



THE UNIFIED GOVERNMENT OF  
ATHENS-CLARKE COUNTY GEORGIA(ACCUG)

**DATE:** March 6, 2014  
**TO:** Landscape Design / Engineering Firms  
**SUBJECT:** Request for Proposal for Landscape Design and Associated Engineering Services -  
Ware-Lyndon House Historic Garden

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Unified Government of Athens-Clarke County (ACCUG) is requesting proposals from a limited number of qualified Design Professionals with experience in Design and Construction Administration services as described herein for the Ware-Lyndon House Historic Garden. Ware-Lyndon House is located at 293 Hoyt Street, Athens, Georgia 30601. This capital construction project is to be funded through the Special Purpose Local Option Sales Tax Program, SPLOST 2011 Project #33 budget allocation.

The Lyndon House Arts Center and the historic Ware-Lyndon House (WLH) attract approximately 100,000 visitors annually. The garden will serve as a history-based landscape that will complement the historic house and educate visitors about historic gardens, southern plants, and the historic use of cisterns to harvest water for supplying the garden's irrigation system.

Inquiries regarding Proposals should be made to Keith Sanders, (SPLOST Program Administration) 301 S. College Ave, Suite 101, Athens, Georgia 30601 at 706-613-3025, fax: 706-613-3944 or email: keith.sanders@athensclarkecounty.com

The total available budget for the construction of garden and associated improvements is approximately \$150,000 dollars. It is anticipated that the proposals for services under this request will be less than \$30,000.

Attached hereto is the Request for Proposal (RFP) instruction document. The written requirements contained in this (RFP) shall not be changed or superseded except by written addendum from the Unified Government of Athens-Clarke County SPLOST Program Management Department. Failure to comply with the written requirements for this Proposal may result in rejection of the Proposal by the Unified Government of Athens-Clarke County.

Proposals will be accepted by the ACCUG SPLOST 2011 Program Management, 301 S. College Avenue, Athens, GA. 30601, until **3:00 P.M. ET, Wednesday March 26, 2014**. Proposals may be submitted by email to **Keith.Sanders@athensclarkecounty.com**. However, note the ACCUG email system has a 4 Mb file size limit and you may not get a rejection notice if the email doesn't go through. Offers are encouraged to call and confirm receipt if delivered via email. Proposals may also be delivered by mail, delivery service, or hand delivery.

Proposals submitted by any means other than email are to be submitted in electronic format as follows:  
**One (1) electronic copies on USB Flash Drives.** Proposals are to be sealed, marked with the offeror's name and address and labeled "**Original Proposal**" and labeled with **The Offeror's Name And Address, Telephone Number, Vendor Number and RFP for Ware-Lyndon House Historic Garden**. Hand delivered copies may be delivered to the above address ONLY between the hours of 8:00 a.m. and 5:00 p.m. E.T., Monday through Friday, excluding holidays observed by the Unified Government of Athens-Clarke County.

The Unified Government of Athens-Clarke County reserves the right to reject any and all proposals, to waive any technicalities or irregularities, and to award the contract based on the highest and best interest of the Unified Government of Athens-Clarke County.

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**THE UNIFIED GOVERNMENT OF ATHENS-CLARKE COUNTY  
REQUEST FOR PROPOSAL**

**SECTION I - REQUEST FOR PROPOSAL SUBMISSION INSTRUCTIONS**

ALL PROPOSALS RECEIVED WILL BECOME A PART OF THE OFFICIAL CONTRACT FILE AND  
MAY BE SUBJECT TO DISCLOSURE.

Offerors are expected to examine all stated requirements, specifications, price schedule information/format, and all instructions included as part of this RFP. Failure to do so will be at the offeror's risk. Each offeror shall furnish the information required by the solicitation.

**PROPOSAL FORMAT:**

*All Proposals submitted in response to this*

*An acceptable Proposal to this RFP must include the documents listed below in the following order:*

1. **Cover Letter:** A brief cover letter of introduction and interest.
2. **Mandatory Documents:** *RFP must include the Mandatory Forms as follows:*
  - A. *Proposal Form; this Form must be signed by an officer of the company, who is legally authorized to enter into a contractual relationship in the name of the Offeror.*
  - B. *Price / Cost Proposal Form; this Form must be signed by an officer of the company, who is legally authorized to enter into a contractual relationship in the name of the Offeror.*
  - C. *Georgia Security and Immigration Compliance Affidavit (Quoter/Contractor).*

3. **Business Information:**

Complete name and address of Offeror's organization and description of the organizational structure (e.g., sole proprietorship, partnership, corporation, joint venture, etc.) to include the specific structure proposed to perform the services identified by this RFP and the specific location of the managing entities of the proposed organizational resources;

Identification of all Offeror's Sub-Consultants proposed to provide services identified in this RFP including location of Sub-Consultant's principal location of business and a description of the proposed services;

Brief general description of the organization's experience in the planning, design and engineering, and construction of historic gardens comparable in size and complexity to the Ware-Lyndon House Historic Garden as described in this RFP;

Statement of and identification of any project where the Offeror (or any general partner or joint venture firm of the Offeror) provided services similar to those identified in this RFP and did not complete the contracted services; list the date of commencement of the project, the contracted entity, and explanation of why contracted services were not completed;

Statement of and identification of any contracts involving the Offeror (or any general partner or joint venture firm of the Offeror) providing services similar to those identified in this RFP within the last three years that involved contract penalties or assessed damages;

#### **4. Landscape and Engineering Design Team Qualifications:**

Organizational chart of the proposed Design Team to identify those personnel designated by the Offeror as key staff\* including any Sub-Consultants;

\*Key staff are to be considered critical to the successful performance of the services identified in this RFP and subject to interview by ACCUG;

Brief summary resumes of the personnel identified on the Design Team and their proposed responsibility related to the services identified in this RFP; resumes to include specific history with the Offeror's organization;

#### **5. Design Team Experience**

Description of a minimum of three (3) projects including the landscape design and engineering for the construction of a historic style garden comparable ~~in size and complexity~~ to the Ware-Lyndon House Historic Garden as described in this RFP. Provide the following information for each project;

- a. Project Name
- b. Owner / Owner Contact
- c. Description of Project Scope
- d. Construction Delivery Method
- e. Project Completion Date
- f. Construction Cost
- g. Design Services Cost
- h. Specific responsibility of proposed Design Team key staff

#### **6. Understanding the Project**

Description of the most significant design challenges related to the Ware-Lyndon House Historic Garden as described in this RFP, and the proposed approach and/or strategy for addressing such challenges;

Description of special or specific practices or approach to the delivery of the services identified in this RFP that may be considered to best achieve the objectives of the project. If your firm would like to include proposed sketches or examples of work for past projects that may be representative of the work proposed for this Garden they may be included in this section.

**SUBMITTAL FORMAT:** ALL Proposal copies must be submitted by email or on **one electronic copy, on USB Flash Drives.**

Offerors are responsible for informing any commercial delivery service, if used, of all delivery requirements and for ensuring that the required address information appears on the outer wrapper or envelope used by such service. No responsibility shall attach to the Unified Government of Athens-Clarke County for the premature opening of a Proposal not properly addressed and identified, and/or delivered to the improper address. **Proposals via facsimile will NOT be considered.**

WARE-LYNDON HOUSE HISTORIC GARDEN

**SECTION II - REQUEST FOR QUOTE OVERVIEW AND PROCEDURES**

A. PURPOSE

The Unified Government of Athens-Clarke County (ACCUG) is a unified city/county government located in the northeast section of the state of Georgia and is approximately sixty (60) miles northeast of Atlanta, Georgia. The Unified Government of Athens-Clarke County (the government's official name) was formed in 1991 by a referendum which required the combining of The City of Athens and Clarke County. ACCUG serves an area population of approximately 100,000 with annual growth projected at 1% per year. ACCUG provides a multitude of local and state funded services, which includes, but is not limited to, Public Safety, Utility, Courts, Corrections, Tax and Fire Services. ACCUG employs approximately 1,600 people.

On November 2, 2010 the citizens of Athens-Clarke County approved a Referendum to continue a Special Purpose Local Option Sales Tax (SPLOST) to provide funding for specific capital improvements including the addition of the Ware-Lyndon House Historic Garden.

The desired services are described in Section III of this QUOTE, Scope of Services.

B. PROPOSAL PROCESS TIMETABLE

The anticipated schedule for the Proposal, Evaluation, and Selection process is as follows:

Proposal Documents Available	<b>March 6, 2014</b>
<del>Pre-Proposal Conference</del>	<del>2:00 P.M., Tuesday March 18, 2014</del>
Deadline for submission of questions	<b>2:00 P.M., Tuesday March 18, 2014</b>
Deadline for receipt of Proposal	<b>3:00 P.M., Wednesday March 26, 2013</b>
Proposals Valid Until:	<b>June 26, 2014</b>

C. CONTACT PERSON

The contact person for this PROPOSAL is Keith Sanders, SPLOST Program Management at (706) 613-3025, fax: (706) 613-3944 or email: [keith.sanders@athensclarkecounty.com](mailto:keith.sanders@athensclarkecounty.com)

Offerers are encouraged to contact only the contact persons stated above to clarify any part of this RFP. Any such unauthorized contact shall not be used as a basis for responding to this RFP and also may result in the rejection of the Proposal.

D. MINIMUM PROPOSAL ACCEPTANCE PERIOD

Proposals shall be valid and may not be withdrawn for up to 90 days after due date.

E. ADDITIONAL INFORMATION/ADDENDA

The Unified Government of Athens-Clarke County will issue responses to inquiries and any other corrections or amendments it deems necessary in written addenda issued prior to the Proposal due date. Offerers should not rely on any representations, statements or explanations other than those made in this RFP or in any addendum to this RFP. Where there appears to be a conflict between the RFP and any addenda issued, the last addendum issued will prevail.

**Offerers must acknowledge any issued addenda. Proposals which fail to acknowledge the Offerer's receipt of any addendum will result in the rejection of the Proposal if the addendum contained information which substantively changed the Owner's requirements**

The Unified Government of Athens-Clarke County assumes no responsibility for *Offerers'* failure to acknowledge any addenda issued.

F. LATE PROPOSALS, WITHDRAWALS, MODIFICATIONS AND REJECTIONS

Proposals shall not be modified, withdrawn, or cancelled by the Offeror after the proposal due date and each Offeror so agrees in submitting a Proposal. Negligence on the part of the Offeror in preparation of the Proposal shall not be grounds for modification or withdrawal of the Proposal after the time set for Proposal receipt. Proposals received after the Proposal due date and time are late and will not be considered. Modifications received after the Proposal due date and time are also late and will not be considered.

G. PROPOSAL OPENING

Proposal schedule prices will not be opened or read aloud publicly. A tabulation of prices may be obtained upon contract award.

H. NON-COLLUSION REPRESENTATION

By submitting a proposal, the offeror represents and warrants that such proposal is genuine and not sham or collusive or made in the interest or in behalf of any person not therein named, and that the offeror has not directly or indirectly induced or solicited any other offeror to put in a sham proposal, or any other person, firm or corporation to refrain from proposing and that the offeror has not in any manner sought by collusion to secure to that offeror any advantage over any other offeror.

By submitting a proposal, the offeror represents and warrants that no official or employee of the Unified Government of Athens-Clarke County has, in any manner, an interest, directly or indirectly in the proposal or in the contract which may be made under it, or in any expected profits to arise therefrom.

I. GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT

By submitting a Proposal and properly executing the attached Affidavits, the Offeror verifies its compliance with O.C.G.A. §13-10-91. The Offeror further agrees to maintain records of such compliance and shall provide a copy of each such verification to Unified Government of Athens-Clarke County as requested.

J. COST INCURRED BY OFFERORS

All expenses involved with the preparation and submission of Proposals to the Unified Government of Athens-Clarke County, or any work performed in connection therewith shall be borne by the Offeror(s). No payment will be made for any responses received or for any other effort required of or made by the Offeror(s) prior to commencement of work as defined by a contract approved by the governing body of the Unified Government of Athens-Clarke County.

K. MINORITY BUSINESS ENTERPRISE STATEMENT

It is the policy of the Unified Government of Athens Clarke County that no person or business shall be excluded from participation, denied the benefits of, or otherwise discriminated against in relation to the award and performance of any contract or subcontract on the grounds of race, color, creed, national origin, age or sex.

L. HOLD HARMLESS AND INDEMNIFICATION

By submitting a Proposal the Offeror agrees, insofar as it legally may, to indemnify and hold harmless the Unified Government of Athens-Clarke County, its officers, employees and agents from and against all loss, costs, expenses, including attorneys' fees, claims, suits and judgments, whatsoever in connection with injury to or death of any person or persons or loss of or damage to property resulting from any and

all operations performed by Offeror, its officers, employees, and agents related to this RFP, any offered Proposal and any process or actions undertaken throughout this RFP and Proposal process.

M. SITE VISIT

Offerors are urged and expected to be familiar with the location, site characteristics, existing facilities, and general operations of the Ware-Lyndon House and to satisfy themselves regarding all general and local conditions that may affect the cost of providing the desired services, to the extent that the information is reasonably obtainable. In no event shall failure to become familiar with such conditions constitute grounds for a claim subsequent to a contract award.

N. AWARD OF CONTRACT

This is a past performance/technical/price trade-off source selection in which competing offeror's past and present performance history and technical ability will be evaluated on a basis approximately equal to price. Award will be made to the responsible offeror whose proposal represents the best value after evaluation in accordance with the factors listed in Section IV herein. The Unified Government of Athens-Clarke County may reject any or all proposals if such action is in the Unified Government's interest.

O. MULTIPLE AWARDS

The Unified Government of Athens-Clarke County reserves the right to make multiple awards or to award a contract by individual line items or alternatives, by group of line items or alternatives, or to make an aggregate award, whichever is deemed most advantageous to the Unified Government. However, it is most likely that the work will be issued as a single contract.

P. PLACE OF PERFORMANCE

The Unified Government of Athens-Clarke County will not contemplate traveling outside the City of Athens to the contractor's facility for custom fitting or alterations. The offeror shall insert in the spaces provided in the price schedule the address of the plants or facilities location(s) that he intends to use.

Q. QUALIFICATION OF OFFERORS

The Unified Government of Athens-Clarke County may make such reasonable investigations as deemed proper and necessary to determine the ability of the Offeror to perform the work and the Offeror shall furnish to the Unified Government all such information and data for this purpose as may be requested. The Unified Government reserves the right to reject any Proposal if the evidence submitted by, or investigations of, such Offeror fails to satisfy the Unified Government that such Offeror is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein.

The Unified Government of Athens-Clarke County contractors/vendors must have a current Athens-Clarke County business license, if they are physically located in Athens-Clarke County or, if they perform a service in Athens-Clarke County.

Proposals from any Offeror that is in default on the payment of any taxes, license fees, or other monies due the Unified Government will not be accepted.

R. ALTERNATE PROPOSALS

Alternate Proposals or Proposals that deviate from the requirements of this solicitation will not be considered. Offerors shall not insert in their Proposal any written statement which will have the effect of making any material change or changes in the Scope of Services or in any contract between the parties covering subject matter thereof.

## SECTION III - SCOPE OF PROJECT AND PROFESSIONAL SERVICES

### A. GENERAL PROJECT DESCRIPTION

The objective of this garden is to further the mission of the Ware-Lyndon House to interpret its historical period in the region. The garden is proposed as a history-based landscape which will complement the historical house and be actively interpreted to enrich the experience of visitors and educate citizens and children, which is central to the mission of the Ware-Lyndon House Historic House Committee.

In 1994, the citizens of Athens-Clarke County passed SPLOST IV which included the construction of the Lyndon House Arts Center and restoration of the Ware-Lyndon House as an interpretive house museum. This historic garden plan is a continuation of the original intent of SPLOST IV to not only restore the home throughout, but improve the historic front vista of the house. The goal is to add an appropriate period landscape garden for the historic Ware-Lyndon House. The garden at the Ware-Lyndon House will upgrade the use of the Lyndon House Art Center and the Ware-Lyndon House by enhancing the Jackson and Hoyt Street historic entrance which faces downtown Athens. Not only will this upgrade greatly improve the aesthetics of the entire facility, but the garden will give more importance to the front vista of the National Register Ware-Lyndon House for tours and events. Currently, the Ware-Lyndon House is one of four interpretive house museums the Athens Convention and Visitors Bureau and Classic City Tours promotes for the tourism industry. Other historic house museums in the area have formal boxwood gardens. It is the desire of this project that once completed, although not envisioned as a boxwood garden, this garden can be included as part of the historic tour experience and to enhance events.

The garden at the Ware-Lyndon House is envisioned as an educational pilot program illustrating the use of a cistern. The cistern is proposed to harvest water from the adjacent Ware-Lyndon House to supply the garden's irrigation system and water feature. The cistern, while itself hidden, will be a featured part of the garden's interpretive display on sustainability and wise water use. All cost associated with the design functions of the cistern should be delineated separately in the proposal.

The Design Professional shall use the below approved Project Concept as the guiding document for the implementation of the design under the guidance and approval of the Owner.

#### **Approved Project Concept**

The Project Concept for the Ware-Lyndon House Historic Garden (SPLOST 2011 Project #33) includes multiple components to be designed and constructed as funding is available in accordance with the below listed designated priority as follows:

#### **Must Have**

1. Construct a history based garden featuring decorative flowers, groundcovers, trees, shrubs, and including grading, drainage, temporary irrigation (for plant establishment) and walking paths.
2. Appropriate lighting for the gardens.
3. After the initial plant establishment period, cistern to be the sole source for garden irrigation and for demonstration purposes when water is available.
4. Brick walkways, steps, and borders to connect with existing brick steps from street to existing brick walkways at the building front entrance.

#### **Highly Wanted**

1. Central focal point such as a statue, urn or water feature.
2. Historical based protective fencing around garden perimeter.
3. Interpretive educational signage.



4. Historical based garden furnishings such as cast iron benches and urns.

**Nice to Have**

1. Complementary landscaping in front of the Historic House along Hoyt Street.
2. Decorative handrails on new and existing steps.
3. Complementary landscaping on sides and back lawn of Historic House and Arts Center.
4. Renovation of existing brick steps from Hoyt Street sidewalk to garden.
5. Directional signage for areas around the garden and Historic House.

**B. BASIC REQUIRED SERVICES**

The Design Team shall provide basic Landscape Design and Engineering Services for the overall creation of the proposed Historic Garden for the front of the Historic Ware-Lyndon House. The successful firm will provide all design and engineering services, management of all permitting process to ensure the timely and effective development of all necessary construction documents sufficient for competitive bidding and associated pricing for construction; and specific Construction Administration services to assist ACCUG during the construction phase.

Design Services shall be as described more fully in Exhibit A of the attached Agreement. Below is a brief summary of the Design Services to be provided:

- Prepare Concept and Schematic Designs for all work to be included in the project, including at least 15% of additive alternates that could be added to the project if favorable bidding is obtained;
- Based on the Owner's approval of the Schematic Design prepare all designs and construction documents for the construction of the Historic Garden;
- Prepare and submit to the Project Administrator meeting minutes of all project related meeting with the Owner, Owner's user group, permitting officials, and/or contractors;
- Prepare pre-qualification criteria for prequalifying Landscape Contractors;
- Prepare bidding documents for the implementation of the Garden Design;
- Prepare bidding criteria and responsibilities that will allow construction activities to take place without interrupting the facility's operations;
- Other requirements as may be more fully described in the Attached Agreement.

**C. ANTICIPATED SCHEDULE MILESTONES:**

Receipt of A/E Design Quotes:	As identified in Section II.B, above
Design Quote Reviews	As identified in Section II.B, above
Award of Contract	within 30 days of receipt of Quotes
Notice to Proceed	within 15 days of Award
Final Project Concept Approved	within 20 days of Notice to Proceed
Schematic Design Approval	within 20 days of Concept Approval
Release for Bidding	July 2014
Construction Contract Award	August 2014
Construction Complete	No later than November 2014

D. STANDARD FORM OF AGREEMENT - PROFESSIONAL SERVICES

**Attachment A-1** to this QUOTE is the *Standard Agreement for Professional Services* utilized by ACCUG. The Quoter is directed to the following ARTICLES and EXHIBIT A providing specific requirements related to the Scope of Services and associated Terms and Conditions:

ARTICLE 5 –	OPINIONS OF COST
ARTICLE 6, SECTION 6.04 -	INSURANCE
EXHIBIT A TO STANDARD AGREEMENT	SCOPE OF SERVICES

**SECTION IV - PROPOSAL EVALUATION AND SELECTION PROCESS**

Offered Proposals will be evaluated based on the Offeror's resources and indicated experience, past performance, technical ability, the application of such factors to the desired services described in this RFP, and the overall costs/price of such services as more specifically described below. The selection of a responsible Offeror for recommendation of contract award will be based on the determined best value to ACCUG after evaluation. The Unified Government of Athens-Clarke County may reject any or all Proposals if such action is determined in the interest of the Unified Government.

**EVALUATION PROCESS AND CRITERIA**

A. EVALUATION PROCESS

Based on the evaluation criteria noted below, an Evaluation Committee will evaluate and assign a score to each proposal. Proposals that rank highest upon completion of the scoring process will be designated as short-listed. The number of short-listed Proposals will be at the sole discretion of the Evaluation Committee. Those Offerors of short-listed Proposals will be invited to a formal interview with the Evaluation Committee to address specific questions and discussion as determined by the Evaluation Committee. Upon completion of the interview process, the Evaluation Committee will select the Proposal/Offeror to be recommended for award of the professional design services contract.

B. EVALUATION CRITERIA

The evaluation criteria are as follows:

1. DESIGN TEAM: Offeror's ability to provide and commit experienced and qualified key personnel for the full term of the project services and the ability to maintain qualified technical personnel required for the desired services; performance history of the team members individually and collectively.

2. UNDERSTANDING OF THE PROJECT: Indication and evidence that the Offeror has a satisfactory understanding of the aspects and conditions, including extent of design challenges and effort, overall project constraints and potential risks associated with the project as described in this RFP; proposed strategies and/or practices for properly addressing such aspects to meet the desired project objectives to include management of quality, schedule and costs.

3. QUALIFICATIONS AND EXPERIENCE OF THE ORGANIZATION: Organizational experience in the planning, design and engineering, and construction of facilities comparable in size, complexity, and function to the Ware-Lyndon House Historic Garden as described in this RFP; References to be provided for validation of the information and to measure customer satisfaction on the referenced projects.

4. INTERVIEW: Ability to present and describe effectively aspects of the Proposal and to respond to questions and discussion of the Evaluation Committee.

5. COST/PRICE: Reasonableness of rates and estimated pricing offered relative to the proposed Design Team, overall qualifications and experience, and determined effectiveness to deliver the desired services in the best interest of the Unified Government and to meet the objectives of the project as described in this RFP.

**SECTION V – MANDATORY PROPOSAL DOCUMENTS**

**A: PROPOSAL FORM**

Proposal of \_\_\_\_\_ (Hereinafter called "Offeror"), organized and existing under the laws of the State of \_\_\_\_\_, *doing business as* \_\_\_\_\_\*.

In compliance with the RFP, the Offeror hereby proposes and agrees to perform and furnish all services as described in **RFP DESIGN AND ENGINEERING SERVICES - WARE-LYNDON HOUSE HISTORIC GARDEN** in strict accordance with the Proposal Documents.

By submission of this Proposal, the Offeror certifies, and in the case of a joint Offer, each party thereto certifies as to its own organization that:

- 1. The Offeror has examined and carefully studied the Proposal Documents and the Addenda, receipt of all of which is hereby acknowledged.
- 2. The Offeror agrees that this Proposal may not be revoked or withdrawn after the time set for the opening of proposals but shall remain open for acceptance until **90 days after opening**.

Company: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax \_\_\_\_\_  
Email: \_\_\_\_\_

The Quoter has examined and carefully studied the **QUOTE package for LANDSCAPE DESIGN AND ENGINEERING SERVICES WARE-LYNDON HOUSE HISTORIC GARDEN** and the following Addenda, Receipt of all of which is hereby acknowledged:

Addendum No. \_\_\_\_\_ dated \_\_\_\_\_ Acknowledgement \_\_\_\_\_  
Addendum No. \_\_\_\_\_ dated \_\_\_\_\_ Acknowledgement \_\_\_\_\_

**Quoters must acknowledge any issued addenda. Quotes which fail to acknowledge the Quoter's receipt of any addendum will result in the rejection of the Quote if the addendum contained information which substantively changes the Owner's requirements.**

**B: RATES AND PRICING**

Element	Earned Compensation	Reimbursable Expenses	Not to Exceed Total
a. Pre-Design Phase, if any	\$	\$	\$
b. Design Phase - Concept Design	\$	\$	\$
c. Design Phase - Schematic Design	\$	\$	\$
d. Design Phase – Construction Documents	\$	\$	\$
e. Bid and Award Phase	\$	\$	\$
f. Construction Administration Phase	\$	\$	\$
<b>Total Compensation</b>	\$	\$	\$

**Edit list (or provide separate attachment) as necessary to cover all services to be provided.**

Positions	Hourly Rate	Anticipated Hours
Project Manager (Architecture)	\$	
Landscape Architect(Architecture)	\$	
CAD Technician	\$	
Intern Architect (Architecture)	\$	
<b>Mechanical / Electrical Engineering</b>		
Elec. Eng. Manager	\$	
Senior Elec. Eng.	\$	
Elec. Eng.	\$	
Mech. Eng. Manager	\$	
Senior Mech. Eng.	\$	
Mech. Eng.	\$	
Plumbing Eng.	\$	
Principal (MEPFP)	\$	
Administrative (MEPFP)	\$	
<b>Cost Estimating</b>		
Senior Cost Analyst – Prelim. Design	\$	
<b>Civil Engineers &amp; Surveyors</b>		
Project Manger (Civil)	\$	
Engineer 1 (Civil)	\$	
Designer 1 (Civil)	\$	

<b>Authorized Representative/Title</b> <i>(print or type)</i>	<b>Authorized Representative</b> <i>(Signature)</i>	<b>Date</b> Seal
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## **WARE-LYNDON HOUSE HISTORIC GARDEN SECTION IV – MANDATORY QUOTE DOCUMENTS**

### **B: GEORGIA SECURITY & IMMIGRATION COMPLIANCE (GSIC) AFFIDAVIT**

The Unified Government of Athens-Clarke County and Contractor agree that compliance with the requirements of O.C.G.A. § 13-10-91, as amended, are conditions of this Agreement for the physical performance of services.

If employing or contracting with any subcontractor(s) in connection with this Agreement, Contractor further agrees:

To secure from the subcontractor(s) an affidavit attesting to the subcontractor's compliance with by O.C.G.A. § 13-10-91(b), as amended; such affidavit being in a form similar to and containing the same information as the form attached hereto; and

To obtain such subcontractor affidavit(s) when the subcontractor(s) is retained. Contractor shall have such forms available for inspection and submit to the Owner, if so requested by the Owner.

The failure of Contractor to supply the affidavit of compliance at the time of the bid will be cause for the bid being deemed non-responsive. Failure of Contractor to continue to satisfy the obligations of O.C.G.A. § 13-10-91, as amended throughout the entire contract period shall constitute a material breach of the contract. Upon notice of such breach, Contractor shall be entitled to cure the breach within ten days, upon providing satisfactory evidence of compliance with the terms of this Agreement and State law. Should the breach not be cured, Athens-Clarke County shall be entitled to all available remedies, including termination of the contract and damages.

*SEE AFFIDAVITS ON FOLLOWING PAGES*

**SECTION IV – MANDATORY QUOTE DOCUMENTS**

**B: CONTRACTOR AFFIDAVIT & AGREEMENT UNDER O.C.G.A. § 13-10-91(b)(1)  
(effective July 1, 2013)**

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, as amended, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of The Unified Government of Athens-Clarke County, Georgia, has registered with, is authorized to use, and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the provisions and deadlines established in O.C.G.A. § 13-10-91, as amended.

Furthermore, the undersigned will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

\_\_\_\_\_  
Federal Work Authorization User Identification Number

\_\_\_\_\_  
Date of Authorization

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

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

Name of Public Employer: Unified Government of Athens-Clarke County

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

Executed on \_\_\_\_\_, \_\_\_\_\_, 20\_\_\_\_ in \_\_\_\_\_, \_\_\_\_\_.  
(Month) (Day) (Year) (City) (State)

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

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

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

\_\_\_\_\_  
Notary Public My Commission Expires: \_\_\_\_\_ (SEAL)

END OF SECTION