 recent similar projects including name, phone number and email.
- 6) Executed forms indicating compliance with E-Verify requirement. Please note, only the Licensed General Contractor's E-Verify form is required for pre-qualification.

Preliminary contract documents are available on the City of Decatur website at **[www.decaturga.com/requestforproposals](http://www.decaturga.com/requestforproposals)**. The documents available for the RFQ phase are preliminary and will not be used for bidding purposes later. Any use of the documents for any purpose other than becoming generally familiar with the scope of the project is explicitly prohibited. **THIS IS NOT A REQUEST FOR PROPOSALS OR AN INVITATION TO BID ON THE WORK.** All inquiries must be in writing to Lyn Menne, Executive Director, Decatur Downtown Development Authority at [lyn.menne@decaturga.com](mailto:lyn.menne@decaturga.com).

Based on the qualifications received, the City will invite Prequalified Bidders to submit a Bid for the Work. Prequalification shall be based on the following criteria:

- 1) Ability to obtain bonding by surety approved by the DDA.
- 2) Recent experience with small, in-fill residential developments.
- 3) Current resources and personnel sufficient for timely execution of the work.
- 4) An understanding of the DDA's goals for this project
- 5) Evidence of experience with the process for achieving EarthCraft certification.

6) Experience free of claims or litigation on other projects that would impact this project, or indicate a likelihood of future claims on this project.

Prequalification as a Prequalified Bidder for the Work is expected to be made within ten (10) days of receipt of Statement of Qualifications. Beginning no earlier than February 15, 2017 and no later than February 24, 2017 at 11:00 a.m., a list of Prequalified Bidders will be available. Contractors that are disqualified shall have three (3) days from this notice of disqualification to respond to such disqualification by providing a written response to Lyn Menne, Executive Director, Decatur Downtown Development Authority, P.O. Box 220, Decatur, Georgia 30031. A reply from Ms. Menne will then be provided within seven days of receipt of such written response.

The selection of Prequalified Bidders will be final, without an appeal beyond the procedure stated above. A Bid Bond will be required as part of the Bid submission. The City reserves the right to reject any or all of the statements of qualification and to waive any informalities in the submission of the statements of qualification.

City of Decatur, Georgia

CONTRACTOR'S AFFIDAVIT OF QUALIFICATION

Contractor agrees that at the time of submitting a Bid for the Work of Construction of the Decatur Cottage Court Pilot Project, the Contractor's organization has now and will have then the staff and experience for this Project, as follows:

1) Contractor is currently licensed as a General Contractor by the Georgia State Licensing Board for Residential and General Contractors, No. \_\_\_\_\_

2) Contractor has recent experience in projects of similar scope and complexity, as evidenced by three similar projects, namely:

Name of Project \_\_\_\_\_

Address \_\_\_\_\_

Date of completion: \_\_\_\_\_

Owner *or* client \_\_\_\_\_

Owner's telephone \_\_\_\_\_

Name of Project \_\_\_\_\_

Address \_\_\_\_\_

Date of completion: \_\_\_\_\_

Owner *or* client \_\_\_\_\_

Owner's telephone \_\_\_\_\_

Name of Project \_\_\_\_\_

Address \_\_\_\_\_

Date of completion: \_\_\_\_\_

Owner *or* client \_\_\_\_\_

Owner's telephone \_\_\_\_\_

3) Contractor's experience is free of claims, litigation or judgments on other projects that would impact this Project. If not, Contractor shall provide complete information about claims or judgments (if any) against the Contractor for performance of work within the last five years, as an attachment to this Form.

4) Contractor's current resources and personnel are sufficient for the timely execution of the proposed Work.

5) Contractor will, as required by Owner in submission of Bid, furnish a Bid Bond, and a Performance Bond and Labor and Materials Bond for 100% of the Contract Amount for the Work. Contractor's Surety Company, listed in latest issue of the U.S. Treasury Circular 570, is:

Surety name \_\_\_\_\_

Contact \_\_\_\_\_

Telephone \_\_\_\_\_

[NAME] \_\_\_\_\_ acting as

[Title] \_\_\_\_\_ for the Contractor

[Contractor's name] \_\_\_\_\_

Being duly sworn disposes and says that to the best of his/her knowledge, information and belief the foregoing statements are true.

\_\_\_\_\_ [Signed]

Subscribed and sworn before me this \_\_\_\_\_

day of \_\_\_\_\_, 20\_\_.

Notary Public: \_\_\_\_\_

My Commission Expires:



Pre-Qualification Process  
Decatur, Georgia

CONTRACTOR'S AFFIDAVIT

Contractor's organization is not owned, wholly or in part, by any elected or appointed official of the City of Decatur or the Decatur Downtown Development Authority; and no officer or principal of the Contractor's organization is either an elected or appointed official of the City of Decatur, the Decatur Downtown Development Authority, or a relative of such official.

The Contractor agrees that the submission of the forms of prequalification is not a sham; expresses a genuine intention to submit a Bid for the Work; and has been prepared without collusion or conspiracy to secure an invitation to bid by any fraud or pretext or unlawful agreement to secure an advantage against the City of Decatur or the Decatur Downtown Development Authority.

The Contractor will not discriminate against any employee or applicant for employment because of race, creed, color, religion, sex, national origin, age or disability. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their gender, race, color, genetic information, religion, national origin, political affiliation, age, handicapped status, sexual orientation, sexual preference, or gender identity and expression. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

[Name] \_\_\_\_\_ acting as

[Title] \_\_\_\_\_ for the Contractor

[Contractor's name] \_\_\_\_\_

Being duly sworn disposes and says that to the best of his/her knowledge, information and belief the foregoing statements are true.

\_\_\_\_\_ [Signed]

Subscribed and sworn before me this \_\_\_\_\_ day of

\_\_\_\_\_, 20\_\_\_\_\_.

Notary Public: \_\_\_\_\_

My Commission Expires:

**Georgia's Illegal Immigration Reform and Enforcement Act of 2011  
Contractor, Subcontractor and Sub-subcontractor Evidence of Compliance**

Contractor, all Subcontractors, and all Sub-subcontractors shall comply with Georgia's Illegal Immigration Reform and Enforcement Act of 2011. Contractor, Subcontractors and Sub-subcontractors, must provide Evidence of Compliance with these requirements, by:

1. Registering with the United States Department of Homeland Security federal work authorization E-Verify program.
2. Providing the Employment Eligibility Verification Program (EEV) Basic Pilot Program User Identification Number.
3. Providing Affidavits using the attached forms, maintaining records and affidavits for inspection by Owner at any time, and incorporating and attaching affidavits to contracts for construction.

Note: Below is a link to the U.S. Department of Homeland Security E-Verify site where a Contractor, Subcontractor, and/or Sub-subcontractor can register for the program.

**<http://www.dhs.gov/e-verify>**

**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 the Decatur Downtown Development Authority 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

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

Executed on \_\_\_\_\_, \_\_\_\_\_, 20\_\_\_\_ in \_\_\_\_\_ (city), \_\_\_\_\_ (state).

\_\_\_\_\_  
Signature of Authorized Officer or Agent

\_\_\_\_\_  
Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_,  
20\_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires: \_\_\_\_\_