



**CITY OF BRUNSWICK, GEORGIA  
ECONOMIC DEVELOPMENT**

**REQUEST TO PREQUALIFY CONTRACTORS FOR  
RESIDENTIAL CONSTRUCTION SERVICES FOR  
31520 HURRICANE IRMA HOMEOWNER REHABILITATION AND  
RECONSTRUCTION PROGRAM (HRRP)**

**(Rehabilitation Construction, Home Reconstruction, New Home  
Construction and Home Elevation Construction)**

**Request for Prequalification Applications # RFPQ-2023\_4**

**Date of Re-Issue: June 23, 2022**

**Submission End Date: July 21, 2022 at 2 PM ET**

ISSUING AGENCY: City of Brunswick Economic & Community Development

Mailing Address:  
City of Brunswick  
Economic Development  
601 Gloucester St, Box 550  
Brunswick, GA 31520

Direct all inquiries concerning this Request for Prequalification in writing to:

Anwar Mamukid  
Construction Manager, CDBG-DR  
Email: [amamukid@cityofbrunswick-ga.gov](mailto:amamukid@cityofbrunswick-ga.gov)

**Source of Funding: U.S. Housing & Urban Development Community Development Block Grant-Disaster Recovery**

**\*NOTE: Applications received before the Opening Date will be processed.**

SEND A HARD COPY CONTRACTOR PREQUALIFICATION APPLICATION DIRECTLY TO THE ISSUING AGENCY ADDRESS SHOWN ABOVE AND EMAIL AN ELECTRONIC VERSION WITH READ RECEIPT REQUESTED TO [Rgeorge@cityofBrunswick-GA.gov](mailto:Rgeorge@cityofBrunswick-GA.gov).

IMPORTANT NOTE: On the front of the sealed package, indicate Contractor's name, the Request for Prequalification (RFPQ) number, and the date for receipt of application specified above. The email subject line should have the Contractor's name and RFPQ-2023\_4.

Any changes to the RFPQ and a summary of all questions submitted and answers will be posted on the city's website at [www.brunswickga.org/rfps](http://www.brunswickga.org/rfps) as an Addendum, located under the RFPQ # listed above.

**It is the Contractor's responsibility to assure that all addenda have been reviewed and, if need be, signed and returned.**

All applications for prequalification shall be delivered by email AND by hard copy to the Issuing Agency physical office location listed above on or before the proposal deadline in order to be considered timely, regardless of the method of delivery. **This is an absolute requirement.** All risk of late arrival due to unanticipated delay—whether delivered by hand, U.S. Postal Service, courier or other delivery service - is entirely on the Contractor. It is the sole responsibility of the Contractor to have the proposal physically in the advertised Office by the dates specified in this RFPQ. The time of delivery will be marked on each application when received, and any application received after the proposal submission deadline will be rejected.

*Note that the **U.S. Postal Service** generally does not deliver mail to the Mansfield street address but to the City's Mail Center. Contractors are cautioned that proposals sent via U.S. Mail, including Express Mail, may not be delivered by the Mail Service Center to the Issuing Agency's office on the due date in time to meet the proposal deadline. All Contractors are urged to take the possibility of delay into account when submitting a proposal.*

**NOTE:** All Contractors are **strongly urged and cautioned** to attend a **PRE-CONFERENCE MEETING on Thursday, July 6, 2023, at 11:00 a.m. on Zoom.** The City of Brunswick requests that Contractors attending this conference pre-register and submit questions to: [amamukid@cityofbrunswick-ga.gov](mailto:amamukid@cityofbrunswick-ga.gov) to confirm at least two (2) business days in advance of the conference.



## CITY OF BRUNSWICK, GEORGIA

### Request for Prequalification # RFPQ-2023\_4

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Please provide your company's Federal Employer Identification Number or alternate identification number (e.g. Social Security Number) and DUNS number if available (please note, the city will require a DUNS number for any contracts that may be offered after prequalification). Pursuant to Georgia Code O.C.G.A. 10-1-393.8 (2010) this identification number shall not be released to the public. **This page will be removed and shredded, or otherwise kept confidential**, before the procurement file is made available for public inspection.

**This page is to be filled out and returned with your application.  
Failure to do so may subject your application to rejection.**

#### Contractor's ID Number:

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Federal ID Number or Social Security Number

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DUNS Number (if available)

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Contractor Name

The City of Brunswick (ISSUING AGENCY) 601 Gloucester St, Brunswick, Georgia will receive sealed proposals until **2 pm EDT, on July 21, 2023** for Prequalification for Community Development Block Grant-Disaster Recovery (CDBG-DR) Homeowner Rehabilitation and Reconstruction Professional Services.

City of Brunswick strongly encourages Small Business firms to participate in this RFPQ. All Corporations should provide corporate seal, a copy of the Secretary of State's Certificate of Incorporation, and a listing of the principals of the corporation with their response. Firms that wish to join in a consortium must designate one firm as the principal or lead firm. Consortiums will be evaluated according to the same requirements as a single firm.

Any interested and qualified firm and/or party is requested to make a response to accomplish the Scope of Services described herein. The response is to be signed by a duly authorized official of the firm and must be submitted in the time, manner and form prescribed. No reimbursement will be made by the City for any costs incurred prior to a formal notice to proceed should an award of contract result from this solicitation.

City of Brunswick reserves the right to reject any and all responses and to waive technicalities as deemed to be in the best interest of the City. City of Brunswick reserves the right to request additional information from a respondent(s) as deemed necessary to analyze responses.

### **EXECUTION**

In compliance with this Request for Prequalification, and subject to all the conditions and Attachments C, D, E and F herein, the undersigned Contractor certifies that its application is submitted competitively and without collusion in agreement with the following statement:

"I certify that this bid, offer, or proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a bid, offer, or proposal for the same materials, supplies, services, or equipment 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 this bid, offer, or proposal and certify that I am authorized to sign this bid, offer, or proposal for the bidder or offeror" (O.C.G.A. 50-5-67), that none of its officers, directors, or owners of an unincorporated business entity has been convicted of any violations of Chapter 5 of the General Statutes, the Securities Act of 1933, or the Securities Exchange Act of 1934 (§10-5-50), and that it is not an ineligible Contractor as set forth in O.C.G.A §50-5-82. False certification is a Class I felony. Furthermore, by executing this application, the undersigned certifies to the best of Contractor's knowledge and belief, that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal or City department or agency. As required by §36-60-6, the undersigned Contractor certifies that it, and each of its sub- contractors for any Contract awarded as a result of this Request for Prequalification, complies with the requirements of Georgia Code Title 36, including the requirement for each employer with more than 10 employees in Georgia to verify the work authorization of its employees. GA § 45 prohibits the offer to, or acceptance by, any City Employee associated with the preparing plans, specifications or estimates for public Contract; or awarding or administering public Contracts; or inspecting or supervising delivery of the public Contract of any gift from anyone with a Contract with the City, or from any person seeking to do business with the City. By execution of any response in this Request for Prequalification, you attest, for your entire organization and its employees or agents, that you are not aware that any such gift has been offered, accepted, or promised by any employees of your organization.

**IMMEDIATE AND CRITICAL NEED TO PRE-QUALIFY CONTRACTORS:** There is a critical need to retain construction contractors as soon as possible to perform disaster recovery services. The solicitation end date is July 21, 2023. The City will review and provide decisions within 10 business days after receipt of fully signed, executed and complete applications that are received *any time during this solicitation period*. The overall intent of this timing and review process is to secure qualified vendors as soon as possible and ensure there is adequate contractor capacity to address up to 20 construction work orders.

**Failure to execute/sign application prior to submittal shall render this application invalid and it WILL BE REJECTED.**

CONTRACTOR		
STREET ADDRESS:	P.O. BOX:	ZIP:
CITY, STATE & ZIP:	TELEPHONE NUMBER:	TOLL FREE TEL. NO:
PRINT NAME & TITLE OF PERSON SIGNING ON BEHALF OF CONTRACTOR:	FAX NUMBER:	
CONTRACTOR'S AUTHORIZED SIGNATURE:	DATE:	EMAIL:

A contractor prequalified to receive contracts shall remain eligible to receive contracts based on the terms and conditions of this solicitation for 24 months or until all City and County disaster recovery efforts have been completed, or the contractor requests to be removed from the list of prequalified contractors, or the contractor is removed from the list of prequalified contractors because of performance issues.

**ACCEPTANCE OF APPLICATION**

If any or all parts of this application are accepted by the City of Brunswick, an authorized representative shall affix his/her signature hereto and this document and all provisions of this Request for Prequalification along with the Contractor response and the written results of any negotiations shall then constitute the written agreement between the parties. A copy of this acceptance will be forwarded to the successful Contractor(s).

<p><b>FOR CITY USE ONLY:</b> Proposal accepted this _____ day of _____, 2021, as indicated on the attached certification, by _____ (Authorized Representative of City of Brunswick), and Contractor is prequalified to enter into contracts authorized under CDBG-DR Program.</p>
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## 1.0 PURPOSE

The City is seeking to qualify highly skilled prime construction contractors to perform, or cause to be performed, rehabilitation, reconstruction, mitigation, elevation and new construction of single-family residential structures that have been damaged by 2017 Hurricane Irma, or future disasters that may occur while they remain qualified under this engagement and remain in good standing with their performance with the City. Funding supporting these construction services are supported by grants to the state of Georgia from the HUD Community Development Block Grant Disaster Recovery (“CDBG- DR”) program or other state, Federal and local funding sources.

## 2.0 GENERAL INFORMATION

### 2.1 REQUEST FOR PREQUALIFICATION APPLICATION

The Request for Prequalification is comprised of this RFPQ document, any attachments, and any addenda released before Contractors have been prequalified. All attachments and addenda released for this RFPQ in advance of any Contract award are incorporated herein by reference. Contractor may attach its application to this RFPQ for submission; however, **any and all additional, modified or conflicting terms and conditions submitted on or with Contractor’s Application shall be disregarded and shall not be considered a part of any contract arising from this RFPQ.** Any attempt to delete or avoid the force of the previous sentence shall render Contractor’s Application invalid, and it shall not be considered.

**2.2 E-PROCUREMENT SOLICITATION:** This is NOT an E-Procurement solicitation.

### 2.3 SUBMISSION INSTRUCTIONS

**Instructions:** Applications must be submitted in hardcopy via mail or hand delivery, in response to this Request for Prequalification *And* emailed. Submission by any means shall include this RFPQ, as provided in section 2.5. **Applications shall be submitted by July 21, 2023 at 2 p.m. EDT. Decisions will be made within ten (10) business days of receipt of application.**

### 2.4 REQUEST FOR PREQUALIFICATION SCHEDULE

Event	Responsibility	Date and Time
Issue Request for Prequalification	City of Brunswick	June 23, 2022
Submit Written Questions	Contractor	July 11, 2023
Register for Pre-Conference Meeting / provide questions for meeting	Contractor	June 29, 2023
Pre-Conference Meeting	City of Brunswick	July 06, 2023 11 a.m. to 12:30 p.m.
Provide Responses to questions	City of Brunswick	July 14, 2023
Submit Applications	Contractor	July 21, 2:00 p.m. EDT
Prequalification Awards	City of Brunswick	Decisions on Applications will be made within ten (10) business days
Prequalification Effective Date	City of Brunswick	Date Contractor receives notice that application was approved



**2.5 QUESTIONS ABOUT PREQUALIFICATION**

**Purpose:** Upon review of the RFPQ documents, Contractors may have questions to clarify or interpret the RFPQ in order to submit the best application possible. To accommodate the Prequalification Questions process, Contractors shall submit any such questions by the above due date.

**Instructions:** Written questions shall be emailed to [amamukid@cityofbrunswick-ga.gov](mailto:amamukid@cityofbrunswick-ga.gov) by the date and time specified above. Contractors should enter “Request for Prequalification # RFPQ-2023\_4 Questions” as the subject for the email. Questions submittals should include a reference to the applicable RFPQ section & page # and be submitted in a format shown below:

Reference	Contractor Question
RFPQ Section, Page Number	Contractor question...?

Questions received prior to the submission deadline date, the City’s response, and any additional terms deemed necessary by the City will be posted in the form of an addendum, available on the City’s website <http://www.brunswickga.org/rfps>, and shall become an Addendum to this RFPQ. No information, instruction or advice provided orally or informally by any City personnel, whether made in response to a question or otherwise in connection with this RFPQ, shall be considered authoritative or binding. Contractors shall be entitled to rely *only* on written material contained in an Addendum to this RFPQ.

**2.6 PREQUALIFICATION APPLICATION CONTENTS**

**The below items are required to be submitted by the Contractor in order to be prequalified.** Contractor shall populate all attachments of this RFPQ that require the Contractor to provide information and include an authorized signature where requested, as outlined below. Contractor Responses shall include the following items and they should be arranged in the following order (unless specifically excluded):

- a) Completed and signed version of EXECUTION PAGE (page 3 of this RFPQ), along with the body of the RFPQ (pages 5-21). Applicants should acknowledge that they have read, understood and will be bound by all provisions and requirements set forth in Attachments C, D, E and G. in lieu of attaching those Attachments to their applications.
- b) SECTION 4.5 (REFERENCES) of this RFPQ.
- c) Signed receipt pages of any addenda released in conjunction with this RFPQ.
- d) ATTACHMENT B: LOCATION OF WORKERS UTILIZED BY CONTRACTOR
- e) ATTACHMENT F: PREQUALIFICATION FORM AND POLICY

**2.7 DEFINITIONS, ACRONYMS, AND ABBREVIATIONS**

- A. ADDENDUM / ADDENDA:** When the terms, conditions, specifications, responses to inquiries from Contractors, and/or scope(s) of work are changed, removed and/or added prior to the public opening of the Applications, an addendum addressing the nature of such change(s) will be issued in writing. When required, Contractors must sign and include an addendum and include it in the proposal and the failure to sign and return this type of addendum will, in most cases, result in the rejection of the proposal.
- B. AHJ:** Authority Having Jurisdiction

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- C. APPLICATION:** This Request for Prequalification and Contractor’s Application.
- D. AUDIT:** The contract(s) awarded pursuant to this RFPQ are subject to audits by City, State and federal agencies and/or their authorized independent auditors. The auditors may conduct contract performance, financial and/or forensic/fraud audits.
- E. BUYER:** The City Agency employee or such other persons the City Agency shall delegate and authorize to: place a work order with a Prequalified Contractor to implement an HRRP program for a specific home, and that order will also require the Contractor designated by the City Agency and/or designated for a geographical area under the contract to provide the City Agency with construction management services required by this RFPQ during the HRRP construction of the specified home; request services during the Prequalification period; or request work on behalf of an eligible local governmental entity.
- F. CDBG-DR:** Community Development Block Grant – Disaster Recovery. This is a federal grant award issued to support Hurricane Irma recovery efforts, and other disaster events in Georgia authorized and funded by the U.S. Department of Housing and Urban Development.
- G. CITY:** The City of Brunswick, Georgia
- H. CONSTRUCTION MANAGER or CM:** A Georgia licensed general contractor with construction management experience awarded a contract by CITY pursuant to Request for Proposal RFQP-2023\_4 (and any future awards for construction management issued by the CITY) that will provide construction management services that will include management of the Contractor’s HRRP construction of a home.
- I. CONSULTANT:** City agencies or ELGs will hire one or more consultants to assist in the determination of CDBG-DR eligibility of homeowners who have submitted applications under the HRRP and, as part of the eligibility process, the consultants will perform damage and environmental assessments for each home. After a home is determined to be eligible for HRRP and the program determined (rehabilitation, reconstruction, elevation and/or new construction), the City will issue a construction contract to a prequalified Contractor and the Construction Manager will coordinate the work performed under the contract with the City, homeowner, Contractor and Consultant to make sure the work performed under the contract complies with CDBG-DR requirements (including reporting and CDBG-DR case management by Consultant) and construction work and any environment radiation/abatement completed in a timely manner with the specified quality and workmanship.
- J. CONTRACT LEAD:** Representative of the City who corresponds with potential Contractors in order to identify and contract with that Contractor providing the greatest benefit to the City and who will administer this contract for the City.
- K. CONTRACTOR or CONTRACTORS:** The contractors prequalified pursuant to this Request for Prequalification to construct HRRP homes consisting of rehabilitation, reconstruction, elevation and new construction.
- L. DCA:** Georgia Department of Community Affairs, which is the administrating State agency of the

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CDBG-DR program and funding. DCA is assigned a primary role in CDBG-DR contract management for CDBG-DR funded services during the course of multi-year grant awards from the US Department of Housing and Urban Development.

- M. **DPS:** Georgia Department of Public Safety.
- N. **Grant Eligibility Determination:** Consultants will assist in making final CDBG-DR (HRRP) determinations that will include damage and environmental assessments, which will assist CM and Contractor determine the scope of work for the grant eligible home, the corresponding services and goods, and the contract between the homeowner and Contractor.
- O. **HRRP:** City of Brunswick/Glynn County CDBG-DR Homeowner Rehabilitation and Reconstruction Program
- P. **PE:** Professional Engineer.
- Q. **RA:** Registered Architect.
- R. **CITY:** The City of Brunswick, including any of its sub-units and subdivisions recognized under Georgia law.
- S. **CITY AGENCY:** For purposes of this RFPQ, any sub-unit within the executive branch of the City or City Officials that may have statutory, managerial or regulatory duties arising from or related to this RFPQ, HRRP, CDBG-DR, City Disaster Recovery Acts of 2016, 2017 and 2018, and subsequent acts, and/or Hazard Mitigation Grant Program (HMGP).
- T. **WORK ORDER:** Specific, written authorization to perform the task(s) listed therein.
- U. **ZONES:** Contractor must be able to perform services in the 31520 zip code.

## **2.8 NOTICE TO CONTRACTORS REGARDING TERMS AND CONDITIONS**

It shall be the Contractor's responsibility to read the Instructions, the City's terms and conditions, all relevant exhibits and attachments, and any other components made a part of this RFPQ, and to comply with all requirements and specifications herein. Contractors also are responsible for obtaining and complying with all Addenda and other changes that may be issued in connection with this RFPQ.

If Contractors have questions, issues, or exceptions regarding any term, condition, instruction or other component within this RFPQ, those *shall* be submitted as questions to the Agency prior to submission of an Application and before the stated deadline. If the City determines that any changes will be made as a result of the points raised, then such decisions will be communicated in the form of an addendum. Other than through this process, and subject to the provisions of section 2.1, the City rejects and shall not be required to evaluate or consider any additional or modified terms and conditions or Instructions to Contractor submitted with Contractor's application. This applies to any language appearing in or attached to the application as part of the Contractor's application that purports to vary any terms and conditions or CDBG-DR rules, requirements,

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standards, HRRP requirements and/or the City's instructions herein or to render the prequalification designation as non-binding or subject to further negotiation. Contractor's application to this RFPQ shall constitute a firm offer to perform HRRP contracts assigned to Contractor or awarded to Contractor after competitive bidding. **By execution and delivery of a response to this RFPQ, Contractor agrees that any additional or modified terms and conditions, including Instructions to Contractors, whether submitted purposely or inadvertently, or any purported condition to the offer shall have no force or effect and will be disregarded. Noncompliance with, or any attempt to alter or delete, this paragraph shall constitute sufficient grounds to reject Contractor's Application.**

### **3.0 METHOD OF AWARD AND APPLICATION EVALUATION PROCESS**

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There is no limit on the number of Contractors to be prequalified. Pursuant to CBDG-DR rules, the City's prequalification will be open in that it will be re-advertised every six months to allow additional Contractors to become prequalified to perform HRRP work. The City may re-advertise prequalification within a shorter time period as the City may have need.

The City shall review the applications to this RFPQ to confirm that they meet the specifications and requirements. The City reserves the right to waive any minor informality or technicality in any application.

The City may request additional formal responses or submissions from any or all Contractors for the purpose of clarification or to amplify the materials presented in any part of the Application. Contractors are cautioned, however, that the City is not required to request clarification, and often does not. Therefore, all Applications should be complete and reflect the most favorable terms available from the Contractor. Prices quoted cannot be altered or modified as part of a clarification.

In addition to the requirements below, Contractors shall complete the Prequalification Form in Attachment F. Contractors' qualifications to perform HRRP contracts will be scored and evaluated as reflected in the Prequalification Form, the policy attached thereto, and the scoring matrix. The minimum scoring for prequalification as to a Contractor's ability to perform HRRP contracts shall be 70 out of 130.

All Contractors that receive a total combined score of 70 shall be prequalified for bidding on and/or being assigned HRRP contracts. Contractors not qualified will be informed of the reasons and scores that resulted in the decision not to prequalify. Contractors shall follow the policy in Attachment F if they desire further review of the prequalification decision or want to protest the decision. Contractors denied prequalification shall be permitted to seek prequalification when the City re-advertises the request for prequalification.

### **3.1 CONFIDENTIALITY DURING PROCESS**

During the evaluation period and prior to granting prequalification, all information concerning the Application and evaluation is confidential, and possession of the Application and accompanying information is limited to personnel of the issuing agency and any third parties involved in this procurement process, and to the committee responsible for participating in the evaluation. Any attempt on behalf of a Contractor to gain such confidential information, or to influence the evaluation process (e.g., contact anyone involved in the evaluation, criticize another Contractor, offer any benefit or information not contained in the Application) in any way is inadmissible under Georgia procurement law, Article 8, para. 4, and shall constitute sufficient grounds for disqualification of Contractor's application from further evaluation or consideration at the discretion of the City.

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### **3.2 INTERPRETATION OF TERMS AND PHRASES**

This Request for Prequalification serves two functions: (1) to advise potential Contractors of the parameters of the solution being sought by the City; and (2) to provide (together with other specified documents) the terms of the contract(s) that may result from subsequent bidding or assignment as a result of this procurement. As such, all terms in the Request for Prequalification shall be enforceable as contract terms in accordance with the General Contract Terms and Conditions when a Prequalified Contractor is awarded or assigned an HRRP contract. The use of phrases such as “shall,” “must,” and “requirements” are intended to create enforceable contract terms and conditions. In determining whether Applications should be evaluated or rejected, the City will take into consideration the degree to which Contractors have proposed or failed to propose experience and/or qualification that will satisfy the City’s needs as described in the Request for Prequalification. Except as specifically stated herein, no one requirement shall automatically disqualify a Contractor from consideration. However, failure to comply with any material requirement pertaining to scope of work and/or qualifications may result in the City exercising its discretion to reject an Application in its entirety.

### **4.0 REQUIREMENTS**

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This Section lists the requirements related to this RFPQ. By submitting an Application, the Contractor agrees to meet all stated requirements in this Section as well as any other specifications, requirements and terms and conditions stated in this RFPQ. If Contractor is unclear or has any question about the specifications, requirements and terms and conditions herein, it is urged and cautioned to contact the issuing agency Contract Lead as specified in this RFPQ.

#### **4.1 APPROVED PRICING CHARGES AND COSTS**

The program manager will determine rehabilitation or reconstruction costs. A standardized overhead and profit on top of Xactimate standardized pricing may be utilized to generate final task order values.

Contractor shall not invoice for any amounts not specifically allowed for in this RFPQ, that is, Contractors may not bill the City or any other City agency for any costs in putting together the requested application.

#### **4.2 INVOICES**

In general, Prequalified Contractors may only submit payment applications to the City after an award or assignment of a HRRP Contract and only in accordance with the terms of that Contract and the Georgia Standard Contract Terms and Conditions (Attachment D).

However, the City may request certain Prequalified Contractors to provide cost estimating, copies of proposed home plans and specifications, pre-mobilization (e.g., provide architectural, engineering, land surveying, retention of subcontractors, and/or consultation on environmental remediation, etc.) or such other services beneficial to the City’s implementation of HRRP that Prequalified Contractors may submit invoices to the City for payment whether or not the fees, expenses and/or costs are allowable CDBG-DR. The City shall request pre-contract services from Prequalified Contractors through Work Orders. The standard format for invoicing shall be Single Invoices meaning that the Contractor shall provide the Buyer with an invoice for each Work Order. Invoices shall include detailed information, supporting documentation and/or deliverables requested in a Work Order to allow the City or their designee to verify fees, costs and/or expenses. At a minimum, the following fields shall be included on all invoices:

Contractor’s Billing Address, Customer Account Number, Contract Number, Work Order Date, Buyers Order Number, Manufacturer Part Numbers, Contractor Part Numbers, Item Descriptions, Price,

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Quantity, and Unit of Measure.

#### **4.3 FINANCIAL STABILITY**

Each Contractor shall submit the following financial documentation with its Proposal: most recent annual balance sheet, income statement/statement of retained earnings and cash flow statement, or most recent statement of financial condition by an independent auditor. Financial information, statements and/or documents submitted with a proposal shall be evaluated to determine: whether the Contractor has sufficient ability to perform the contract; whether the Contractor is able to meet its short term obligations, debts, liabilities, payroll, and expenses; whether Contractor has provided complete, reliable and accurate financial information regarding its business operation; whether the Contractor is financially solvent; and whether Contractor has sufficient cash flow and/or available financing from a financial institution to perform the proposed contract for 60 days without receiving payment from the City. Financial information of non-public entities may be marked as confidential in accordance with paragraph 14 (CONFIDENTIAL INFORMATION) of ATTACHMENT C: INSTRUCTIONS TO CONTRACTORS.

#### **4.4 CONTRACTOR EXPERIENCE**

In its Application, Contractors shall demonstrate experience with residential rehabilitation, reconstruction, environmental mitigation (e.g., abatement of lead, Contractor's experience with local, Federal, and City statutory requirements for grants especially U.S. Housing and Urban Development CDBG-DR, Federal Emergency Management Administration grants programs, City or local government disaster recovery programs and/or experience with HUD public housing programs. Lack of disaster recovery experience, experience with certain types of environmental mitigation, or certain types of construction (elevating homes) will not, by themselves or in combination, preclude Contractors from being prequalified. However, lack of experience will be used by the City and/or its CM(s) in assigning HRRP contracts and/or allowing contractors to competitively bid on certain types of HRRP Contracts. Contractors should represent their experience (e.g., a Contractor that has only repaired and renovated homes should not represent experience in new home construction or reconstruction; a Contractor that has not elevated a home or has not abated asbestos should not represent experience in performing such work because of the safety health risks involved in not properly performing that work, etc.) Contractors are further warned that misrepresenting experience may result in state and federal False Claim violations. Contractor shall provide information as to the qualifications and experience of all executive, managerial, legal, and professional personnel to be assigned to this project, including resumes citing experience with similar projects and the responsibilities to be assigned to each person.

#### **4.5 REFERENCES**

Contractor shall provide at least three (3) references for which your company has provided Services of similar size and scope to that proposed herein (these may be the same projects reported in the Prequalification Form).

The City may contact these references users to determine the Services provided are substantially similar in scope to those proposed herein and Contractor's performance has been satisfactory as part of the evaluation of the Application and/or prior to the award or assignment of an HRRP contract to a Prequalified Contractor.

**Note:** positive written references from owners, designers and/or construction managers for the projects listed below will be scored if provided with a Contractor’s Application.

COMPANY NAME	CONTACT NAME	TELEPHONE NUMBER & EMAIL ADDRESS

**4.6 BACKGROUND CHECKS**

The City or CDBG-DR administrating agency (Georgia DCA) may require the Contractor, its executive officers, its senior management personnel, and/or subcontractors to be assigned to any HRRP contract to provide or undergo background checks at Contractor’s expense prior to beginning work or at any time during the performance of an HRRP contract. When requested, as part of a requested background check, the Contractor must provide the City and/or DCA with information for:

- a) Any **criminal felony conviction**, or conviction of any crime involving moral turpitude, including, but not limited to fraud, misappropriation or deception, of Contractor, its officers or directors, or any of its employees or other personnel to provide services on this project, of which Contractor has knowledge or a statement that it is aware of none;
- b) Any **criminal investigation** for any offense involving moral turpitude, including, but not limited to fraud, misappropriation, falsification or deception pending against Contractor of which it has knowledge or a statement it is aware of none;
- c) Any **regulatory sanctions** levied against Contractor or any of its officers, directors or its professional employees expected to provide services on this project by any City or federal regulatory agencies within the past three years or a statement that there are none. As used herein, the term “regulatory sanctions” includes the revocation or suspension of any license or certification, the levying of any monetary penalties or fines, and the issuance of any written warnings;
- d) Any **regulatory investigations** pending against Contractor or any of its officers, directors or its professional employees expected to provide services on this project by any City or federal regulatory agencies of which Contractor has knowledge or a statement that there are none.
- e) Any **civil litigation**, arbitration, proceeding, or judgments pending against Contractor during the three (3) years preceding submission of its proposal herein or a statement that there are none.

Contractor’s responses to these requests shall be considered to be continuing representations, and Contractor’s failure to notify the City within thirty (30) days of any criminal litigation, investigation or proceeding involving Contractor or its then current officers, directors or persons providing services under this contract during its term shall constitute a material breach of contract. The provisions of this paragraph shall also apply to any

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subcontractor utilized by Contractor to perform services under this contract.

#### **4.7 CONTRACTOR'S REPRESENTATIONS**

- a) Contractor warrants that qualified personnel shall provide Services under this Contract in a professional manner. "Professional manner" means that the personnel performing the Services will possess the skill and competence consistent with the prevailing business standards in the industry. Contractor agrees that it will not enter any agreement with a third party that may abridge any rights of the City under this Contract. Contractor will serve as the prime contractor under this Contract and shall be responsible for the performance and payment of all subcontractor(s) that may be approved by the City. Names of any third-party vendors or subcontractors of Contractor may appear for purposes of convenience in Contract documents; and shall not limit Contractor's obligations hereunder. Contractor will retain executive representation for functional and technical expertise as needed in order to incorporate any work by third party subcontractor(s).
- b) If any Services, deliverables, functions, or responsibilities not specifically described in this Contract are required for Contractor's proper performance, provision and delivery of the service and deliverables under this Contract, or are an inherent part of or necessary sub-task included within such service, they will be deemed to be implied by and included within the scope of the contract to the same extent and in the same manner as if specifically described in the contract. Unless otherwise expressly provided herein, Contractor will furnish all its own necessary management, supervision, labor, facilities, furniture, computer and telecommunications equipment, software, supplies and materials necessary for the Contractor to provide and deliver the Services and Deliverables.
- c) Contractor warrants that it has the financial capacity to perform and to continue to perform its obligations under the contract; that Contractor has no constructive or actual knowledge of an actual or potential legal proceeding being brought against Contractor that could materially adversely affect performance of this Contract; and that entering into this Contract is not prohibited by any contract, or order by any court of competent jurisdiction.

#### **5.0 SCOPE OF PREQUALIFICATION**

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##### **5.1 SCOPE OF SERVICES**

The City is seeking to qualify skilled prime construction contractors to perform, or cause to be performed, rehabilitation, reconstruction, mitigation, elevation and new construction of single-family residential structures in compliance with local, Federal, and City statutory requirements for grants under HUD CDBG-DR program for the 2017 Hurricane Irma event, other applicable disaster events, and future CDBG-DR allocations within HUD's contract period. Prequalified contractors may also be selected for: (1) other federal grant funded programs such as buyouts/acquisitions (i.e., demolition work and decommissioning wells and septic systems); and repairs, reconstruction or new construction of modular homes/manufactured homes; (2) contracts for the City's CDBG-HRRP projects to perform disaster recovery related housing repairs and construction services; (3) contract with the City for Federal Emergency Management Administration's Hazard Mitigation Grant Program Projects (reconstruction, elevation and/or acquisition projects); and (4) City projects or work orders involving residential construction. Based on the foregoing, contractors are encouraged to list all construction



experience relevant to single-family construction projects.

The City will work with the prequalified contractor to satisfy all contracting requirements for these other disaster recovery programs. Priority of assignment/deployment will be given to the implementation of the City's CDBG-DR Program when HRRP projects become available after grant eligibility determinations have been made with completed damage and environment assessments.

The City's prequalification of Contractors is intended to create an "on-call" Contractor list to assign HRRP projects based on the work areas requested by the Contractors, work/project capacity, experience with certain types of construction, experience with certain type of environmental abatements, pricing and such other considerations that may be identified in grant eligibility determinations and CDBG-DR rules/standards and/or federal, state and local best practices and/or financial controls. The prequalification and subsequent contracting process may be compared to a multiple Indefinite Delivery/Indefinite Quantity (IDIQ) contracting process. Notwithstanding the above comparisons, Contractor(s) shall be prequalified to be assigned HRRP construction projects (all types) based upon capacity, capability, and performance directly, through a local unit of government, or through a third-party grant administrator. Assignment of HRRP projects will be the preferred method but the City reserves the right to use competitive bidding if doing so is in the best interest of the HRRP. The City will develop a policy/procedure to fairly assign HRRP construction projects to prequalified contractors based on the work/project capacities indicated in their prequalified contractors' proposals. Prequalified contractors' performance will also be considered in assigning projects as HRRP projects are completed.

Contractor(s) must demonstrate the ability to provide services in the designated work zone. The geographic area of the projects for this RFPQ is the 31520-zip code located within City of Brunswick and Glynn county. Proposers may consult FEMA's Individual Assistance data for the disaster at: <https://www.fema.gov/disaster/4294>, or <https://www.fema.gov/disaster/429> or <https://www.fema.gov/disaster/4338>. For general information related to the Georgia CDBG-DR Program, proposers may also consult the State of Georgia CDBG-DR Action Plan at: <https://www.dca.ga.gov/node/5737>

Additionally, Contractor(s) must demonstrate the ability to mobilize within 30 days of award (which shall include obtaining homeowner approval of construction documents and consent to perform the work, design, permitting, surveying, temporary utilities, etc.) and complete assigned construction projects within the contracted time (subject to environmental remediation, construction in most cases should not to exceed 120 days for rehabilitation, 150 days for reconstruction projects and 150 days for elevation projects) to reduce potential hazards to public welfare and safety.

Contractor(s) will be bound to specific terms and conditions which are subject to change prior to the execution of any contract that may result from this Solicitation (Attachment D). However, it is the intent and goal of the City and the state of Georgia to make every HRRP home project successful, so prequalified contractors are encouraged to work proactively with the City, its construction manager(s) and grant eligibility contractor(s) to identify and resolve all issues and problems immediately to minimize delays in completing HRRP projects.

## **5.2 DESCRIPTION OF SERVICES AND REQUIREMENTS**

Contractors must be familiar with Georgia, local, and/or regional Housing Guidelines, if applicable. Each local/regional program will be nuanced depending on local construction requirements, community recovery needs, program goals, and other applicable locally approved program requirements. The HRRP Housing Guidelines are posted in the federal register notice at <https://www.govinfo.gov/content/pkg/FR-2020-01-27/pdf/2020-01204.pdf>

and in the HRRP manual at <https://www.dca.ga.gov/node/7340>. Prequalified contractors that have new home construction plans that comply with HUD CDBG-DR resilient construction standards and City of Brunswick/Glynn County Building Codes, or have new home plans that they are willing to make compliant to HUD's resilient construction standards and City of Brunswick/Glynn County Building Code may be used in the award/assignment of HRRP home projects. Prequalified contractors and/or their design teams can negotiate reasonable cost and fees for the aforementioned design services. Contractor prequalification applicants shall not submit Contractor-developed plans with the Application. Contractor-developed plans may be submitted to the City after receipt of notice that the contractor's application for prequalification has been approved along with any requests for fees and costs associated with any prequalified contractor's development of the aforementioned single-family home plans.

### 5.3 REHABILITATION SCOPE OF WORK

It is anticipated that homes eligible for rehabilitation will require an array of repairs ranging from minor to major. The scope of work for each repaired structure will vary, but may include, although not be limited to, the following:

- a) Development of a thorough scope of necessary repairs using a City prescribed form;
- b) Obtaining all necessary City and/or County permits and approvals prior to the commencement of the work for each structure;
- c) Providing architectural and house plan renderings;
- d) Demolition of damaged interior and exterior materials;
- e) Foundation leveling, repair, and/or elevation;
- f) Structural damage repair;
- g) Building envelope repair, including:
  - Roof repair or replacement and attendant damage
  - Door and window replacement
  - Siding /veneer repair or replacement
  - Mechanical (HVAC), electrical, and plumbing systems repair or replacement
  - Drywall repair or replacement
  - Rough and trim carpentry;
- h) Surface preparation and painting;
- i) Flooring repair or replacement;
- j) Cabinet and appliance replacement;
- k) Lead-based paint mitigation;
- l) Specialty construction elements associated with historic properties, including coordination with the State Historic Preservation Office (SHPO), as well as other local historic districts and stakeholders in other jurisdictions;
- m) Wind mitigation and retrofitting measures;
- n) Specialty construction elements associated with Green Building Construction techniques as required by HUD;
- o) Addressing special needs accessibility requirements; and
- p) Conducting close-outs for each project, which may include obtaining certificate(s) of

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occupancy from applicable City authorities.

#### **5.4 RECONSTRUCTION AND NEW CONSTRUCTION SCOPE OF WORK**

In certain cases, a property owner may only be eligible for the complete reconstruction of his/her home, either substantially within the same footprint as the prior home (reconstruction) or new construction on a different footprint. The scope of work for each reconstructed or newly constructed structure will vary but may include, although not be limited to, the following:

- a) Coordination with the property owner and his/her family from assignment to obtaining a certificate of occupancy for closing;
- b) Utility disconnection and deactivation;
- c) Demolition of existing structure;
- d) Debris removal in accordance with all federal, state, and local requirements, including the disposal of potential asbestos containing materials;
- e) Providing architectural and house plan renderings;
- f) Site preparation;
- g) Construction of new residential structures including 2, 3, and 4-bedroom floor plans in accordance with all applicable local and state codes and standards; and
- i) Accessibility and design of projects to comply with the American with Disabilities Act of 1990 (if applicable) known as ADA requirements with HUD exceptions.

#### **5.5 ELEVATION/MITIGATION SCOPE OF WORK**

##### **Elevation Process**

Each home elevation will consist of steps to produce the construction documents for the local authority having jurisdiction approval. These steps will require multiple site visits by various professionals to develop the necessary documents needed for complete construction documents.

Contractor and Contractor's PE/RA will schedule or provide services as follows:

##### **1. Site Survey**

All homes that are deemed to need elevations by Contractor (or another service provider) will require a land survey and elevation certificate. The site survey will be scheduled by Contractor to visit the home to conduct a survey. The survey should include property lines, existing setback measurements, the footprint of existing home, elevation heights, and grade heights. When the survey has completed a copy of the land survey will be submitted to the PE/RA for review then submitted to the Contractor.

##### **2. Geotechnical Soil Borings**

Geotechnical soil borings will be needed for clarification on soil types at properties where home elevation is required. The Contractor will schedule land survey visit with geotechnical soil boring visit. Two soil borings are required per property and test results will be submitted to the PE/RA office for review. The PE/RA could deem the soil test is not required if testing results are already supplied for adjacent homes, this will be the decision of the PE/RA who will then notify to the Contractor.

### 3. Architectural Consultation Process

Homeowner will review pre-developed design concepts of the PE/RA and, at the time homeowner agrees to the elevation process, the PE/RA will conduct a survey of pre-existing conditions. When the consultation is completed the PE/RA can proceed with completing the construction documents for the Contractor.

### 4. Homeowner Construction Document Presentation

Once the construction documents are completed by the Contractors' PE/RA, and approved and signed by the homeowner, a new construction or alterations permit will be secured by the Contractor and construction may begin.

## 5.6 ADDITIONAL REQUIREMENTS

- a) Provide professional labor, equipment, and materials adequate to perform the work in accordance with the scope of work issued for each eligible applicant's residential structure while ensuring that all applicable housing standards and codes are met;
- b) Comply with all applicable local, state, and federal laws, regulations, and guidelines, which may include: HUD Community Development Block Grant disaster laws, regulations, and guidelines; the Davis Bacon Act (for repairs to properties containing more than eight (8) units); and Section 3 of the Housing and Urban Development Act of 1968;
- c) Mobilize in the awarded Zone within 30 days from the execution of a Work Order;
- d) Provide documentation and tracking of construction progress;
- e) Meet with individual property owners to review the scope of work to be performed, including establishing a work schedule acceptable to property owners and reviewing work upon final inspection;
- f) Meet the City's 120-day or 150-day work completion requirement for the HRRP Project from the Notice to Proceed, homeowner consent/contract execution and/or permitting, whichever is later, and subject to environmental abatements that may impact a Contractor's schedule;
- g) Meet all federal, state, and local requirements for the transport and disposal of municipal solid, industrial, hazardous, and other wastes from demolished structures; and
- j) Provide a one-year warranty, and a third-party ten-year structural warranty.
- k) Assist homeowners in vacating their damaged home, if necessary. Moving services will primarily be authorized to support the elderly and disabled homeowners, and the City will coordinate with the approved contractors to minimize risk in the administration of these services.

## 5.7 PREQUALIFICATION TERM

Prequalification shall remain open until all HRRP homes are under contract for construction. The City, at its own discretion, may extend any contract awarded pursuant to this RFPQ for up to two additional one-year terms, subject to terms and conditions mutually agreeable to the City and the Contractor. A Contractor's prequalification may be rescinded because of poor performance on HRRP project, material breaches of contract, substantiated nonpayments to subcontractors/valid payment bond claims, substantiated complaints from homeowners that are serious (e.g., violations of policies concerning alcohol, illegal drugs, possession of firearms, disrespectful behavior, theft of personal property, Contractor damage to real property not subject to rehabilitation, etc.), False Claim Act violations, and misrepresentation of experience and/or references,

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violations of permits, illegal disposal of hazardous materials, any major OSHA or several minor OSHA violations, significant injuries to any person during construction caused by failure to follow required safety practices, and/or negative Contractor evaluations.

The City reserves the right to utilize the contractors qualified under this RFPQ for any disaster recovery projects within the City of Brunswick or Glynn County for which the City becomes the contracting authority.

#### **5.8 NO GUARANTEE OF VOLUME OR USAGE**

The City makes no guarantee of volume or usage under any contract resulting from this RFPQ.

#### **5.9 WORK ORDER AUTHORIZATION AND COMPENSATION**

During the term of any contract awarded under this RFPQ, the City may request Contractors to perform certain projects as described above, subject to specific work authorization in the form of a General Work Order (Work Order). Work Orders will be assigned to Contractors based on demonstrated capacity in accordance with each Zone's rebuilding needs and demands at program implementation. All Work Orders shall be in writing, signed by both the Contractor and the City (or its designee), and shall include a scope of services, a list of tasks to be performed by Contractor, a time schedule, a list of deliverables if any, and such other information or special conditions as may be necessary for the work requested. A Work Order for an HRRP project will request the Prequalified Contractor assigned the project to prepare a detailed cost proposal for construction.

A contractor assignment procedure will be developed once a pool of eligible applicants has been determined and shall be provided to Contractors prior to work being assigned.

The City shall consider the Cost Proposal provided by Contractor along with site-specific and area-specific construction cost data to establish the cost benchmarks for each Project.

**Attachments to this RFPQ begin on the next page.**

Application Number: RFPQ-2021\_2

Contractor Name: \_\_\_\_\_

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**ATTACHMENT A:**

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**CONSTRUCTION ZONE MAP**  
**31520 ZIP CODE**

# Glynn County Zip Codes

## Legend

### ZIP CODE

-  31520
-  31522
-  31523
-  31524
-  31525
-  31527
-  31543
-  31561
-  31566

-  City of Brunswick
-  Glynn Boundary

### FEATURE

-  Water
-  Swamp/Marsh
-  Upland



Kilometers

1 cm = 0.65 km



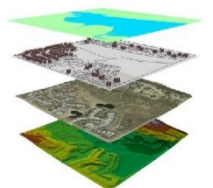
Miles

1 in = 1 miles

Date: 1/7/2021



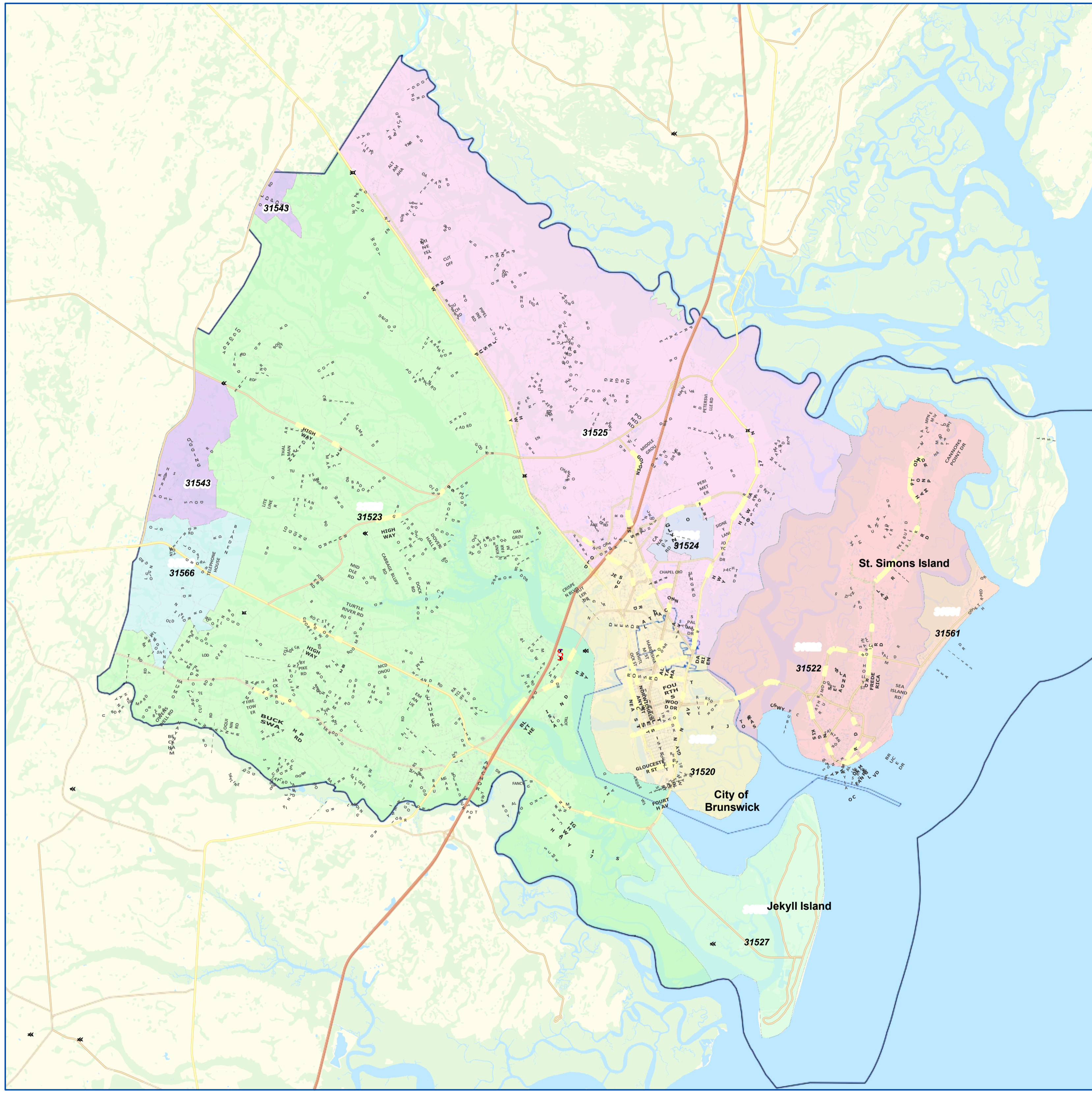
[www.glynncounty.org](http://www.glynncounty.org)



Glynn County GIS Department  
Phone: 912-554-7418  
Email: [GIS@glynncounty-ga.gov](mailto:GIS@glynncounty-ga.gov)

This map is a product of Glynn County Geographic Information System (GCGIS). The GCGIS expressly disclaims any liability that may result from the use of these maps.

Author: ELN







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**ATTACHMENT B: LOCATION OF WORKERS UTILIZED BY CONTRACTOR**

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The Contractor shall detail the location(s) at which performance will occur, as well as the manner in which it intends to utilize resources or workers outside of the United States in the performance of this Contract. The City will evaluate the additional risks, costs, and other factors associated with such utilization prior to making an award. Please complete items a, b, and c below.

- a) **Will any work under this Contract be performed outside the United States?** YES   
NO

If the Contractor answered “YES” above, Contractor shall complete items 1 and 2 below:

1. List the location(s) outside the United States where work under this Contract will be performed by the Contractor, any sub-Contractors, employees, or other persons performing work under the Contract:
  
  
  
  
  
  
  
  
  
  
2. Describe the corporate structure and location of corporate employees and activities of the Contractor, its affiliates or any other sub-Contractors that will perform work outside the U.S.:

- b) **The Contractor agrees to provide notice, in writing to the City, of the relocation of the Contractor, employees of the Contractor, sub-Contractors of the Contractor, or other persons performing services under the Contract outside of the United States**  YES  NO

NOTE: All Contractor or sub-Contractor personnel providing call or contact center services to the City under the Contract **shall** disclose to inbound callers the location from which the call or contact center services are being provided.

- c) **Identify all U.S. locations, outside of Georgia, if any, at which performance will occur:**

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**ATTACHMENT C: INSTRUCTIONS TO CONTRACTORS**

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1. **READ, REVIEW AND COMPLY:** It shall be the Contractor's responsibility to read this entire document, review all enclosures and attachments, and any addenda thereto, and comply with all requirements specified herein, regardless of whether appearing in these Instructions to Contractors or elsewhere in this RFPQ document.
2. **LATE APPLICATIONS:** Not applicable; prequalification process shall be open to the date specified.
3. **ACCEPTANCE AND REJECTION:** The City reserves the right to reject any and all applications, to waive any informality in applications and, unless otherwise specified by the Contractor, to accept any item in the application.
4. **BASIS FOR REJECTION:** the City reserves the right to reject any and all applications, in whole or in part, by deeming the offer unsatisfactory as to qualifications and/or experience, non-compliance with the requirements or intent of this solicitation, error(s) in specifications or indications that revision would be advantageous to the City, cancellation or other changes in the intended project or any other determination that the proposed requirement is no longer needed, limitation or lack of available funds, circumstances that prevent determination of the best offer, or any other determination that rejection would be in the best interest of the City.
5. **EXECUTION:** Failure to sign the Execution page (page 3 of the RFPQ) in the indicated space will render application non-responsive and it shall be rejected.
6. **ORDER OF PRECEDENCE:** In cases of conflict between specific provisions in this solicitation or in any resulting contract, the order of precedence shall be (high to low) (1) any special terms and conditions specific to this RFPQ, including any negotiated terms; (2) specifications in Sections 2, 4, and 5 of this RFPQ; (3) [Georgia General Contract Terms and Conditions](#) in ATTACHMENT D; (4) Instructions to Contractors in ATTACHMENT C; and (5) Contractor's Application.
7. **INFORMATION AND DESCRIPTIVE LITERATURE:** Contractor shall furnish all information requested in the spaces provided in this document. Contractors shall also provide descriptive literature for the means and methods to be utilized for rehabilitation, elevation and reconstruction, including but not limited to, project schedule, schedule methodology, and breakdown of subcontractors and materials.
8. **RECYCLING AND SOURCE REDUCTION:** It is the policy of the City to encourage and promote the purchase of products with recycled content to the extent economically practicable, and to purchase items which are reusable, refillable, repairable, more durable and less toxic to the extent that the purchase or use is practicable and cost-effective. We also encourage and promote using minimal packaging and the use of recycled/recyclable products in the packaging of commodities purchased. However, no sacrifice in quality of packaging will be acceptable. The company remains responsible for providing packaging that will adequately protect the commodity and contain it for its intended use. Companies are strongly urged to bring to the attention of purchasers those products or packaging they offer which have recycled content and that are recyclable.

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9. **CERTIFICATE TO TRANSACT BUSINESS IN GEORGIA:** As a condition of contract award, each out-of-State Vendor that is a corporation, limited-liability company or limited-liability partnership shall have received, and shall maintain throughout the term of The Contract, a Certificate of Authority to Transact Business in Georgia, as required by Georgia law ([O.C.G.A. TITLE 14 Chapter 2 Article 15](#)). A City contract requiring only an isolated transaction completed within a period of six months, and not in the course of a number of repeated transactions of like nature, shall not be considered as transacting business in Georgia and shall not require a Certificate of Authority to Transact Business.
10. **SUSTAINABILITY:** To support the sustainability efforts of the City of Brunswick, we solicit your cooperation in this effort. It is desirable that all responses meet the following:
- All copies of the RFPQ are printed double sided.
  - All submittals and copies are printed on recycled paper with a minimum post-consumer content of 30%.
  - Unless absolutely necessary, all applications and copies should minimize or eliminate use of non- recyclable or non-reusable materials such as plastic report covers, plastic dividers, vinyl sleeves, and GBC binding. Three-ringed binders, glued materials, paper clips, and staples are acceptable.
  - Materials should be submitted in a format which allows for easy removal, filing and/or recycling of paper and binder materials. Use of oversized paper is strongly discouraged unless necessary for clarity or legibility.
11. **HISTORICALLY UNDERUTILIZED BUSINESSES:** The City invites and encourages participation in this procurement process by businesses owned by minorities, women, disabled, disabled business enterprises and non-profit work centers for the blind and severely disabled.
12. **RECIPROCAL PREFERENCE:** Resident vendors in the State of Georgia are to be granted the same preference over vendors resident in another state in the same manner, on the same basis and to the same extent, that preference is granted in awarding bids or proposals for the same goods or services by such other state to vendors resident therein over vendors resident in the State of Georgia. This preference is used for evaluation purposes only. All State Entities are required to apply this reciprocal preference. Residency is determined by a Vendor's "Principal Place of Business," defined as that principal place from which the overall trade or business of the Vendor is directed or managed ([View State Preference Repository](#)).
13. **CONFIDENTIAL INFORMATION:** To the extent permitted by applicable statutes and rules, the City will maintain confidential trade secrets that the Contractor does not wish disclosed. As a condition to confidential treatment, each page containing trade secret information shall be identified in boldface at the top and bottom as "CONFIDENTIAL" by the Contractor, with specific trade secret information enclosed in boxes or similar indication. Cost information shall not be deemed confidential under any circumstances. Regardless of what a Contractor may label as a trade secret, the determination whether it is or is not entitled to protection will be determined in accordance with Ga. Code Ann. § 10-1-761. Any material labeled as confidential constitutes a representation by the Contractor that it has made a reasonable effort in good faith to determine that such material is, in fact, a trade secret under Ga. Code Ann. § 10-1-761. Contractors are urged and

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cautioned to limit the marking of information as a trade secret or as confidential so far as is possible.

14. **PROTEST PROCEDURES**: Contractor shall follow appeal procedures stated in Section D of Attachment F (Prequalification Form for Prime Contractor).
15. **COMMUNICATIONS BY CONTRACTORS**: Not applicable.
16. **WITHDRAWAL OF APPLICATION**: an application may be withdrawn only in writing and received by the office issuing the RFPQ prior to the time for the opening of applications identified on the cover page of this RFPQ (or such later date included in an Addendum to the RFPQ). A withdrawal request shall be submitted on Contractor's letterhead and signed by an official of the Contractor authorized to make such request. Any withdrawal request made after the opening of bids shall be allowed only for good cause shown and in the sole discretion of the City.
17. **INFORMAL COMMENTS**: The City shall not be bound by informal explanations, instructions or information given at any time by anyone on behalf of the City during the application process. The City is bound only by information provided in this RFPQ and in formal Addenda issued.
18. **COST FOR APPLICATION PREPARATION**: Any costs incurred by Contractor in preparing or submitting applications are the Contractor's sole responsibility; the City of Brunswick will not reimburse any Contractor for any costs incurred prior to award.
19. **CONTRACTOR'S REPRESENTATIVE**: Each Contractor shall submit with its application the name, address, and telephone number of the person(s) with authority to bind the firm and answer questions or provide clarification concerning the firm's application.
20. **INSPECTION AT CONTRACTOR'S SITE**: The City reserves the right to inspect, at a reasonable time, the equipment/item, plant or other facilities of a prospective Contractor prior to Contract award, and during the period a Contractor has been prequalified to perform work.

## ATTACHMENT D: GENERAL TERMS &amp; CONDITIONS

**PREQUALIFICATION APPROVAL**

1. **PERFORMANCE AND DEFAULT:** If, through any cause, Contractor shall fail to fulfill in timely and proper manner the obligations under an HRRP contract, the City shall have the right to terminate the contract by giving written notice to the Contractor and specifying the effective date thereof. In that event, any or all finished or unfinished deliverable items under HRRP contract prepared by the Contractor shall, at the option of the City, become its property, and the Contractor shall be entitled to receive just and equitable compensation for any acceptable work completed as to which the option is exercised. Notwithstanding the foregoing, Contractor shall not be relieved of liability to the City for damages sustained by the City by virtue of any breach of HRRP Contract, and the City may withhold any payment due the Contractor for the purpose of setoff until such time as the exact amount of damages due the City from such breach can be determined. The City reserves the right to require at any time a performance bond or other acceptable alternative performance guarantees from a Contractor without expense to the City.

In the event of default by the Contractor, the City may procure the goods and services necessary to complete performance of an HRRP contract from other prequalified contractors and hold the Contractor responsible for any excess cost occasioned thereby. In addition, in the event of default by the Contractor under HRRP Contract, or upon the Contractor filing a petition for bankruptcy or the entering of a judgment of bankruptcy by or against the Contractor, the City may immediately cease doing business with the Contractor, immediately terminate The Contract for cause, and may take action to debar the Contractor from doing future business with the City.

A default termination of any HRRP contract will automatically cause Contractor's prequalification to be revoked. If Contractor is satisfactorily performing other HRRP contracts, the Contractor WILL NOT be cross defaulted on the other HRRP Projects.

2. **GOVERNMENTAL RESTRICTIONS:** In the event any Governmental restrictions are imposed which necessitate alteration of the material, quality, workmanship or performance of the items offered prior to their delivery, it shall be the responsibility of the Contractor to notify, in writing, the City and its construction manager assigned to the HRRP project at once, indicating the specific regulation which required such alterations. The City reserves the right to accept any such alterations, including any price adjustments occasioned thereby, or to cancel the Contract.
3. **AVAILABILITY OF FUNDS:** Any and all payments to the Contractor are dependent upon and subject to the availability of funds to the agency for the purpose set forth in this Contract.
4. **TAXES:** Any applicable taxes shall be invoiced as a separate item.
  - a. The City will not enter into Contracts with Contractors if the Contractor or its affiliates meet one of the conditions of O.C.G.A. 48-8-2 (2010) and refuses to collect use tax on sales of tangible personal property to purchasers in Georgia. By execution of the RFPQ document the Contractor certifies that it and all of its affiliates, (if it has

affiliates), collect(s) the appropriate taxes.

- b. All agencies participating in this Contract are exempt from Federal Taxes, such as excise and transportation. Exemption forms submitted by the Contractor will be executed and returned by the using agency.
  - c. Prices offered are not to include any personal property taxes, nor any sales or use tax (or fees) unless required by the State of Georgia, City or County Department(s) of Revenue.
5. **SITUS AND GOVERNING LAWS:** This Contract is made under and shall be governed and construed in accordance with the laws of the state of Georgia and City of Brunswick, without regard to its conflict of laws rules, and within which state and city all matters, whether sounding in Contract or tort or otherwise, relating to its validity, construction, interpretation and enforcement shall be determined.
6. **PAYMENT TERMS:** Payment terms are Net not later than 30 days after receipt of correct invoice or acceptance of goods or services, whichever is later. The using agency is responsible for all payments to the Contractor under the Prequalification. Payment will generally be made by check and payment may be made by procurement card, if the Contractor accepts that card (Visa, MasterCard, etc.) from other customers, and it shall be accepted by the Contractor for payment under the same terms and conditions as any other method of payment accepted by the Contractor. If payment is made by procurement card, then payment may be processed immediately by the Contractor.
7. **AFFIRMATIVE ACTION:** The Contractor will take affirmative action in complying with all Federal and City requirements concerning fair employment and employment of people with disabilities, and those concerning the treatment of all employees without regard to discrimination by reason of race, color, religion, sex, national origin or disability.
8. **TERMINATION FOR CONVENIENCE:** If this Prequalification contemplates deliverables, services and/or performance over a period of time, the City may terminate this contract at any time by providing 60 days' notice in writing from the City to the Contractor. In that event, any or all finished or unfinished deliverable items prepared by the Contractor under this contract shall, at the option of the City, become its property. If the contract is terminated by the City as provided in this section, the City shall pay for those items for which such option is exercised, less any payment or compensation previously made.
9. **ADVERTISING:** Contractor agrees not to use the existence of this Prequalification or any HRRP contract or the name of the City of Brunswick as part of any commercial advertising or marketing of products or services. A Contractor may inquire whether the City is willing to act as a reference by providing factual information directly to other prospective customers.
10. **ACCESS TO PERSONS AND RECORDS:** During and after the term hereof, the state Auditor and any using agency's internal auditors shall have access to persons and records related to this Contract to verify accounts and data affecting fees or performance under the Contract, as provided in (O.C.G.A. 50-6-7, 50-6-29).
11. **ASSIGNMENT:** No assignment of the Contractor's Prequalification nor the Contractor's right

to receive payment hereunder or under an HRRP contract shall be permitted.

However, upon written request approved by the issuing purchasing authority and solely as a convenience to the Contractor, the City may:

- a. Forward the Contractor's payment check directly to any person or entity designated by the Contractor, and
- b. Include any person or entity designated by Contractor as a joint payee on the Contractor's payment check.

In no event shall such approval and action obligate the City to anyone other than the Contractor and the Contractor shall remain responsible for fulfillment of all Contract obligations. Upon advance written request, the City may, in its unfettered discretion, approve an assignment to the surviving entity of a merger, acquisition or corporate reorganization, if made as part of the transfer of all or substantially all of the Contractor's assets. Any purported assignment made in violation of this provision shall be void and a material breach of this Contract.

## 12. **INSURANCE:**

**COVERAGE** - During the term of the Contract, the Contractor at its sole cost and expense shall provide commercial insurance of such type and with such terms and limits as may be reasonably associated with the Contract. As a minimum, the Contractor shall provide and maintain the following coverage and limits from insurance companies authorized to do business in Georgia and having an A.M. Best's rating of B+ or better:

- a) General liability insurance of at least One Million (1,000,000) Dollars (Combined Single Limit per occurrence) and Two Million (2,000,000) Dollars aggregate;
- b) Automobile insurance of at least One Million (1,000,000) Dollars (Combined Single Limit per accident for bodily injury or property damage); and
- c) Workers' Compensation Insurance as will protect potential bidder or offeror from Workers' Compensation Acts.

The City and its CM reserve the right to request additional insurance coverage and/or increases in limits during the Prequalification period and/or for specific HRRP contracts.

**REQUIREMENTS** - Providing and maintaining adequate insurance coverage is a material obligation of the Contractor and is of the essence of this Contract. All such insurance shall meet all laws of the City of Brunswick and the state of Georgia. Such insurance coverage shall be obtained from companies that are authorized to provide such coverage and that are authorized by the Commissioner of Insurance to do business in Georgia. The Contractor shall at all times comply with the terms of such insurance policies, and all requirements of the insurer under any such insurance policies, except as they may conflict with existing Georgia laws or this Contract. The limits of coverage under each insurance policy maintained by the Contractor shall not be interpreted as limiting the Contractor's liability and obligations under the Contract.

## 13. **GENERAL INDEMNITY:** The Contractor shall hold and save the City, its officers, agents, and

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employees, harmless from liability of any kind, including all claims and losses accruing or resulting to any other person, firm, or corporation furnishing or supplying work, services, materials, or supplies in connection with the performance of this Contract, and from any and all claims and losses accruing or resulting to any person, firm, or corporation that may be injured or damaged by the Contractor in the performance of this Contract and that are attributable to the negligence or intentionally tortious acts of the Contractor provided that the Contractor is notified in writing within 30 days that the City has knowledge of such claims. The Contractor represents and warrants that it shall make no claim of any kind or nature against the City's agents who are involved in the delivery or processing of Contractor goods to the City. The representation and warranty in the preceding sentence shall survive the termination or expiration of this Contract.

14. **COMPLIANCE WITH LAWS:** Contractor shall comply with all laws, ordinances, codes, rules, regulations, and licensing requirements that are applicable to the conduct of its business and performance in accordance with this contract, including those of federal, state, and local agencies having jurisdiction and/or authority.
15. **ENTIRE AGREEMENT:** This RFPQ and any documents incorporated specifically by reference represent the entire agreement between the parties and supersede all prior oral or written statements or agreements. This RFPQ, any Addenda hereto, and the Contractor's application are incorporated herein by reference as though set forth verbatim. All promises, requirements, terms, conditions, provisions, representations, guarantees, and warranties contained herein shall survive the contract expiration or termination date unless specifically provided otherwise herein, or unless superseded by applicable Federal, state or City statutes of limitation.
16. **AMENDMENTS:** This Prequalification may be amended only by written amendments duly executed by the City (the City and/or DCA) and the Contractor.
17. **NO WAIVER:** Notwithstanding any other language or provision in RFPQ, nothing herein is intended nor shall be interpreted as a waiver of any right or remedy otherwise available to the City under applicable law. The waiver by the City of any right or remedy on any one occasion or instance shall not constitute or be interpreted as a waiver of that or any other right or remedy on any other occasion or instance.
18. **FORCE MAJEURE:** Neither party shall be deemed to be in default of its obligations hereunder if and so long as it is prevented from performing such obligations as a result of events beyond its reasonable control, including without limitation, fire, power failures, any act of war, hostile foreign action, nuclear explosion, riot, strikes or failures or refusals to perform under subcontracts, civil insurrection, earthquake, hurricane, tornado, or other catastrophic natural event or act of God.
19. **SOVEREIGN IMMUNITY:** Notwithstanding any other term or provision in this RFPQ, nothing herein is intended nor shall be interpreted as waiving any claim or defense based on the principle of sovereign immunity that otherwise would be available to the City under applicable law.
20. **ESCALATION CLAUSE:** The following is only applicable if not addressed in a Contractor's HRRP contract. Prices offered as a result of the Prequalification shall be firm for a period of one



(1) year from the date of initial performance of any HRRP contract. If the contract provides for an option year(s) and the City exercises that option(s), the contractor may request a price increase for that year but it must not exceed the change in points during the previous twelve (12) month period in the \*Consumer Price Index-All Items (All Urban Consumers: (1982-1984) or 5%, whichever is less. If the requested increase is in compliance with these specified limitations, the new price will be effective thirty (30) days from the date the request is received by the City. Consumer Price Index: U. S. Department of Labor, Bureau of Labor Statistics; [www.bls.gov](http://www.bls.gov)

## **CONSTRUCTION MANAGEMENT & CONSTRUCTION TERMS & CONDITIONS**

The following terms, conditions, requirements and deadlines shall be incorporated in all contracts awarded to Prequalified Contractors pursuant to the CDBG-DR HRRP Program and grant eligibility determinations.

### **ARTICLE 1 - WORKING DRAWINGS AND SPECIFICATIONS AT THE JOB SITE**

- a. The Contractor shall maintain, in readable condition at his/her job office, one complete set of working drawings and specifications for his/her work including all shop drawings. Such drawings and specifications shall be available for use by the Contractor's Designer, CM and/or the City. A copy of the plans and specifications shall be provided the homeowner.
- b. The Contractor shall maintain at the job office, a day-to-day record of work-in-place that is at variance with the contract documents. Such variations shall be fully noted on project drawings by the Contractor and submitted to the designer and CM upon project completion and no later than thirty (30) days after acceptance of the project.
- c. The Contractor shall maintain at the job office a record of all required tests or special inspections that have been performed, clearly indicating the scope of work inspected and the date of approval or rejection. Contractor shall make available these tests and special inspection reports available to CM, the City, and homeowner upon request.

### **ARTICLE 2 - OWNERSHIP OF DRAWINGS AND SPECIFICATIONS**

*All drawings and specifications are instruments of service and remain the property of the Contractor and/or its designer, but owner has a license to use drawings and specifications for future renovation or work at home. Homeowner's use of these instruments on work other than this contract without permission of the Contractor is prohibited.*

### **ARTICLE 3 - MATERIALS, EQUIPMENT, EMPLOYEES**

- a. The contractor shall, unless otherwise specified, supply and pay for all labor, transportation, materials, tools, apparatus, lights, power, heat, sanitary facilities, water, scaffolding and incidentals necessary for the completion of his/her work, and shall install, maintain and remove all equipment of the construction, other utensils or things, and be responsible for the safe, proper and lawful construction, maintenance and use of same, and shall construct in the best and most workmanlike

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manner, a complete job and everything incidental thereto, as shown on the plans, stated in the specifications, or reasonably implied therefrom, all in accordance with the contract documents.

- b. All materials shall be new and of quality specified, except where reclaimed material is authorized herein and approved for use. Workmanship shall at all times be of a grade accepted as the best practice of the particular trade involved, and as stipulated in written standards of recognized organizations or institutes of the respective trades except as exceeded or qualified by the specifications.
- c. Upon notice, the contractor shall furnish evidence as to quality of materials.
- d. Products are generally specified by ASTM or other reference standard and/or by manufacturer's name and model number or trade name. When specified only by reference standard, the Contractor may select any product meeting this standard, by any manufacturer. When several products or manufacturers are specified as being equally acceptable, the Contractor has the option of using any product and manufacturer combination listed. However, the contractor shall be aware that the cited examples are used only to denote the quality standard of product desired and that they do not restrict bidders to a specific brand, make, manufacturer or specific name; that they are used only to set forth and convey to bidders the general style, type, character and quality of product desired; and that equivalent products will be acceptable. Request for substitution of materials, items, or equipment shall be submitted to the designer for approval or disapproval; such approval or disapproval shall be made by the designer prior to the opening of bids. Alternate materials may be requested after the award if it can clearly be demonstrated that it is an added benefit to the owner and the designer and owner approves.
- e. The CM, the City and/or the City's consultant shall be the judge of equality for proposed substitution of products, materials or equipment and whether it complies with CDBG-DR, HRRP and/or grant eligibility rules, requirements and/or standards.

#### **ARTICLE 4 - ROYALTIES, LICENSES AND PATENTS**

It is the intention of the contract documents that the work covered herein will not constitute in any way infringement of any patent whatsoever unless the fact of such patent is clearly evidenced herein. The contractor shall protect and save harmless the homeowner, CM, the City, DCA, State of Georgia and/or U.S. Department of Housing and Urban Development against suit on account of alleged or actual infringement. The contractor shall pay all royalties and/or license fees required on account of patented articles or processes, whether the patent rights are evidenced hereinafter.

#### **ARTICLE 5 - PERMITS, INSPECTIONS, FEES, REGULATIONS**

- a. The contractor shall give all notices and comply with all laws, ordinances, codes, rules and regulations bearing on the conduct of the work under this contract. If the contractor observes that the drawings and specifications are at variance therewith, he/she shall promptly notify the designer in writing. See Instructions to Bidders, Paragraph 3, Bulletins and Addenda. Any necessary changes required after contract award shall be made by change order in accordance with Article 19. If the contractor performs any work knowing it to be contrary to such laws, ordinances, codes, rules and
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regulations, and without such notice to the designer, he/she shall bear all cost arising therefrom. Additional requirements implemented after bidding will be subject to equitable negotiations.

- b. All work under this contract shall conform to the Georgia Building Code and other City, local and national codes as are applicable. The cost of all required inspections and permits shall be the responsibility of the contractor and included within the bid proposal. All water taps, meter barrels, vaults and impact fees shall be paid by the contractor and included within the bid proposal unless otherwise noted.

## **ARTICLE 6 - PROTECTION OF WORK, PROPERTY AND THE PUBLIC**

- a. The contractors shall be jointly responsible for the entire site and the building or construction of the same and provide all the necessary protections, as required by the owner or designer, and by laws or ordinances governing such conditions. They shall be responsible for any damage to the owner's property, or of that of others on the job, by them, their personnel, or their subcontractors, and shall make good such damages. They shall be responsible for and pay for any damages caused to the owner. All contractors shall have access to the project at all times.
- b. The contractor shall provide cover and protect all portions of the structure when the work is not in progress, provide and set all temporary roofs, covers for doorways, sash and windows, and all other materials necessary to protect all the work on the building, whether set by him, or any of the subcontractors. Any work damaged through the lack of proper protection or from any other cause, shall be repaired or replaced without extra cost to the owner.
- c. No fires of any kind will be allowed inside or around the operations during the course of construction without special permission from the designer and owner.
- d. The contractor shall protect all trees and shrubs designated to remain in the vicinity of the operations by building substantial boxes around same. He shall barricade all walks, roads, etc., as directed by the designer to keep the public away from the construction. All trenches, excavations or other hazards in the vicinity of the work shall be well barricaded and properly lighted at night.
- e. The contractor shall provide all necessary safety measures for the protection of all persons on the job, including the requirements of the A.G.C. *Manual of Accident Prevention in Construction*, as amended, and shall fully comply with all City laws or regulations and Georgia Building Code requirements to prevent accident or injury to persons on or about the location of the work. He shall clearly mark or post signs warning of hazards existing, and shall barricade excavations, elevator shafts, stairwells and similar hazards. He/she shall protect against damage or injury resulting from falling materials and he/she shall maintain all protective devices and signs throughout the progress of the work.
- f. The contractor shall adhere to the rules, regulations and interpretations of the Department of Labor relating to Occupational Safety and Health Standards for the Construction Industry (Title 29, Code of Federal Regulations, Part 1926, published in Volume 39, Number 122, Part II, June 24, 1974, *Federal Register*), and revisions thereto as adopted by General Statutes of Georgia.

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- g. The contractor shall designate a responsible person of his/her organization as safety officer/inspector to inspect the project site for unsafe health and safety hazards, to report these hazards to the contractor for correction, and whose duties also include accident prevention on the project, and to provide other safety and health measures on the project site as required by the terms and conditions of the contract. The name of the safety inspector shall be made known to the designer and owner at the time of the preconstruction conference and in all cases prior to any work starting on the project.
  - h. In the event of emergency affecting the safety of life, the protection of work, or the safety of adjoining properties, the contractor is hereby authorized to act at his/her own discretion, without further authorization from anyone, to prevent such threatened injury or damage. Any compensation claimed by the contractor on account of such action shall be determined as provided for under Article 19(b).
  - i. Any and all costs associated with correcting damage caused to adjacent properties of the construction site or staging area shall be borne by the contractor. These costs shall include but not be limited to flooding, mud, sand, stone, debris, and discharging of waste products.

#### **ARTICLE 7 – CONTROL OF EROSION AND SEDIMENTATION**

- a. Any land-disturbing activity performed by the contractor(s) in connection with the project shall comply with all erosion control measures set forth in the contract documents and any additional measures which may be required in order to ensure that the project is in full compliance with Georgia Title 12, Chapter 7 Control of Soil Erosion and Sedimentation (O.C.G.A. § 12-7-6).
- b. Upon receipt of notice that a land-disturbing activity is in violation of said law, the contractor(s) shall be responsible for ensuring that all steps or actions necessary to bring the project in compliance with said act are promptly taken.
- c. The contractor(s) shall be responsible for defending any legal actions instituted pursuant to O.C.G.A. § 12-7-6 against any party or persons described in this article.
- d. To the fullest extent permitted by law, the contractor(s) shall indemnify and hold harmless the owner, the designer and the agents, consultants and employees of the owner and designer, from and against all claims, damages, civil penalties, losses and expenses, including, but not limited to, attorneys' fees, arising out of or resulting from the performance of work or failure of performance of work, provided that any such claim, damage, civil penalty, loss or expense is attributable to a violation of the Erosion and Sedimentation Control law. Such obligation shall not be construed to negate, abridge or otherwise reduced any other right or obligation of indemnity which would otherwise exist as to any party or persons described in this article.

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**ARTICLE 8 - INSPECTION OF THE WORK**

- a. It is a condition of this contract that the work shall be subject to inspection during normal working hours and during any time work is in preparation and progress by the Contractor's designer, designated official representatives of the CM, AHJ, the City, homeowner and those persons required by City law to test special work for official approval. The contractor shall therefore provide safe access to the work at all times for such inspections. Homeowner must give advance notice to Contractor and/or CM to ensure homeowner safety pursuant to OSHA requirements.
- b. Where special inspection or testing is required by virtue of any City laws, instructions of the designer, specifications or codes, the contractor shall give adequate notice to the designer and CM of the time set for such inspection or test, if the inspection or test will be conducted by a party other than the designer. Such special tests or inspections will be made in the presence of the designer, or his/her authorized representative, CM (if necessary) and it shall be the contractor's responsibility to serve ample notice of such tests.
- e. All laboratory tests shall be paid by the Contractor unless provided otherwise in the contract documents including laboratory tests to establish design mix for concrete, and for additional tests to prove compliance with contract documents where materials have tested deficient except when the testing laboratory did not follow the appropriate ASTM testing procedures.
- f. Should any work be covered up or concealed prior to inspection and approval by AHJ and CM (when required by the contract) and/or special inspector such work shall be uncovered or exposed for inspection, if so requested by AHJ (verbally or in writing) or CM (in writing). Inspection of the work will be made upon notice from the contractor. All cost involved in uncovering, repairing, replacing, recovering and restoring to design condition, the work that has been covered or concealed will be paid by the contractor involved.

**ARTICLE 9 - CONTRACTOR AND SUBCONTRACTOR RELATIONSHIPS**

- a. The contractor agrees that the terms of its contract with homeowner documents shall apply equally to each subcontractor as to the contractor, and the contractor agrees to take such action as may be necessary to bind each subcontractor to these terms. The contractor further agrees to conform to the Code of Ethical Conduct as adopted by the Associated General Contractors of America, Inc., with respect to contractor-subcontractor relationships, and that payments to subcontractors shall be made in accordance with the provisions of the State of Georgia's Prompt Pay Act, O.C.G.A § 13-11-1, et. seq.
- b. Within ten days of receipt by the contractor of each periodic or final payment, the prime contractor shall pay the subcontractor based on work completed or service provided under the subcontract. Should any periodic or final payment to the subcontractor be delayed by more than ten days after receipt of periodic or final payment by the prime contractor, the contractor shall pay the subcontractor interest, beginning on the eighth day, at the rate of one percent (1%) per month or fraction thereof on such unpaid balance as may be due. The CM and the City shall not be liable for interest resulting from a Contractor's failure to pay any subcontractor.

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- c. The City will retain no more than five (5) percent of progress payments from Contractor, which will be release upon final acceptance of the HRRP project. Should Contractor fail to perform work under the contract, substantially delay completion of the work, or fail to correct non-conforming work in a timely manner, the City through the CM may use retainage to correct non-conforming work and/or complete performance of the contract. The percentage of retainage on payments made by the contractor to the subcontractor shall not exceed the percentage of retainage on payments made by the City to the contractor. Any percentage of retainage on payments made by the contractor to the subcontractor that exceeds the percentage of retainage on payments made by the City to the contractor shall be subject to interest to be paid by the contractor to the subcontractor at the rate of one percent (1%) per month or fraction thereof.
  - d. Nothing in this section shall prevent the contractor at the time of application and certification to the CM and the City from withholding application and certification to the City for payment to the subcontractor for unsatisfactory job progress; defective construction not remedied; disputed work; third-party claims filed or reasonable evidence that claim will be filed; failure of subcontractor to make timely payments for labor, equipment and materials; damage to contractor or another subcontractor; reasonable evidence that subcontract cannot be completed for the unpaid balance of the subcontract sum; or a reasonable amount for retainage not to exceed the initial percentage retained by the City.

## **ARTICLE 10 - CHANGES IN THE WORK**

- a. The City through CM may make changes made in the work covered by the contract. These changes will not invalidate and will not relieve or release the contractor from any guarantee given by it pertinent to the contract provisions. These changes will not affect the validity of the guarantee bond and will not relieve the surety or sureties of said bond. All extra work shall be executed under conditions of the original contract.
- b. Except in an emergency endangering life or property, no change shall be made by the contractor except upon receipt of approved change order or written field order from the City authorizing such change. No claim for adjustments of the contract price shall be valid unless this procedure is followed.

A field order, transmitted by fax, electronically, or hand delivered, may be used where the change involved impacts the critical path of the work. A formal change order shall be issued as expeditiously as possible.

In the event of emergency endangering life or property, the contractor may be directed to proceed on a time and material basis whereupon the contractor shall proceed and keep accurately on such form as specified by the CM and/or the City, a correct account of costs together with all proper invoices, payrolls and supporting data. Upon completion of the work the change order will be prepared as outlined under either Method "c(1)" or Method "c(2)" or both.

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- c. Should concealed conditions be encountered in the performance of the work below grade, or should concealed or unknown conditions in an existing structure be at variance with the conditions indicated by the contract documents, the contract sum and time for completion may be equitably adjusted by change order upon claim by either party made within thirty (30) days after the condition has been identified. The cost of such change shall be arrived at by one of the foregoing methods. All change orders shall be supported by a unit cost breakdown showing method of arriving at net cost as defined above.
- d. In all change orders, the procedure will be for the CM to request proposals for the change order work in writing. The contractor will provide such proposal and supporting data in suitable format. The CM shall verify correctness. Delay in the processing of the change order due to lack of proper submittal by the contractor of all required supporting data shall not constitute grounds for a time extension or basis of a claim. Within fourteen (14) days after receipt of the contractor's accepted proposal including all supporting documentation required by the CM, the CM shall prepare the change order and forward to the contractor for his/her signature or otherwise respond, in writing, to the contractor's proposal. Within seven (7) days after receipt of the change order executed by the contractor, the CM's representative shall certify the change order by his/her or her signature, and forward the change order and all supporting data to the City for its review for CDBG-DR, HRRP and/or grant eligibility compliance and, if compliant, the City will sign the change order and the revised scope of work may proceed. If the change order is denied, then Contractor shall not proceed with the work or may request the homeowner to approve of and pay for the proposed change in work. In case of emergency or extenuating circumstances, approval of changes may be obtained verbally by telephone or field orders approved by all parties, then shall be substantiated in writing as outlined under normal procedure.
- e. A change order, when issued, shall be full compensation, or credit, for the work included, omitted or substituted. It shall show on its face the adjustment in time for completion of the project as a result of the change in the work.

## **ARTICLE 11 - TIME OF COMPLETION, DELAYS, EXTENSION OF TIME**

- a. The Contractor shall commence work to be performed under this agreement on a date to be specified in a written Notice to Proceed from the CM and shall fully complete all work hereunder within the time of completion stated in the Contract. Time is of the essence and the contractor acknowledges the homeowner will likely suffer financial damage for failure to complete the work within the time of completion. For each day in excess of the above number of days, the contractor(s) shall pay the sum of \$250.00 per day as liquidated damages reasonably estimated in advance to cover the losses to be incurred by the owner by reason of failure of said contractor(s) to complete the work within the time specified, such time being in the essence of this contract and a material consideration thereof. If Contractor disputes the calculation of liquidated damages, then homeowner may recover actual damages.
- b. If the contractor is delayed at any time in the progress of his/her work solely by any act or negligence of the homeowner, CM or the City; by changes ordered in the work; by labor disputes at the project site; by abnormal weather conditions not reasonably anticipated for the locality where
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the work is performed; by unavoidable casualties; by any causes beyond the contractor's control; or by any other causes which the designer and owner determine may justify the delay, then the contract time may be extended by change order only for the time which the CM and the City may determine is reasonable.

Time extensions will not be granted for rain, wind, snow or other natural phenomena of normal intensity for the locality where work is performed. For purpose of determining extent of delay attributable to unusual weather phenomena, a determination shall be made by comparing the weather for the contract period involved with the average of the preceding five (5) year climatic range during the same time interval based on the National Oceanic and Atmospheric Administration National Weather Service statistics for the locality where work is performed and on daily weather logs kept on the job site by the contractor reflecting the effect of the weather on progress of the work and initialed by the designer's representative. No weather delays shall be considered after the building is dried in unless work claimed to be delayed is on the critical path of the baseline schedule or approved updated schedule. Time extensions for weather delays, acts of God, labor disputes, fire, delays in transportation, unavoidable casualties or other delays which are beyond the control of the Owner do not entitle the Contractor to compensable damages for delays. Any contractor claim for compensable damages for delays is limited to delays caused solely by the owner or its agents. Contractor caused delays shall be accounted for before owner or designer caused delays in the case of concurrent delays.

- c. Request for extension of time shall be made in writing to the CM, copies to the City and the homeowner, within twenty (20) days following cause of delay.
- d. The contractor shall notify his/her surety in writing of extension of time granted.

## **ARTICLE 12 – APPLICATIONS FOR PAYMENT**

- a. Not later than the fifth day of the month (or other date set by Contract, CM and the City), the contractor shall submit to the CM a request for payment for work done during the previous month. The request shall be in the form agreed upon between the contractor and the CM, but shall show substantially the value of work done and materials delivered to the site during the period since the last payment, and shall sum up the financial status of the contract with the following information:
  - 1. Total of contract including change orders.
  - 2. Value of work completed to date.
  - 3. Less five percent (5%) retainage.
  - 4. Less previous payments.
  - 5. Current amount due.



- b. The contractor, upon request of the CM, shall substantiate the request with invoices of vouchers or payrolls or other evidence including compliance with federal prevailing wage laws.
- c. Prior to submitting the first request, the contractor shall prepare for the CM a schedule of values (SOV) showing a breakdown of the contract price into values of the various parts of the work, so arranged as to facilitate payments to Contractor and subcontractors. The Contractor shall list the value of each subcontractor and supplier, identifying each minority business subcontractor and supplier.
- d. When payment is made on account of stored materials and equipment, such materials must be stored on the homeowner's property, and the requests for payments shall be accompanied by invoices or bills of sale or other evidence to establish the homeowner's title to such materials and equipment. Such payments will be made only for materials that have been customized or fabricated specifically for this project. Raw materials or commodity products including but not limited to piping, conduit, CMU, metal studs and gypsum board may not be submitted. Responsibility for such stored materials and equipment shall remain with the contractor regardless of ownership title. Such stored materials and equipment shall not be removed from the homeowner's property.
- e. In lieu of performance bonds, the City will direct the CM to withhold retainage up to the statutory amount of five percent (5%) to ensure a prequalified contractor's completion of the project and/or to resolve any disputes with homeowner and subcontractors. the City will also establish a dispute resolution process to resolve any dispute quickly.

#### **ARTICLE 13 - CERTIFICATES OF PAYMENT AND FINAL PAYMENT**

- a. Within five (5) days from receipt of request for payment from the contractor (or other date set by Contractor, CM and the City), the Contractor shall issue and forward to the CM a certificate for payment. This certificate shall indicate the amount requested by Contractor. If the certificate is not approved by the CM, the CM shall state in writing to the contractor and the owner his/her reasons for withholding payment.
- b. No certificate issued or payment made shall constitute an acceptance of the work or any part thereof until issuance of a certificate of occupancy issued by AHJ, and the CM and the City closeout the contract (warranties and guarantees shall remain in effect after contract closeout). The making and acceptance of final payment shall constitute a waiver of all claims by the Contractor against the homeowner, CM and/or the City except:
  - 1. Claims arising from unsettled liens or claims against the contractor.
  - 2. Faulty work or materials appearing after final payment.
  - 3. Failure of the contractor to perform the work in accordance with drawings and specifications, such failure appearing after payment.
  - 4. As conditioned in any payment bond.

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- e. The Contractor shall forward to the CM and the City the final application for payment along with the following documents:
1. List of minority business subcontractors and material suppliers showing breakdown of contract amounts and total actual payments to subs and material suppliers.
  2. Affidavit of Release of Liens.
  3. Affidavit of contractors of payment to material suppliers and subcontractors.
  4. Consent of Surety to Final Payment.
  5. Certificates of agencies required by law.

#### **ARTICLE 14 - PAYMENTS WITHHELD**

- a. The CM with the approval of the City may withhold payment for the following reasons:
1. Faulty work not corrected.
  2. The unpaid balance on the contract is insufficient to complete the work in the judgment of the designer.
  3. To provide for sufficient contract balance to cover liquidated damages that will be assessed.
- b. When grounds for withholding payments have been removed, payment will be released.

#### **ARTICLE 15 - MINIMUM INSURANCE REQUIREMENTS**

The CM shall require the Contractor to have the same insurance types, coverages and limits required of the CM with the same terms and conditions regarding proof insurance. In addition, the CM shall require the Contractor to provide the following additional insurance:

##### **c. Property Insurance (Builder's Risk/Installation Floater)**

The contractor shall purchase and maintain property insurance until final acceptance, upon the entire work at the site to the full insurable value thereof. This insurance shall include the interests of the owner, the contractor, the subcontractors and sub-subcontractors in the work and shall insure against the perils of fire, wind, rain, flood, extended coverage, and vandalism and malicious mischief. If the owner is damaged by failure of the contractor to purchase or maintain such insurance, then the contractor shall bear all reasonable costs properly attributable thereto; the contractor shall affect and maintain similar property insurance on portions of the work stored off the site when request for payment per articles so includes such portions.

**d. Deductible**

Any deductible, if applicable to loss covered by insurance provided, is to be borne by the contractor.

**ARTICLE 16 - PAYMENT BOND**

- a. The City may require a prequalified contractor to furnish a payment bond executed by a surety company authorized to do business in Georgia. The bond shall be in the full contract amount. The bond shall be executed in the form as required by the City.
- b. All bonds shall be countersigned by an authorized agent of the bonding company who is licensed to do business in Georgia.

**ARTICLE 17 - CONTRACTOR'S AFFIDAVIT**

The final payment of retained amount due the contractor on account of the contract shall not become due until the contractor has furnished to the CM, the City and homeowner an affidavit signed, sworn and notarized to the effect that all payments for materials, services or subcontracted work in connection with his/her contract have been satisfied, and that no claims or liens exist against the contractor in connection with this contract. In the event that the contractor cannot obtain similar affidavits from subcontractors to protect the contractor and the owner from possible liens or claims against the subcontractor, the contractor shall City in his/her affidavit that no claims or liens exist against any subcontractor to the best of his/her (the contractor's) knowledge, and if any appear afterward, the contractor shall save the owner harmless.

**ARTICLE 18 - USE OF PREMISES**

- a. The contractor shall confine its equipment, the storage of materials and the operations of its workmen to limits indicated by law, ordinances, permits or directions of the AHJ, CM, the City and homeowner and shall not exceed those established limits in his/her operations.
- b. The contractor(s) shall not load or permit any part of the structure to be loaded with a weight that will endanger its safety.
- c. The contractor(s) shall enforce the CM's, the City's and homeowner's instructions regarding signs, advertisements, fires and smoking.
- d. No firearms, any type of alcoholic beverages, or drugs (other than those prescribed by a physician) will be permitted at the job site.

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**ARTICLE 19 - CUTTING, PATCHING AND DIGGING**

- a. The contractor shall do all cutting, fitting or patching of his/her work that may be required to make its several parts come together properly and fit it to receive or be received by work of other contractors shown upon or reasonably implied by the drawings and specifications for the completed structure, as the designer may direct.
- b. Any cost brought about by defective or ill-timed work shall be borne by the party responsible therefor.
- c. No contractor or subcontractor shall endanger any work of the contractor or subcontractor by cutting, digging or other means. No contractor shall cut or alter the work of any other contractor without the consent of the designer and the affected contractor(s).

**ARTICLE 20 - UTILITIES, STRUCTURES, SIGNS**

- a. For reconstruction or new construction work, the contractor shall provide necessary and adequate facilities for water, electricity, gas, oil, sewer and other utility services which may be necessary and required for completion of the project including all utilities required for testing, cleaning, balancing, and sterilization of designated plumbing, mechanical and electrical systems. Any permanent meters installed shall be listed in the contractor's name until work has a final acceptance. The contractor will be solely responsible for all utility costs prior to final acceptance. Contractor shall contact all affected utility companies prior to bid to determine their requirements to provide temporary and permanent service and include all costs associated with providing those services in their bid. Coordination of the work of the utility companies during construction is the sole responsibility of the contractor. For rehabilitation work, Contractor shall provide all the foregoing if the home will be unoccupied during construction. If occupied, CM, Contractor and homeowner must reach an agreement as to apportionment of utilities, which must be included in the contract before rehabilitation starts.
- a. Meters shall be relisted in the homeowner's name on the day following final acceptance, and the homeowner shall pay for services used after that date.

**ARTICLE 21 - CLEANING UP**

- a. The contractor shall keep the building and surrounding area reasonably free from rubbish at all times and shall remove debris from the site on a timely basis or when directed to do so by the designer or Project Expediter. The Contractor shall provide an onsite refuse container(s) for the use of all contractors. Each Contractor shall remove their rubbish and debris from the building on a daily basis. The Contractor shall broom clean the building as required to minimize dust and dirt accumulation.
- b. The Contractor shall provide and maintain suitable all-weather access to the building.
- c. Before final inspection and acceptance of the building, each contractor shall clean his/her portion of the work, including glass, hardware, fixtures, masonry, tile and marble (using no acid), clean

and wax all floors as specified, and completely prepare the building for use by the homeowner, with no cleaning required by the homeowner.

## **ARTICLE 22 - GUARANTEE**

- a. The contractor shall unconditionally guarantee materials and workmanship against patent defects arising from faulty materials, faulty workmanship or negligence for a period of twelve (12) months following the date of final acceptance of the work or beneficial occupancy and shall replace such defective materials or workmanship without cost to the owner.
- b. Where items of equipment or material carry a manufacturer's warranty for any period in excess of twelve (12) months, then the manufacturer's warranty shall apply for that particular piece of equipment or material. The contractor shall replace such defective equipment or materials, without cost to the owner, within the manufacturer's warranty period.
- c. Additionally, the homeowner may bring an action for latent defects caused by the negligence of the Contractor which is hidden or not readily apparent to the homeowner or CM at the time of final acceptance, whichever occurred first, in accordance with applicable law.
- c. Guarantees for roof, equipment, materials, and supplies shall be stipulated in the specifications sections governing such roof, equipment, materials, or supplies.

## **ARTICLE 23 - MINORITY BUSINESS PARTICIPATION**

The City of Brunswick encourages that all necessary affirmative steps are taken to assure that minority and women's businesses are used when possible, and O.C.G.A. § 48-7-38 defines minority subcontractors and provides that there shall be subtracted from federal taxable income or federal adjusted gross income 10 percent of the amount of qualified payments to minority subcontractors.

## **ARTICLE 24 – CONTRACTOR EVALUATION**

The Contractor's overall work performance on each assigned or award HRRP project/contract shall be fairly evaluated in accordance with the City's policies and procedures, for determining prequalification for continued work in the HRRP. The CM and the City will evaluate the Contractor's performance.

## **ARTICLE 25 – CONFLICT OF INTEREST**

The Contractor agrees to abide by the provisions of 24 CFR 84.42 and 570.611, which include (but are not limited to) the following:

- (a). The Sub-grantee shall maintain a written code or standards of conduct that shall govern the performance of its officers, employees or agents engaged in the award and administration of contracts supported by Federal funds.
- (b). No employee, officer or agent of the Sub-grantee shall participate in the selection, or in the award,

or administration of, a contract supported by Federal funds if a conflict of interest, real or apparent, would be involved.

(c). No covered persons who exercise or have exercised any functions or responsibilities with respect to CDBG-assisted activities, or who are in a position to participate in a decision-making process or gain inside information with regard to such activities, may obtain a financial interest in any contract, or have a financial interest in any contract, subcontract, or agreement with respect to the CDBG-assisted activity, or with respect to the proceeds from the CDBG-assisted activity, either for themselves or those with whom they have business or immediate family ties, during their tenure or for a period of one (1) year thereafter. For purposes of this paragraph, a "covered person" includes any person who is an employee, agent, consultant, officer, or elected or appointed official of the COB, the Sub-grantee, or any designated public agency.

## **ARTICLE 26 – AUDITING-ACCESS TO PERSONS AND RECORDS**

In accordance with 2 CFR § 200.501, the Office of the Inspector General (OIG), City Auditor, HUD, Georgia DCA, and the City or other applicable City agency internal auditors shall have access to CM's and Contractor's officers, employees, agents and/or other persons in control of and/or responsible for the Contractor's records that relate to this Contracts for purposes of conducting audits under the referenced statute. HUD, the City's and DCA's internal auditors shall also have the right to access and copy the CM's and Contractor's records relating to the Contract and Project during the term of the Contract and within two years following the completion of the Project/close-out of the Contract to verify accounts, accuracy, information, calculations and/or data affecting and/or relating to CM's and Contractor's requests for payment, requests for change orders, change orders, claims for extra work, requests for time extensions and related claims for delay/extended general conditions costs, claims for lost productivity, claims for loss efficiency, claims for idle equipment or labor, claims for price/cost escalation, pass-through claims of subcontractors and/or suppliers, and/or any other type of claim for payment or damages from CM, the City, DCA and/or homeowner.

## **ARTICLE 27 –FALSE CLAIMS ACT**

The False Claims Act (31 U.S. Code § 3729) applies to this Contract. The Contractor should familiarize itself with the False Claims Act and should seek the assistance of an attorney if it has any questions regarding its applicability to any requests, demands and/or claims for payment it submits to the City.

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**ATTACHMENT E: CDBG-DR RULES AND REGULATIONS**

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***CDBG Compliance Provisions***

- 1.1 The Homeowner/Contractor Agreement will be subject to the following laws, rules and regulations, as the same may be amended from time to time.
- A. Provisions Required by Law Deemed Inserted: Each and every provision of law and clause required by law to be inserted in this Contract shall be deemed to be inserted herein and the Contract shall be read and enforced as though it were included herein, and if through mistake or otherwise any such provision is not inserted, or is not correctly inserted, then upon the application of either party the Contract shall forthwith be physically amended to make such insertion or correction.
- B. Flood Disaster Protection: This Contract is subject to the requirements of the Flood Disaster Protection Act of 1973 (P.L. 93-234). Nothing included as a part of this Contract is approved for acquisition or construction purposes as defined under Section 3(a) of said Act, for use in an area identified by the Secretary of HUD as having special flood hazards which is located in a community not then in compliance with the requirements for participation in the National Flood Insurance Program pursuant to Section 201 (d) of said Act; and the use of any assistance provided under this Contract for such acquisition for construction in such identified areas in communities then participating in the National Flood Insurance Program shall be subject to the mandatory purchase of flood insurance requirements or Section 102(a) of said Act.
- Any contract or agreement for the sale, lease, or other transfer of land acquired, cleared or improved with assistance provided under this Contract shall contain, if such land is located in an area identified by the Secretary as having special flood hazards and in which the sale of flood insurance has been made available under the National Flood Insurance Act of 1968, as amended, 42 U.S.C 4001 et seq., provisions obligating the transferee and its successors or assigns to obtain and maintain, during the ownership of such land, such flood insurance as required with respect to financial assistance for acquisition or construction purposes under Section 102(a) of Flood Disaster Protection Act of 1973.
- C. Section 503 of the Rehabilitation Act of 1973 (29 USC 793): Contractor will not discriminate against any employee or applicant for employment because of physical or mental handicap in regard to any position for which the employee or applicant for employment is otherwise qualified. The Contractor agrees to take affirmative action to employ, advance in employment and otherwise treat qualified handicapped individuals without discrimination based upon their physical or mental handicap in all employment practices such as the following: employment upgrading, demotion or transfer, recruitment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.

Contractor agrees to comply with the rules, regulations, and relevant orders of the Secretary of Labor issued pursuant to the Act.

In the event of Contractor's noncompliance with the requirements of this clause, actions for noncompliance may be taken in accordance with the rules, regulations, and relevant orders of the Secretary of Labor issued pursuant to the Act.

Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices in a form to be prescribed by the City, provided by or through the Program Administrator. Such notices shall City the Contractor's obligation under the law to take affirmative action to employ and advance in employment qualified handicapped employees and applicants for employment, and the rights of applicants and employees.

Contractor will notify each labor union or representative of workers with which it has a collective bargaining agreement or other contract understanding, that the Contractor is bound by the terms of Section 503 of the Rehabilitation Act of 1973, and is committed to take affirmative action to employ and advance in employment physically and mentally handicapped individuals.

Contractor will include the provisions of this clause in every subcontract or purchase order of \$10,000 or more unless exempted by rules, regulations, or orders of the Secretary issued pursuant to Section 503 of the Act, so that such provisions will be binding upon each Subcontractor or Contractor. Contractor will take such action with respect to any subcontract or purchase order as the Director of the Office of Federal Contract Compliance Programs may direct to enforce such provisions, including action for noncompliance.

- D. Age Discrimination Act of 1975: Contractor shall comply with the provisions of the Age Discrimination Act of 1975. No person in the United States shall, on the basis of age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under, any program or activity receiving federal financial assistance.
- E. Discrimination Due to Beliefs: No person with responsibilities in operation of the project to which this grant relates will discriminate with respect to any program participant or any applicant for participation in such program because of political affiliation or beliefs.
- F. Certification of Nonsegregated Facilities: By the submission of this Proposal, the Contractor certifies that it does not maintain or provide for its establishments, and that it does not permit employees to perform their services at any location, under its control, where segregated facilities are maintained. Contractor certifies further that it will not maintain or provide for employees any segregated facilities at any of its establishments, and it will not permit employees to perform their services at any location under its control where segregated facilities are maintained. Contractor agrees that a breach of this certification is a violation of the equal opportunity clause of this Contract.

As used in this certification, the term "segregated facilities" means any waiting rooms, work areas, restrooms and washrooms, restaurants and other eating areas, time clocks, locker rooms, and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation and housing facilities provided for employees which are segregated by



explicit directive or are, in fact, segregated on the basis of race, color, religion, or national origin because of habit, local customs or any other reason.

Contractor further agrees that (except where he/she has obtained identical certifications from proposed Subcontractors and material Suppliers for specific time periods), he/she will obtain identical certifications from proposed Subcontractors or material Suppliers prior to the award of subcontracts or the consummation of material supply agreements exceeding \$10,000, which are not exempt from the provisions of the Equal Opportunity clause, and that he/she will retain such certification in his/her files.

- G. Drug Free Workplace: Contractor hereby certifies that it shall provide a drug-free workplace in compliance with the Drug-Free Workplace Act of 1988, as amended, and with 24 CFR Part 21.
- H. Protection of Lives and Health: Contractor shall exercise proper precaution at all times for the protection of persons and property and shall be responsible for all damages to persons or property, either on or off the worksite, which occur as a result of his/her prosecution of the work. The safety provisions of applicable laws and building and construction codes, in addition to specific safety and health regulations described by Chapter XIII, Bureau of Labor Standards, Department of Labor, Part 1518) Safety and Health Regulations for Construction, as outlined in the Federal Register, Volume 36, No. 75, Saturday, April 7, 1971, Title 29 – LABOR, shall be observed and Contractor shall take or cause to be taken, such additional safety and health measures as the City may determine to be reasonably necessary.
- I. Danger Signals and Safety Devices: Contractor shall make all necessary precautions to guard against damages to property and injury to persons. He shall put up and maintain in good condition, sufficient red or warning lights at night, suitable barricades and other devices necessary to protect the public. In case Contractor fails or neglects to take such precautions, the City may have such lights and barricades installed and charge the cost of this work to the Contractor. Such action by the City does not relieve the Contractor of any liability incurred under these specifications or contract.
- J. Lead Based Paint Hazards: The reconstruction and rehabilitation of residential structures is subject to the HUD Lead-Based Paint regulations, 24 CFR Part 35. The Contractor and its Subcontractors shall comply with the provisions for the elimination and reduction of lead-based paint hazards under Subpart B of said regulations.
- K. Use of Explosives: When the use of explosives is necessary for the prosecution of the work, Contractor shall observe all local, state and federal laws in purchasing and handling explosives. Contractor shall take all necessary precaution to protect completed work, neighboring property, water lines, or other underground structures. Where there is danger to structures or property from blasting, the charges shall be reduced and the material shall be covered with suitable timber, steel or rope mats.

Contractor shall notify all owners of public utility property of intention to use explosives at least 8 hours before blasting is done close to such property. Any supervision or direction of use of explosives by the engineer does not in any way reduce the responsibility of Contractor or his/her Surety for damages that may be caused by such use.

- L. Compliance with Air and Water Acts: For each Home Rehabilitation Homeowner/Contractor Agreement over \$100,000, Contractor and all of its Subcontractors shall comply with the requirements of the Clean Air Act, as amended, 42 USC 1857 et seq., the Federal Water Pollution Control Act, as amended, 33 USC 1251 et seq., and the regulations of the Environmental Protection Agency with respect thereto, at 40 CFR Part 15, as amended.

In addition to the foregoing requirements, all nonexempt Contractors and Subcontractors shall furnish to the City, the following:

1. A stipulation by Contractor or its Subcontractors, that any facility to be utilized in the performance of any nonexempt contract or subcontract, is not listed on the List of Violating Facilities issued by the Environmental Protection Agency (EPA) pursuant to 40 CFR Part 15, as amended.
  2. Agreement by Contractor to comply with all the requirements of Section 114 of the Clean Air Act, as amended, (42 USC 1857 c-8) and Section 308 of the Federal Water Pollution Control Act, as amended, (33 USC 1318) relating to inspection, monitoring, entry, reports and information, as well as all other requirements specified in said Section 114 and Section 308, and all regulations and guidelines issued thereunder.
  3. A stipulation that as a condition for the award of the contract, prompt notice will be given of any notification received from the Director, Office of Federal Activities, EPA, indicating that a facility utilized, or to be utilized for the Contract, is under consideration to be listed on the EPA List of Violating Facilities.
  4. Agreement by Contractor that he/she will include, or cause to be included, the criteria and requirements in paragraph (1) through (4) of this section in every nonexempt subcontract and requiring that the Contractor will take such action as the government may direct as a means of enforcing such provisions.
- M. Energy Efficiency: Contractor shall comply with mandatory standards and policies relating to energy efficiency in compliance with the Energy Policy and Conservation Act (Public Law 94-163).
- N. Access to Records, Maintenance of Records: the City and the Department of Housing and Urban Development, the Comptroller General of the United States, or any of their duly authorized representatives, shall have access to any books, documents, papers and records of the Contractor which are directly pertinent to this Contract, for the purpose of audits, examinations, and making excerpts and transcriptions.

All records required by 24 CFR 570.506 that are pertinent to the activities funded under this Contract shall be maintained in a central location by Contractor and will be maintained for a period of five (5) years from closeout of the grant from which this Contract is funded.

- O. Copyright: No materials, to include but not limited to reports, maps, City provided home plans and specifications, any public record, or documents resulting from this request for prequalification, HRRP contractor-homeowner contracts, and related HRRP and/or CDBG-

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documents pertaining to procurement, contract administration, contract monitoring, and/or contract auditing, in whole or in part, shall be available to the Contractor for copyright purposes. Any such materials produced as a result of this Contract that might be subject to copyright shall be the property of the City, other agencies of the state of Georgia, and/or agencies of the United States (e.g., HUD and FEMA) and all such rights shall belong to the City or such other governmental entities. A prequalified contractor and/or its designer that prepares home plans and specifications for any HRRP project shall retain all rights of ownership in any proprietary and/or intellectual property but shall grant limited licenses to the City, HUD, FEMA, DCA and homeowners to use these plans and specifications limited to the construction of an HRRP project and for any governmental administrative use and/or reporting requirements. The prequalified contractor and/or its design firm may enter into license agreements or otherwise sell their home plans and specifications to other prequalified contractors for use on other the City and/or County CDBG-DR HRRP projects, and/or City projects subject to any City, federal and/or local laws, rules and/or ordinances.

- P. Confidential Findings: Some of the reports, information, data, etc. (e.g., homeowner personally identifying information such as income, tax, social security numbers, birthdates, driver's license numbers), prepared or assembled by the City, DCA, HUD, FEMA, counties, other governmental agency, and/or the Contractor under award HRRP contracts may be confidential, and the Contractor agrees that they shall not be made available to any individual or organization without prior written approval of the appropriate governmental entity that authored the information, requested the information and/or responsible for the program that the contractor is performing the work that generated the confidential information. Contractor understands that most documents and billing will be public records and contractor will have to have to consult with the governmental entity to determine whether in proposed document may be submitted to the governmental entity with confidential and the method used to maintain confidential if the document contains confidential information.
- Q. Conflict of Interest: No member, officer, or employee of the state or the local jurisdictions served through this Contract, or agent, consultant, or member of the DPS, or other public official who exercises or has exercised any functions or responsibilities with respect to this Contract during his/her or her tenure, or for one year thereafter, shall have any interest, direct or indirect, in any contract or subcontract, or the proceeds thereof, for work to be performed in connection with the Contract or in any activity or benefit with regard to the Contract.

Contractor shall cause to be incorporated in all contracts and/or subcontracts the foregoing provision regarding conflicts of interest.

No member of or delegate to Congress, or City employee, shall be admitted to any share or part of this Contract or to any benefit that may arise therefrom, but this provision shall not be construed to extend to this Contract if made with a corporation.

If a person receiving assistance under this Program does in fact have a conflict of interest as discussed herein, such conflict will be fully disclosed in writing to the City and addressed under applicable law.

- R. Interest of Contractor: Contractor covenants that he/she presently has no interest and shall not acquire any interest direct or indirect in the above described project or any parcels therein or any other interest which would conflict in any manner or degree with the performance or services hereunder. Contractor further covenants that in the performance of this Contract no person having any such interest shall be employed.
- S. Political Activity: Contractor will comply with the provisions of the Hatch Act (5 U.S.C. 1501 et seq.), which limits the political activity of employees.
- T. Lobbying: Contractor certified, to the best of its knowledge and belief that:
1. No federally appropriated funds have been paid or will be paid, by or on behalf of the Contractor, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
  2. If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the Contractor shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- U. Personnel: Contractor represents that it has, or will secure at its own expense, all personnel required in performing the services under this Contract. Such personnel shall not be employees of or have any contractual relationship with the City or other governmental entity involved in other City or federal disaster recovery programs.
- All the services required hereunder will be performed by the Contractor or under its supervision, and all personnel engaged in the work shall be fully qualified and shall be authorized or permitted under City and local law to perform such services.
- No person who is serving sentence in a penal or correctional institution shall be employed on work under this Contract.
- V. Hiring of Illegal Aliens: The hiring of illegal aliens is prohibited under Federal Labor Laws.
- W. Anti-Kickback Rules: Salaries of personnel performing work under this Contract shall be paid unconditionally and not less often than once a month without payroll deduction or rebate on any account except only such payroll deductions as are mandatory by law or permitted by the applicable regulations issued by the Secretary of Labor pursuant to the "Anti-Kickback Act" of June 13, 1934 (48 Stat. 948; 62 Stat. 740; 63 Stat. 108; Title 18 U.S.C. 874; and Title 40 U.S.C. 2760). Contractor shall comply with all applicable "Anti-Kickback" regulations and shall insert appropriate provisions in all subcontracts covering work under this Contract to insure

compliance by the Subcontractors with such regulations and shall be responsible for the submission of affidavits required of Subcontractors thereunder except as the Secretary of Labor may specifically provide for variations of or exemptions from the requirements thereof.

- X. Patents: Contractor shall hold and save the City and its officers, agents, servants, and employees harmless from liability of any nature or kind, including cost and expenses for, or on account of any patented or unpatented invention, process, article, or appliance manufactured or used in the performance of the Contract including its use by the City, unless otherwise specifically stipulated in the Contract.

License or Royalty Fees: License and/or Royalty Fees for the use of a process which is authorized by the City must be reasonable, and paid to the holder of the patent, or his/her authorized license, direct by the City and not by or through the Contractor.

If Contractor uses any design, device or materials covered by letters, patent or copyright, it shall provide for such use by suitable agreement with the owner of such patented or copyrighted design, device or material. It is mutually agreed and understood that, without exception, the Contract prices shall include all royalties or costs arising from the use of such design, device or materials, in any way involved in the Work. Contractor and/or his/her Sureties shall indemnify and save harmless the City from any and all claims for infringement by reason of the use of such patented or copyrighted design, device or materials or any trademark or copyright in connection with work agreed to be performed under this Contract, and shall indemnify the City for any cost, expense, or damage which it may be obliged to pay by reason of such infringement at any time during the prosecution of the work or after completion of the work.

- Y. Debarment, Suspension and Ineligibility: Contractor represents and warrants that it and its Subcontractors are not debarred, suspended, or placed in ineligibility status under the provisions of 24 CFR 24 (government debarment and suspension regulations).
- Z. Subcontracts: Contractor shall not enter into any subcontract with any Subcontractor who has been debarred, suspended, declared ineligible, or voluntarily excluded from participating in contracting programs by any agency of the United States Government, the State of Georgia or the City of Brunswick.

Contractor shall be as fully responsible to the City for the acts and omissions of the Contractor's Subcontractors, and of persons either directly or indirectly employed by them, as he/she is for the acts and omissions of persons directly employed by the Contractor.

Contractor shall cause appropriate provisions to be inserted in all subcontracts relative to the work to bind Subcontractor to the Contractor by the terms of the Contract Documents insofar as applicable to the work of Subcontractors and to give the Contractor the same power as regards terminating any subcontract that the City may exercise over the Contractor under any provision of the Contract Documents.

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Nothing contained in this contract shall create any contractual relation between any Subcontractor and the City.

- AA. Assignability: Contractor shall not assign any interest in this Contract, and shall not transfer any interest in the same (whether by assignment or novation) without prior written approval of the City provided that claims for money due or to become due the Contractor from the City under this Contract may be assigned to a bank, trust company, or other financial institution, or to a Trustee in Bankruptcy, without such approval. Notice of any such assignment or transfer shall be furnished promptly to the City.
- AB. Termination for Unavailable Funding: The continuation of this Contract is contingent upon the appropriation and release of sufficient funds to the City to fulfill the requirements of this Contract. Failure of the appropriate authorities to approve and provide an adequate budget to the City for fulfillment of the Contract terms shall constitute reason for termination of the Contract by either Party. Contractor shall be paid for all authorized services properly performed prior to termination.
- AC. Breach of Contract Terms: Any violation or breach of any of the terms of this Contract on the part of Contractor or the Contractor's Subcontractors may result in the suspension or termination of this Contract or such other action that may be necessary to enforce the rights of the parties of this Contract. The duties and obligations imposed by the contract documents and the rights and remedies available thereunder shall be in addition to and not a limitation of any duties, obligations, rights and remedies otherwise imposed or available by law.
- AD. Davis-Bacon Act: Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis- Bacon Act (40 U.S.C. 3141-3144, and 3146- 3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non- Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. THE OFFEROR WILL ASSIST the City IN FACILITATING AND REPORTING CONTRACTORS' AND SUBCONTRACTORS' COMPLIANCE WITH AFOREMENTIONED FEDERAL PREVAILING WAGE LAWS AND REGULATIONS. The DAVIS-BACON Act compliance requirements apply to repairs to properties containing more than eight (8) units, supported by CDBG funding.
- AE. "Section 3" Clause: Compliance with the provisions of Section 3 of the HUD Act of 1968, as amended, and as implemented by the regulations set forth in 24 CFR 135, and all applicable

rules and orders issued hereunder prior to the execution of any contract, shall be a condition of the Federal financial assistance provided under this contract and binding upon the Contractor, and any of its subcontractors. Failure to fulfill these requirements shall subject the Contractor and subcontractors, their successors and assigns, to those sanctions specified by the contract through which Federal assistance is provided. The Contractor certifies and agrees that no contractual or other disability exists that would prevent compliance with these requirements.

The Contractor further agrees to comply with these “Section 3” requirements and to include the following language in all subcontracts executed under a contract resulting from this RFPQ:

“The work to be performed under this Agreement is a project assisted under a program providing direct Federal financial assistance from HUD and is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended (12 U.S.C. 1701). Section 3 requires that to the greatest extent feasible opportunities for training and employment be given to low-and very low-income residents of the project area, and that contracts for work in connection with the project be awarded to business concerns that provide economic opportunities for low- and very low-income persons residing in the metropolitan area in which the project is located.”

# Prequalification Form for Prime Contractor

## ATTACHMENT F

This form gathers information about the contractors seeking to qualify for the work and provides a general format for the prequalification criteria. **Completing this questionnaire does not guarantee prequalification.** Evaluation of the submittal shall be performed by the prequalification committee.

Request for Prequalification: City of Brunswick RFPQ-2023\_4

**PREQUALIFICATION DUE DATE/TIME: OPEN UNTIL July 21, 2023 2:00 PM ET**

**DELIVERED TO:** Anwar Mamukid  
Construction Manager, CDBG-DR  
City of Brunswick

**EMAILED TO:** [amamukid@cityofbrunswick-ga.gov](mailto:amamukid@cityofbrunswick-ga.gov)

**GRANT IMPLEMENTING AGENCY:** City of Brunswick Economic & Community Development

**Location (Fed Ex and UPS):**  
305 Mansfield St  
Brunswick, GA 31520

**Mailing Address:**  
City of Brunswick  
Economic Development  
601 Gloucester St, Box 550  
Brunswick, GA 31520

**Program:** U.S. Housing & Urban Development's Community Development Block Grant-Disaster Recovery Georgia's Homeowner Rehabilitation & Reconstruction Program

## **SECTION 1. GENERAL COMPANY INFORMATION**

### **1. a. Primary/Main office location**

Company Name

Physical Address

Mailing Address

City/City Zip Code + 4

( )

Phone number

Fax number

Primary Contact Name

Secondary Contact Name

Primary Contact Email Address

Secondary Contact Email Address



# Prequalification Form for Prime Contractor

## Organization

**1. b. Business type** (check box)  Corporation  Partnership  Limited Liability Company  Sole Proprietor  Joint Venture

Indicate your Georgia Statewide Uniform Certification: (check box):  MBE  HBE  ACDBE  DBE  WBE  WOSB

See website link for more information:

<https://supplier.coupa.com/certifications/dbe-certifications-in-georgia/>

\_\_\_\_\_ Other (specify) \_\_\_\_\_ Certifying Agency/City (specify)

Is your firm registered with the state of Georgia to do business?  Yes  No

Is your firm owned or controlled by a parent or any other organization?  Yes  No

Describe Ownership if Yes: \_\_\_\_\_

List all other names your firm has operated as for the past five (5) years: \_\_\_\_\_

**1. c. Licensing Information** (Please provide all Georgia professional licenses required for you to perform your services.)

**GA License number/name of licensee** **License Limit/Level** **City/County/City Privilege License (provide copy)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Has any license ever been denied or revoked?  Yes  No If yes, please describe, \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

[Matrix: 0-1 points. If completely filled in give 1 points. If not, give 0 points.]

**1. d. Type of Work Performed on a regular basis**

Primary Scope of Work: \_\_\_\_\_

Secondary Scope of Work: \_\_\_\_\_

Other Scope of Work: \_\_\_\_\_

What type of work do you self-perform? \_\_\_\_\_

[Matrix: 0-1 points. If completely filled in give 1 points. If not, give 0 points.]

## **Bonding**

**1. e. (1)** Attach letter, dated within the last 30 days, from your surety company, signed by their Attorney in Fact, verifying their willingness to issue sufficient payment and performance bonds for this project, on behalf of your firm and the dollar limits of that bond commitment, both single and aggregate. Surety company bond rating shall be rated "A" or better under the A.M. Best Rating system or The Federal Treasury List.

Have you attached a surety letter?  Yes  No

[Matrix: 0-2 points. If surety letter attached give 2 points. If not, give 0 points.]

## Prequalification Form for Prime Contractor

1. e. (2) Have any Funds been expended by a Surety Company on your firm's behalf?  Yes  No If yes, explain

[Matrix: 0-2 points. If no funds expended by surety company give 2 points. If not, give 0 points.]

### Insurance

1. f. Firms must indicate that they can provide evidence of insurance coverage, should they be the successful bidder by attaching a copy of their insurance certificate. Have you attached a copy of your insurance certificate?  Yes  No

- Workers Compensation Insurance as required by law and Employer's Liability Insurance Coverage with minimum limits of \$100,000.
- Comprehensive general liability with minimum limits of \$500,000 per occurrence for bodily injury and \$100,000 per occurrence/\$300,000 aggregate for property damage.

[Matrix: 0-3 points. If insurance certificate attached give 3 points. If not, give 0 points.]

### Financials

1. g. Attach latest balance sheet and income statement, if available, based on company type. Audited statements preferred. If not available, attach a copy of the latest annual renewal submission to the relevant licensing board. (Firm must submit financial data and may clearly indicate a request for confidentiality to avoid this item from becoming part of a public record.) Have you attached a balance sheet?  Yes  No

[Matrix: 0-3 points. If financials attached give 3 points. If not, give 0 points.]

## SECTION 2. GENERAL REQUIREMENTS

### Experience - Size/Capacity/Workload

2. a. (1) List the annual dollar value of construction work the company has performed for each year over the last (3) three calendar years (if applicable).

1 _____(yr)	2 _____(yr)	3 _____(yr)
-------------	-------------	-------------

[Matrix: 0-3 points. For each year completed give 1 point each.]

2. a. (2) How many projects do you currently have under contract or in progress and what is their total dollar value?

- \_\_\_\_\_(# of projects) ;
- \$ \_\_\_\_\_(Current projects contract amount);
- \$ \_\_\_\_\_(Projects current amount remaining to bill)

[Matrix: 0-3 points. If section completed give 3 points. If not, give 0 points.]

## Prequalification Form for Prime Contractor

2. a. (3) What was your largest job completed? \_\_\_\_\_ Sq. Ft. \$ \_\_\_\_\_ (Dollar Amount)  
 \_\_\_\_\_ Location \_\_\_\_\_ Year Completed

[Matrix: 0-5 points. Take the “dollar amount of largest job completed” and multiply by 1.5. If the result is larger than the estimated package cost then give 5 points. If the result is smaller then give 0 points.]

2. a. (4) Current Backlog \$ \_\_\_\_\_ (Dollar Amount)

[Matrix: 0-5 points. Take “current backlog” dollar amount and add “largest job completed (2.a.(3)) multiplied by 1.5”. If the result is smaller than the average of the “annual dollar amounts” listed in (2.a.(1)) multiplied by 1.5, then give 5 points. If the result is larger then give 0 points.]

2. a. (5) List the three largest contracts currently under contract or in progress, including for each, the name of the project, owner, architect and/or GC/CMR and contact information below.

<b>#1 –Project Name</b>	
Description of Work Performed	
Contract Delivery Method (CM/GC)?	
Owner Name/ Representative	
Owner Address/Phone #/Email	
Contract Dollar Value	
Percentage Complete	
Current Anticipated Completion Date	
<b>#2 –Project Name</b>	
Description of Work Performed	
Contract Delivery Method (CM/GC)?	
Owner Name/ Representative	
Owner Address/Phone #/Email	
Contract Dollar Value	
Percentage Complete	
Current Anticipated Completion Date	

## Prequalification Form for Prime Contractor

<b>#3 –Project Name</b>	
Description of Work Performed	
Contract Delivery Method (CM/GC)?	
Owner Name/ Representative	
Owner Address/Phone #/Email	
Contract Dollar Value	
Percentage Complete	
Current Anticipated Completion Date	

**[Matrix: 0-3 points for each project listed. For each project above, give 1 point for each positive reference from the owner, architect and GC/CMR.]**

### **Office Locations**

**2. b.** Will this project be managed and directed from an office in Georgia? An office in this case is defined as “The principal place from which the trade or business of the bidder is directed or managed,” per GS 143-59 (c).  Yes  No

**[Matrix: 0-3 points. If office location is managed and directed from Georgia office give 3 points. If not, give 0 points.]**

### **Litigation/Claims**

**2. c. (1)** Has your company been involved in any judgments, claims, arbitration or mediation proceedings, or suits within the last five years, whether resolved or still pending resolution?  Yes  No If yes, state the project name(s), year(s), case number and reason why: \_\_\_\_\_

**[Matrix: 0-2 points. If company has not been involved in any of the above give 2 points. If they have, give 0 points.]**

**2. c. (2)** Are there currently any judgments, claims, arbitration or mediation proceedings or suits pending or outstanding against your company, its officers, owners, or agents?  Yes  No If yes, state the project name(s), year(s), case number and reason why: \_\_\_\_\_

**[Matrix: 0-2 points. If there are no current judgments, claims, arbitration, suits or mediation pending give 2 points. If there are, give 0 points.]**

**2. c. (3)** Has your company ever failed to complete work awarded to it?  Yes  No If yes, please provide project name(s), year(s), and reason why: \_\_\_\_\_

**[Matrix: 0-5 points. If company has never failed to complete work it has been awarded, give 5 points. If it has failed to complete work, give 0 points.]**

**2. c. (4)** Have you ever paid liquidated damages on any project?  Yes  No If yes, state the project name(s), year(s), and reason why. \_\_\_\_\_

**[Matrix: 0-3 points. If “Yes” without sufficient explanation, give 0 points. If “yes” with sufficient explanation, give 1 point. If “No,” give 3 points.]**

## Prequalification Form for Prime Contractor

2. c. (5) Has your present company, its officers, owners, or agents ever been convicted of charges relating to conflicts of interest, bribery, or bid-rigging?  Yes  No If yes, state the project name(s), year(s), and reason why. \_\_\_\_\_

[Matrix: 0 - 3 points. If "Yes," give 0 points. If "No," 3 points.]

2. c. (6) Has your present company, its officers, owners, or agents ever been barred from bidding public work in Georgia?  Yes  No If yes, state the project name(s), year(s), case number and reason why. \_\_\_\_\_

[Matrix: 0 - 3 points. If "Yes," give 0 points. If "No," 3 points.]

### Safety Record

2. d. Does your company have OSHA certification?

[Matrix: 0-5 points. If OSHA certified, then give 5 points. If not, give 0 points.]

### Historically Underutilized Business (HUB) Plan

2. e. Does the company currently have a documented plan for engaging subcontractor participation from Historically Underutilized Businesses?  Yes  No If yes, please attach your company's HUB plan.

[Matrix: 0-5 points. If company has a current documented plan give 5 points. If not, give 0 points.]

## SECTION 3. PROJECT SPECIFICS

3.a. The assigned project superintendent for this project shall be: \_\_\_\_\_.  
Include a resume. Have you included a resume?  Yes  No

[Matrix: 0-2 points. If resume included, give 2 points. If not, give 0 points.]

3.b. The experience this superintendent has on this specific type of project is: \_\_\_\_\_0-2\_\_\_\_\_3-4 \_\_\_\_\_5-10\_\_\_\_\_>10 years.

[Matrix: 0-5 points. If 0-2 years give 1 pt, 3-4 years give 2 pts, 5-10 years give 4 pts, >10 years give 5 pts.]

3.c. The assigned project manager for this project shall be \_\_\_\_\_.  
Include a resume. Have you included a resume?  Yes  No

[Matrix: 0-2 points. If resume included, give 2 points. If not, give 0 points.]

3.d. The experience this project manager has on this specific type of project is: \_\_\_\_\_0-2\_\_\_\_\_3-4\_\_\_\_\_5-10\_\_\_\_\_>10 years.

[Matrix: 0-5 points. If 0-2 years give 1 pt, 3-4 years give 2 pts, 5-10 years give 4 pts, >10 years give 5

pts.]

## Prequalification Form for Prime Contractor

### Similar Projects

**3.e. List three (3) current or completed projects of similar type which most closely reflects the size and complexity of the type of work being requested for the currently proposed project within the last 10 years.**

<b>#1 –Similar - Project Name</b>	
Description of Work Performed	
Contract Delivery Method (CM/GC)?	
Owner Name/ Representative	
Owner Address/Phone #/Email	
Contract Dollar Value	
Percentage Complete	
Current Anticipated Completion Date	
<b>#2 –Similar - Project Name</b>	
Description of Work Performed	
Contract Delivery Method (CM/GC)?	
Owner Name/ Representative	
Owner Address/Phone #/Email	
Contract Dollar Value	
Percentage Complete	
Current Anticipated Completion Date	
<b>#3 –Similar - Project Name</b>	
Description of Work Performed	
Contract Delivery Method (CM/GC)?	
Owner Name/ Representative	
Owner Address/Phone #/Email	
Contract Dollar Value	
Percentage Complete	
Current Anticipated Completion Date	

**[Matrix: 0-5 points for each project listed. For each similar project listed above give 2 points. In addition, for each project above, give 1 point for each positive reference from the owner, architect and GC/CMR.]**

**Note: If written references are not provided for the projects listed above or in Section 2.a and/or the Prequalification Committee elects not to contact references for all Contractors, then Prequalification**

## Prequalification Form for Prime Contractor

Committee may use the table below and the corresponding scores. Written references will receive scores.

**3.f. Accurately identify the HRRP type project experience and environmental abatement experience the Contractor has successfully completed as indicated in the table below.**

HRRP Type Projects	No. of Projects in Last 5 years	Environmental Abatements	No. of Projects in Past 10 years
Rehabilitations / Major Home Renovations		Lead-Based Paint Abatement	
New Home Construction		Asbestos Abatements	
Manufactured or Modular Homes		Mold Abatements	
Multi-Family Unit Construction (less than 10 units)		Well-repairs, replacements, abandonments or installation of filtration systems	
Multi-Family Unit Construction (more than 10 units)		Septic Tank System repairs or removal	
	<b>No. of Projects in Last 10 years</b>	Underground storage repair, replacement, removal and/or soil remediation	
Home Elevations			
Reconstruction after disaster, fire or flooding (i.e., demolition and new construction on home's existing footprint)			

**[Matrix: 1 point for each project type that Contractor successfully completed 3-10 projects; 2 points for each project type that Contractor successfully completed 11-20 projects; and 3 points for each project type that Contractor successfully completed 20+. Minimum score 0 and maximum score 30]**

### SECTION 3. PREFERRED HRRP CONSTRUCTION TYPES

- ┌ Single-Family Rehabilitation
- ┌ Single-Family Reconstruction & New Construction
- ┌ Single-Family Manufactured or Modular Homes (if on permanent foundation)
- ┌ Home Elevations

# Prequalification Form for Prime Contractor

## SECTION 4. SIGNATURE

By signing this document, you are acknowledging that all answers are true to the best of your knowledge. **Any answers found to be falsified will bar you from being prequalified on this project.**

\_\_\_\_\_  
Company Name (as licensed in Georgia)

\_\_\_\_\_  
Physical Address

\_\_\_\_\_  
Mailing Address

a. Dated this day of: \_\_\_\_\_

Submitted by: \_\_\_\_\_

Signature By Authorized Officer

\_\_\_\_\_  
Print Title of Authorized Officer

Phone: \_\_\_\_\_  
Contact person's phone number

E-mail: \_\_\_\_\_  
Contact person's E-mail address

b. Notary  
Certification:  
Brunswick, Georgia

I, a Notary Public of the City aforesaid, certify that \_\_\_\_\_, personally appeared before me this day and acknowledged the execution of the foregoing instrument. Witness my hand and official seal, this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

(Official Notary Seal or Stamp)

\_\_\_\_\_  
Signature of Notary Public

My commission expires \_\_\_\_\_, 20\_\_

**[Matrix: 0-2 points. If signature section fully executed with notary give 2 points. If not, 0 points.]**



## City of Brunswick Procurement Policy

### A. Governing Law

This policy is in effect for procurement for the City of Brunswick, including single prime project delivery and construction manager at risk first-tier subcontractors. 4686 Federal Register/Vol. 85, No. 17/Monday, January 27, 2020/Notices provides that “any local government receiving a CDBG–DR grant is subject to procurement requirements

in the Uniform Administrative Requirements at 2 CFR 200.318 through 200.326.” O.C.G.A TITLE 50 Chapter 5 Article 3 and Brunswick City Ordinance 1064, Chapter 2, Article IV, Procurement provide the basis for the City of Brunswick’s objective prequalification policy applicable to all construction or repair work.

### B. Requirements for Prequalification Criteria Form and Assessment

1. Uniform, consistent, and transparent in its application to all bidders.
2. All bidders who meet the prequalification criteria to be prequalified are allowed to bid on the construction or repair work project.
3. Criteria must be rationally related to construction or repair work.
4. The bidder is not required to have been previously awarded a construction or repair project by the governmental entity.
5. Bidders are permitted to submit history or experience with projects of similar size, scope, or complexity
6. Assessment process of prequalification is stated in this policy.
7. A process for a denied bidder to protest is stated below in this policy.
8. A process for notifying a denied prequalified bidder is stated below in this policy.

### C. Review of Application

1. **Prequalification Committee** – The agency (City of Brunswick) shall agree upon the members of the prequalification committee. The prequalification committee will review prequalification applications submitted by the firms and will determine each firm’s prequalification eligibility for the project.

2. **Review of Application** – The prequalification committee shall use the objective assessment process form. The prequalification committee shall approve or deny the applications in accordance with the prequalification criteria and scoring system based upon the applicants’ initial response to the City’s solicitation for qualified bidders.

3. **Notice of Decision** – All firms that submitted applications for prequalification shall be promptly notified of the prequalification committee’s decision, including the reason for denial, via e-mail. Notice shall be provided prior to the opening of bids for any HRRP project or assignment of an HRRP contract with sufficient time for the firm to appeal the denial of prequalification.

4. **Informal Meeting** - Upon denial, the applicant may request an informal meeting with the City’s representative to receive feedback and suggestions for improvement. The City’s representative shall hold a feedback session for the applicants who do not appeal the decision within 2 weeks of the request and inform these applicants of the CDBG-DR requirements.

5. Firms wishing to appeal the decision shall follow the appeals process described below.

### D. Appeals Procedure

1. The firm may appeal the denial of Prequalification as noted below.

- a. **Initial Appeal** – A firm denied prequalification may protest the prequalification committee’s decision by filing a written appeal via hand-delivery or e-mail to the applicable prequalification official within three (3) business days of emailed notice that the firm has been denied prequalification. The written appeal shall clearly articulate the reasons why the firm is

contesting the denial (i.e., explains how the firm satisfied all required criteria for prequalification

in the City's solicitation in their initial response) and attach all documents supporting the firm's position. The prequalification committee may contact the firm regarding the information provided prior to ruling on the protest. The Prequalification Committee should review the written appeal within five (5) business days. If the prequalification committee is satisfied that the firm should be prequalified, the firm shall be notified that it is prequalified. If the prequalification committee upholds its denial, the firm shall be notified in writing via e-mail.

- b. **Decision on Appeal** – The decision of the Prequalification Official or committee on the appeal shall be final, and the firm shall be promptly notified of the decision.
- c. **General Rules for Appeals** – Firms submitting prequalification applications shall be provided an e-mail address for the communication with the City during the appeal process. The firm shall provide at least two e-mail addresses for use by the City in communicating with the firm. A firm's failure to comply with any requirements of the appeals procedures of this section shall result in the firm's protest or appeal being terminated and rendered moot.

## 2 CFR § 200.318 General procurement standards.

(a) The [non-Federal entity](#) must have and use documented procurement procedures, consistent with [State](#), local, and tribal laws and regulations and the standards of this section, for the acquisition of [property](#) or services required under a [Federal award](#) or [subaward](#). The [non-Federal entity](#)'s documented procurement procedures must conform to the procurement standards identified in [§§ 200.317](#) through 200.327.

(b) Non-Federal entities must maintain oversight to ensure that [contractors](#) perform in accordance with the terms, conditions, and specifications of their [contracts](#) or purchase orders.

(c)

(1) The [non-Federal entity](#) must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of [contracts](#). No employee, officer, or agent may participate in the selection, award, or administration of a [contract](#) supported by a [Federal award](#) if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a [contract](#). The officers, employees, and agents of the [non-Federal entity](#) may neither solicit nor accept gratuities, favors, or anything of monetary value from [contractors](#) or parties to subcontracts. However, non-Federal entities may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the [non-Federal entity](#).

(2) If the [non-Federal entity](#) has a parent, affiliate, or [subsidiary](#) organization that is not a [State](#), [local government](#), or [Indian tribe](#), the (2) If the [non-Federal entity](#) has a parent, affiliate, or [subsidiary](#) organization that is not a [State](#), [local government](#), or [Indian tribe](#), the [non-Federal entity](#) must also maintain written standards of conduct covering organizational conflicts of interest. Organizational conflicts of interest means that because of relationships with a parent company, affiliate, or [subsidiary](#) organization, the [non-Federal entity](#) is unable or appears to be unable to be impartial in conducting a procurement action involving a related organization.

(d) The [non-Federal entity](#)'s procedures must avoid acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach.

(e) To foster greater economy and efficiency, and in accordance with efforts to promote cost-effective use of shared services across the Federal Government, the [non-Federal entity](#) is encouraged to enter into [state](#) and local intergovernmental agreements or inter-entity agreements where appropriate for procurement or use of common or shared goods and services. Competition requirements will be met with applied to documented procurement actions using strategic sourcing, shared services, and other similar procurement arrangements.

(f) The [non-Federal entity](#) is encouraged to use Federal excess and surplus [property](#) in lieu of purchasing new [equipment](#) and [property](#) whenever such use is feasible and reduces project costs.

- (g) The [non-Federal entity](#) is encouraged to use value engineering clauses in [contracts](#) for construction projects of sufficient size to offer reasonable opportunities for cost reductions. Value engineering is a systematic and creative analysis of each [contract](#) item or task to ensure that its essential function is provided at the overall lower cost.
- (h) The [non-Federal entity](#) must award [contracts](#) only to responsible [contractors](#) possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as [contractor](#) integrity, compliance with public [policy](#), record of past performance, and financial and technical resources. See also [§ 200.214](#).
- (i) The [non-Federal entity](#) must maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to, the following: Rationale for the method of procurement, selection of [contract](#) type, [contractor](#) selection or rejection, and the basis for the [contract](#) price.
- (j)
- (1) The [non-Federal entity](#) may use a time-and-materials type [contract](#) only after a determination that no other [contract](#) is suitable and if the [contract](#) includes a ceiling price that the [contractor](#) exceeds at its own risk. Time-and-materials type [contract](#) means a [contract](#) whose cost to a [non-Federal entity](#) is the sum of:
- (i) The actual cost of materials; and
- (ii) Direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.
- (2) Since this formula generates an open-ended [contract](#) price, a time-and-materials [contract](#) provides no positive profit incentive to the [contractor](#) for cost control or labor efficiency. Therefore, each [contract](#) must set a ceiling price that the [contractor](#) exceeds at its own risk. Further, the [non-Federal entity](#) awarding such a [contract](#) must assert a high degree of oversight in order to obtain reasonable assurance that the [contractor](#) is using efficient methods and effective cost controls.
- (k) The [non-Federal entity](#) alone must be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the [non-Federal entity](#) of any contractual responsibilities under its contracts. The [Federal awarding agency](#) will not substitute its judgment for that of the [non-Federal entity](#) unless the matter is primarily a Federal concern. Violations of law will be referred to the local, [state](#), or Federal authority having proper jurisdiction.