



**May 29, 2025**

**TO: All Potential Proposers**

**SUBJECT: Housing Consultant**

**RFP #25-074**

Proposal closing date & time: **June 5, 2025, 5:00 p.m.**

**ADDENDUM NO. #2**

The items contained in this addendum are added to and/or deleted from and become part of the specifications and proposal documents for the above-referenced Invitation to Bid. Bidders **must acknowledge receipt** of the Addendum on the Bid Form, located in the invitation to bid, when the bids are submitted.

**ADD/DELETE:**

**ADD: "Respondents should include at least three (3) references for the projects cited, including the name, title, organization, phone number, and email address of a knowledgeable contact person." on page 6, at the end of the paragraph stating, "Relevant Project Examples (20%)".**

**End of Addendum 2**

*Destin Adams*

Destin Adams, Buyer

Cc: Paul Forgey, Director of Planning and Development  
Angel Gray, Deputy Director of Planning and Development  
Angela Calhoun, Assistant to the City Manager



**May 21, 2025**

**TO: All Potential Proposers**

**SUBJECT: Housing Consultant**

**RFP #25-074**

Proposal closing date & time: **June 5, 2025, 5:00 p.m.**

**ADDENDUM NO. #1**

The items contained in this addendum are added to and/or deleted from and become part of the specifications and proposal documents for the above-referenced Invitation to Bid. Bidders **must acknowledge receipt** of the Addendum on the Bid Form, located in the invitation to bid, when the bids are submitted.

**ADD/DELETE:**

**ADD: New Dropbox link: <https://www.dropbox.com/scl/fi/droshhrpkt634e6c6jcmt/Supporting-documents-for-scope-of-work.pdf?rlkey=8i3xa3pk9gg8uzep1oxo1k0qd&st=3yw0pcrv&dl=0>**

**DELETE:**

**"Phase 2: Development Oversight and Construction Management**

- Manage permitting processes, including representing the City at regulatory hearings and obtaining approvals.
- Serve as the Owner's Representative throughout construction, monitoring timelines, budgets, contractor compliance, and general performance.
- Review contractor pay applications and change orders; oversee the preparation of lender-required documentation and compliance reports.
- Organize and facilitate monthly Owner-Architect-Contractor (OAC) meetings; maintain detailed records of progress and issues.
- Manage project close-out, including punch list development, certification of completion, and retainage release processes."

**On page 5**

**ADD:**

**Phase 2: Pre-Construction Development Services**

The role of the selected housing consultant does not include management or oversight of housing construction activities. The consultant is expected to:

- Coordinate and support subdivision readiness, including architectural and site planning.
- Assist in permitting processes and support bid procurement for the first four homes.
- Deliver final site and floor plans.
- Provide development oversight during infrastructure coordination.

- Facilitate documentation and support close-out of the subdivision phase.

The consultant's responsibilities conclude once the lots are build-ready and builder contracts are procured. Oversight of homebuilding will be handled by the City of Albany along with Phoebe Putney Memorial Hospital, Inc., and the selected builders respectively.

### **QUESTIONS/ANSWERS:**

QUESTION #1: Should the Respondent include in their fee the costs associated with partitioning the lot (survey, legal description) and on-site civil design work for the overall site and alleyway (stormwater, grading, utilities, lighting, etc. design)?

***Answer: No. An Engineering firm has already been selected for the partitioning, surveying, and on-site civil design services. The selected consultant will work with this engineering firm to place the proposed new houses on the site plan (that is prepared by the Engineering firm) and recommend driveway and sidewalk locations, and ensure setbacks are correct.***

QUESTION #2: Can you confirm that if the Respondent engages another firm (general contractor or sub-contractor) to provide cost estimates during Phase 1 that those firms assisting the Respondent in Phase 1 would not be precluded from bidding on the construction work in Phase 2?

***Answer: Yes, those firms will be allowed to bid on the construction work in phase 2.***

QUESTION #3: Who are the target consumers for the homes and what ranges of affordability are desired in the homes?

***Answer: The target buyers are workforce households employed in the medical, education, local government, and private sectors, consistent with the Albany Medical District housing strategy. The intent is to offer a range of price points that serve households earning between 60% and 120% of Area Median Income (AMI). The final mix of home prices and types will be determined by market feasibility, construction costs, and in coordination with key partners, including the hospital. Pricing parameters may be refined during the development process to ensure alignment with the housing goals of the District and the needs of its workforce.***

QUESTION #4: Should additional services needed to bridge the gap between Phase 1 and Phase 2 (such as securing financing, rezoning, closing coordination work) be included in the Respondent's scope of work?

***Answer: No. These services are not required under this RFP. The consultant is not expected to secure financing or handle rezoning or legal closings. The scope is limited to preparing the site for residential construction and assisting with builder procurement.***

QUESTION #5: Is a process in place to coordinate pre-approval of the housing design prototypes among the City, Phoebe, and Historic Preservation Commission?

***Answer: Yes. The City of Albany, in collaboration with Phoebe Putney Memorial Hospital, Inc., will coordinate the review of housing prototypes with the Historic Preservation Commission (HPC). The selected consultant will be expected to work with City staff to submit draft designs, incorporate feedback, and obtain HPC approvals prior to finalization.***

QUESTION #6: Per the 2nd to the last bullet point on phase 1, we are to deliver final site & floor plans. Can you please provide clarification as to if the engineering services are to be included in our proposal? It is clear to me that the 4 architectural floor plans are to be included.

***Answer: Yes, Respondents are expected to provide architectural services sufficient to deliver floor plans. See response to Question 1 above for the collaboration necessary to develop final site plans.***

QUESTION #7: For phase 2, "construction management" & "manage project close-out, including punch list development, CO, & retainage release processes" could be interpreted 2 ways:

- For the time period of the infrastructure (water, sewer, stormwater, pavement, etc.) construction, basically through final completion of subdivision based on the Albany Code of Ordinances
- After the completion & punch lists of the first 4 houses.

Can we please have clarification on this?

***Answer: Please refer to the "ADD/DELETE" section for clarification and changes to "Phase 2".***

QUESTION #8: It is our understanding that this consultant/management role is to get to the point of having lots ready to build on and procure bids to build 4 houses but not be involved in the management or oversight of the construction of the homes. Is that correct?

***Answer: Yes, that is correct. The consultant is not responsible for oversight or management of home construction. The consultant's role concludes upon subdivision readiness and execution of builder procurement for the initial homes.***

**End of Addendum 1**

*Destin Adams*

Destin Adams, Buyer

Cc: Paul Forgey, Director of Planning and Development  
Angel Gray, Deputy Director of Planning and Development  
Angela Calhoun, Assistant to the City Manager



**May 6, 2025**

**REQUEST FOR PROPOSALS  
HOUSING CONSULTANT  
Reference No. 25-074**

Competitive sealed proposals will be received by the City of Albany, Procurement Division, 222 Pine Avenue, Suite 260, Albany, GA 31701 until **5:00 pm., on June 5, 2025**, from qualified firms for a contract to provide Housing Consultant Services for the City of Albany. Supporting documents for the scope of work can be accessed using the following Dropbox link:

<https://www.dropbox.com/scl/fo/2xwvrjllznb30q0q44e0e/AOwoZnR4nwrwiu3r4bIF8lc?rlkey=1dnxkpnnonfncfjlra9e088ro8&e=1&st=62yr2rqk&dl=0>

A **Pre-Proposal Conference** will be held at **10:00 a.m. on May 14, 2025**, at the Procurement Division, 222 Pine Avenue, Suite 260, Albany, Georgia 31701, to review requirements and answer questions. Interested vendors are strongly encouraged to attend. The meeting can also be attended via virtual zoom meeting. Please use this zoom link:

<https://us06web.zoom.us/j/86719818229?pwd=22afGe024aaaGonDeiTcLEdV2fFF3C.1>

**Meeting ID: 867 1981 8229 Passcode: 662681**

The City of Albany reserves the right to accept or reject any or all proposals and waive any or all formalities or technicalities or to accept the proposal or combination of proposals deemed to be the best and most advantageous to the City and, hold the proposals for a period of **60** days without taking action.

Proposal documents may be obtained at the office of City Procurement, 222 Pine Ave., Suite 260, Albany, GA 31701, or on the City website at: [www.albanyga.gov](http://www.albanyga.gov), or the Georgia Procurement Registry. The City of Albany strongly encourages the inclusion of Small and or Disadvantaged Business Firms as participants in this Request for Proposals (RFP).

For additional information, contact Destin Adams, Buyer at (229) 431-3211 or email [dadams@albanyga.gov](mailto:dadams@albanyga.gov) cc: [jswilliams@albanyga.gov](mailto:jswilliams@albanyga.gov) and [kross@albanyga.gov](mailto:kross@albanyga.gov). The deadline for questions is **5:00 pm on May 28, 2025**. Questions received after this deadline may not be answered. Replies of substance will be in the form of written addenda and made available to all potential respondents.

City of Albany,

  
Joshua Williams, CPPB  
Procurement Manager

**FINANCE**

**CITY OF ALBANY  
FINANCE DEPARTMENT  
PROCUREMENT DIVISION  
ALBANY, GEORGIA**

These instructions will bind proposers to terms and conditions herein set forth,

1. The following criteria are used in determining which proposal is in the best interests of the city.
  - (a) The ability, capacity and skill of proposer to perform required service.
  - (b) Whether proposer can perform service promptly or within specified time.
  - (c) The character, integrity, reputation, judgment, experience and efficiency of proposer.
  - (d) The performance of previous contracts.
  - (e) The suitability of equipment or material for City/County use.
  - (f) The ability of proposer to provide future maintenance and parts service.
2. Payment terms are Net 30 unless otherwise specified. Favorable term discounts may be offered and will be considered in determining best proposer if they are deemed advantageous to the City.
3. All requested information should be included in submittal package. All desired information must be **signed** and included for your proposal to receive full consideration. **Failure to submit any required form will be cause for proposal to be rejected as non-responsive.**
4. All questions, inquiries and requests for clarification shall be directed to Procurement.
5. For multi-year contracts the following clauses pursuant to OCGA 36-60-13 apply: (1) The contract shall terminate absolutely and without further obligation on the part of the City or County at the close of the calendar year in which it was executed and at the close of each succeeding calendar year for which it may be renewed; (2) The contract may provide for automatic renewal unless positive action is taken by the City or County to terminate such contract, and the nature of such action shall be determined by the City or County and specified in the contract; (3) The contract shall state the total obligation of the City or County for the calendar year of execution and shall further state the total obligation which will be incurred in each calendar year renewal term, if renewed; and (4) The contract shall provide that title to any supplies, materials, equipment, or other personal property shall remain in the vendor until fully paid for by the City or County.
6. Quote all prices F.O.B. Albany or our warehouse or as specified in proposal documents.
7. Each proposal shall be clearly marked on the outside of the package as a Sealed Proposal.
8. Proposal must be received and stamped by the Procurement Office before time stipulated in proposal documents. No responsibility will attach to any City representative or employee for premature opening of proposal not properly addressed or identified.
9. Proposals received late will not be accepted, and the City will not be responsible for late mail delivery.
10. Should a proposal be misplaced by the City and found later it will be considered.
11. Proposals requiring bid security **will not** be read or considered if security is not enclosed. Security may be in the form of cash, certified check, cashier's check or Surety Bond issued by a Surety Company licensed to conduct business in Georgia.
12. All proposers must be recognized and authorized dealers in the materials or equipment specified and be qualified to advise in their application or use. A proposer at any time requested must satisfy the Procurement Office and City Commission that he has the requisite organization, capital, plant, stock, ability and experience to satisfactorily execute the contract in accordance with the provisions of the contract in which he is interested.
13. Any alterations, erasures, additions or omissions of required information or any changes of specifications, or cost schedule are done at the risk of the proposer.
14. When requested, SAMPLES will be furnished free of expense, properly marked for identification and accompanied by list where there is more than one sample. The City reserves the right to mutilate or destroy any samples submitted whenever it may be in the best interests of the City to do so for the purpose of testing.
15. City will reject any material, supplies or equipment that do not meet the specifications, even though proposal lists the trade name or names of such materials on the price quotation form.
16. The unauthorized use of patented articles is done entirely at the risk of the successful proposer.
17. The ESTIMATED QUANTITY given in the specifications or advertisement is for the purpose of seeking a proposal. The City may purchase more or less than the estimated quantity, and the vendor must not assume that such estimated quantity is part of the contract.
18. Only the latest model equipment as evidenced by the manufacturer's current published literature will be considered. Obsolete models of equipment not in production will not be acceptable. Equipment shall be composed of new parts and materials. Any unit containing used parts or having seen any service other than the necessary tests will be rejected. In addition to the equipment specifically called for in the specifications, all equipment catalogued by the manufacturer as standard or required by the State of Georgia shall be furnished with the equipment. Where required by the State of Georgia Motor Vehicle Code, vehicles shall be inspected and bear the latest inspection sticker of the Georgia Department of Revenue.
19. The successful proposer on motor vehicle equipment shall be required to furnish with delivery of vehicle, Certificate of Origin and Georgia vendors shall provide Georgia Motor Vehicle form MV1.
20. Proposers are responsible for examining the location of the proposed work or delivery and determining, in their own way, the difficulties, which are likely to be encountered in the prosecution of the same.
21. All materials, equipment and supplies shall be subject to rigid inspection, under the immediate supervision of the Procurement Officer and/or the Department to which they are delivered. If defective material, equipment or supplies are discovered, the contractor, upon being instructed by the Procurement Officer, shall remove, or make good such material, equipment or supplies without extra compensation. It is expressly understood and agreed that the inspection of materials by the City will in no way lessen the responsibility of the contractor or release him from his obligation to perform and deliver



- to the City sound and satisfactory materials, equipment or supplies. The proposer agrees to pay the cost of all tests on defective material, equipment or supplies or allow the cost to be deducted from any monies due him by the City or County.
22. Unless otherwise specified by the procurement officer all materials, supplies or equipment quoted herein must be delivered within thirty (30) days from date of notification or exception noted on price quotation sheet.
  23. A contract **will not** be awarded to any corporation, firm or individual who is, from any cause, in arrears to the City/County or who has failed in any former contract with the City/County to perform work satisfactorily, either as to the character of the work, the fulfillment of the guarantee, or the time consumed in completing the work.
  24. Reasonable grounds for supposing that any proposer is interested in more than one proposal for the same item will be considered sufficient cause for rejection of all proposals in which he/she is interested.
  25. Unless otherwise specified the City reserves the right to award each item separately or on a lump sum basis, whichever is in the best interest of the City/County.
  26. The City reserves the right to waive any minor discrepancies, reject any or all proposals, and to purchase any part, all or none of the services, materials, supplies or equipment specified.
  27. Failure of the proposer to sign the offer or have the signature of any authorized representative or agent on the proposal **will** be cause for rejection of the proposal. Signature must be written in ink.
  28. Any proposer may withdraw his proposal at any time before the time set for opening of proposals. No proposal may be withdrawn without cause in the 60-day period after proposals are opened.
  29. It is mutually understood and agreed that if any time the Procurement Officer shall be of the opinion that the contract or any part thereof is unnecessarily delayed or that the rate of progress or delivery is unsatisfactory, or that the proposer is willfully violating any of the conditions or covenants of the agreement, or is executing the same in bad faith, the Procurement Officer shall have the power to notify the aforesaid proposer of the nature of the complaint. Notification shall constitute delivery of notice, or letter, to address given in proposal. If after three working days of notification the conditions are not corrected to the satisfaction of the Procurement Officer, he shall thereupon have the power to take whatever action he may deem necessary to complete the work or delivery herein described, or any part thereof, and the expense thereof, so charged, shall be deducted from any paid by the City out of such monies as may become due to the said proposer, under and by virtue of this agreement. In case such expense shall exceed the last said sum, then and in that event, the bondsman or the proposer, his executors, administrators, successors, or assigns, shall pay the amount of such excess to the City on notice by the Procurement Officer of the excess due.
  30. If the proposer proposes to furnish any item of a foreign make or product, he should write "Foreign" together with the name of the originating country opposite such item on proposal.
  31. Any complaint from proposer relative to the Request for Proposals or any attached specifications should be made prior to the time of opening of proposals, otherwise such complaint cannot be properly considered.
  32. Contracts may be cancelled by the City/County with or without cause with 30-day written notice.
  33. **All Corporations should provide the corporate seal, a copy of the Secretary of State's Certificate of Incorporation, and a listing of the principals of the corporation with the bid/proposal.**
  34. **All bidders/proposers should provide their tax identification number with the bid/proposal.**
  35. **The Board of Commissioners passed a local preference ordinance on January 27, 2015. Where applicable, this ordinance will govern. Local preference will not be a basis of award for projects that are federally funded.**
  36. The proposer shall secure all permits, license certificates, inspections (permanent and temporary) and occupational tax certificate, if applicable, before any work can commence. Proposer as well as any and all known subcontractors must possess or will be required to obtain a City of Albany Occupational Tax Certificate or Registration.
  37. **Prior to submitting proposal, check website at [www.albanyga.gov](http://www.albanyga.gov) or call the Procurement Office at 229-431-3211 for any subsequent addendums.**

PROCUREMENT FORM – Revised 4/20/2018

**REQUEST FOR PROPOSALS**  
**CONSULTANT SERVICES – HOUSING DEVELOPMENT DESIGN,**  
**OVERSIGHT, AND COMPLIANCE**  
**RFP #25-074**

**Background Information**

The City of Albany, in collaboration with Phoebe Putney Memorial Hospital, Inc., is soliciting proposals from qualified consulting, architectural and engineering, or development firms with demonstrated experience in residential development coordination, predevelopment planning, and construction oversight. The selected firm will be responsible for performing all aspects of the scope of work outlined in this RFP, either directly or through subcontracted professionals, and must include all associated services in their proposed fee.

Services are in support of a planned residential development on a vacant 4-acre tract, currently owned by Phoebe Putney Memorial Hospital, Inc. The development will consist of 22 individual lots in the Lighthouse subdivision in the Medical District. The site is bordered by the 500 Block of W. 1st Avenue and the 500 Block of W. 2nd Avenue, and between the 800 Block of N. Monroe Street and the 800 Block of N. Madison Street. See the attached proposed site plan for the new housing development for the 22 lots.

The selected firm will serve in an advisory and coordination role from conceptual design through construction close-out. This includes monitoring and documenting disbursements and compliance activities related to construction. The selected firm will deliver a minimum of four (4) prototype single-family house plans that reflect market demand, workforce housing affordability objectives, and local context. These plans must be developed by, or under the direction of a licensed design professional on the selected firm's team. See the attached Georgia Tech housing study that has recommendations for the size and style of houses for the Medical District.

The City of Albany and Phoebe Putney Memorial Hospital, Inc., in collaboration, will be offering some level of financing for the construction of the first four (4) houses to incentivize the building of the initial homes to start the project. The amount and type of Construction financing will be determined at a later date. After the initial homes are built, financing may or may not be offered for the subsequent homes to complete the project of all 22 homes.

**Scope of Work**

**Phase 1: Predevelopment and Project Coordination**

- Facilitate at least two consensus-building meetings in Albany with key stakeholders, including City of Albany staff/elected officials, Phoebe staff, funders, lenders, developers, and community representatives to ensure alignment on project goals and implementation strategies.
- Collaborate with City Staff so as to include engineers, building inspectors, and planners on development planning, permitting strategies, and inspection processes.
- Review and confirm invoices; prepare detailed budgets and track actual expenditures against development projections.
- Support market analysis and assist in establishing pricing strategies for residential units.
- Provide and manage the development of architectural designs, including a minimum of four (4) prototype single-family house plans, through licensed design professionals on the consultant's team.



- House plans will have to be approved by the Historic Preservation Commission and should be designed in such a manner that they can be reversed or slightly altered to easily create additional homes that are visually different.
- Required elements of house design: **1.** Access will be from a rear alley and the designs will include an enclosed double garage. There will be no curb cuts in the front of the lots. **2.** A front porch that is at least half the width of the home and a minimum of six feet deep. **3.** The front floor level must be at least 18 inches off the grade. **4.** The design of the houses should be of a traditional style that fits with the historic character of the neighborhood.
- Identify and coordinate with qualified real estate agencies and mortgage lenders to facilitate future home sales and financing opportunities for home buyers. Ensure alignment between development goals and market-based sales strategies. Independent third-party entities, including real estate agencies and financial institutions, will facilitate home sales and financing.
- Deliver final site and floor plans through in-house or subcontracted architectural services, and collaborate with design professionals as needed to finalize all construction documents.
- Participate in the pre-bid meeting, respond to bidder questions during the solicitation period, attend the public bid opening, evaluate bid submissions for responsiveness and responsibility, and provide a written recommendation for contract award. Attend the City Commission meeting to support the presentation of the recommended award to the lowest responsive and responsible bidder.

#### **Phase 2: Development Oversight and Construction Management**

- Manage permitting processes, including representing the City at regulatory hearings and obtaining approvals.
- Serve as the Owner's Representative throughout construction, monitoring timelines, budgets, contractor compliance, and general performance.
- Review contractor pay applications and change orders; oversee the preparation of lender-required documentation and compliance reports.
- Organize and facilitate monthly Owner-Architect-Contractor (OAC) meetings; maintain detailed records of progress and issues.
- Manage project close-out, including punch list development, certification of completion, and retainage release processes.

#### **Key Deliverables**

- Project budgets and financial pro forma reports
- Final site plans and architectural visualizations
- Permitting and construction documentation
- Monthly progress and compliance reports
- Final summary report and documentation package for lenders and funders

#### **Ownership and Financing Clarification**

The subject property is not owned by the City of Albany but by Phoebe Putney Memorial Hospital, Inc. At this point, it is not determined who will be the ultimate owner of the property during the entire construction project, but that decision will not affect the work of the selected respondent. The strategy of ownership will be determined at a later date.

Financing of construction will be determined at a later date. The fee and payments to the selected respondent will be based on this RFP and will be independent of any potential construction financing offered later in the project.

The City of Albany and/or Phoebe Putney Memorial Hospital, Inc. will be responsible for completing all site work associated with infrastructure improvements, including coordination and completion of grading, alley, streets, sidewalks, water, electric and sewer installations. All utility service connections from the property line to individual homes shall be the responsibility of the Construction contractor.

While no development or construction incentives are currently offered through this RFP, the City of Albany and/or Phoebe Putney Memorial Hospital, Inc. may evaluate potential tools or mechanisms to support project feasibility in coordination and collaboration with the selected respondent.

### **Contract Term**

The anticipated contract duration is twenty-four (24) months, with the option for extension upon mutual agreement.

### **Evaluation Criteria**

Experience & Qualifications	30%
Approach and Understanding	25%
Relevant Project Examples	20%
Cost Proposal	15%
Local Knowledge or Availability	10%

Award will be made to the responsible proposer whose proposal best meets the needs of the City of Albany as set forth herein. Proposers will be evaluated on the following criteria:

- **Experience and Qualifications (30%)** – Demonstrated qualifications and professional licensure relevant to residential design, development coordination, and construction oversight. Includes experience with workforce housing and public-sector projects.
- **Approach and Understanding (25%)** – Clarity, feasibility, and responsiveness of the proposed approach to meeting the full scope of work, including prototype housing design, permitting, and construction-phase services.
- **Relevant Project Examples (20%)** – Demonstrated experience with residential development projects of comparable scale and complexity. Projects may include work involving prototype housing design, financing coordination, affordable or workforce housing, or public-private development initiatives.
- **Cost Proposal (15%)** – Reasonableness, transparency, and completeness of fee structure relative to the services outlined in the scope of work and deliverables.
- **Local Knowledge or Availability (10%)** – Familiarity with local regulations, stakeholders, and ability to engage on-site as needed throughout the duration of the project.

**RESPONSE CONTENTS:** One (1) original (labeled), one (1) PDF, and six (6) hard copies should be submitted to:

CITY OF ALBANY  
PROCUREMENT DIVISION  
222 PINE AVENUE, SUITE 260  
ALBANY, GEORGIA 31701  
PHONE: (229) 431-3211

The submittal must be signed by an official authorized to bind the offeror. Any submittal received after the stated time and date will not be considered and will be returned unopened to the firm.

The City of Albany reserves the right to reject any and all quotes, to waive any informalities, and to select the proposal deemed to be in the best interest of the City. The City may contact references and conduct background checks as part of the evaluation process.

**\*\*COMPLETE AND SUBMIT\*\***

***CERTIFICATION OF NON-COLLUSION***

The proposer being sworn, disposes and says, \_\_\_\_\_

\_\_\_\_\_

The proposer submitting this and its agents, officers or employees have not directly or indirectly entered into any agreements, participated in any collusion or otherwise taken any action in restraint of free competitive bidding in connection with this RFP.

\_\_\_\_\_  
SIGNATURE (AUTHORIZED)

\_\_\_\_\_  
COMPANY NAME

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
DATE

**\*\*COMPLETE AND SUBMIT\*\***

***ADVERTISEMENT FORM***

***For All Firms Participating in the bid please answer questions below:***

Please let us know how you heard about the BID/RFP advertisement by selecting one of the following.

1. Internet/Social Media to include Facebook, Twitter, etc. Yes\_\_\_\_ No\_\_\_\_
2. City of Albany website Yes\_\_\_\_ No\_\_\_\_
3. City of Albany local access channel (channel 16) Yes\_\_\_\_ No\_\_\_\_
4. Georgia Procurement Registry Yes\_\_\_\_ No\_\_\_\_
5. Other: \_\_\_\_\_

Please indicate if you are a DBE: Yes\_\_\_\_ No\_\_\_\_

DATE: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

AUTHORIZED REPRESENTATIVE NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

**\*\*COMPLETE AND SUBMIT\*\***

***GOVERNING LAW AND VENUE***

Proposer agrees that as to any actions or proceedings arising out or related to this agreement, any such proceedings shall be governed and determined by Georgia Law.

Proposer further agrees that as to any actions or proceedings arising out of or related to this agreement, any such action or proceeding shall be resolved only in an appropriate court located in Dougherty County, Georgia.

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SIGNED (AUTHORIZED)	COMPANY NAME
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TITLE	DATE
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**COMPLETE AND SUBMIT**  
**GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT**

Contractor's Name:	
Address:	
Solicitation/Contract No.:	
Solicitation /Contract Name:	

**CONTRACTOR AFFIDAVIT**

I understand that the City of Albany may not enter into a contract with \_\_\_\_\_ (Name of Corporation) unless it has registered and does participate in the Federal Work Authorization Program defined in O.C.G.A. § 13-10-90(2), to-wit" (2) "Federal work authorization program" means any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), D.L. 99-603.

By executing this affidavit, the undersigned Contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, entity or corporation which is engaged in the physical performance of services on behalf of the **City of Albany** has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91.

Furthermore, the undersigned Contractor will continue to use the federal work authorization program throughout the contract period and the undersigned Contractor will contract for the physical performance of services in satisfaction of such contract only with sub-Contractors 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 (EEV/E-Verify Company Identification Number)

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

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

\_\_\_\_\_  
Printed Name (of Authorized Officer or Agent of Contractor)

\_\_\_\_\_  
Title (of Authorized Officer or Agent Contractor)

\_\_\_\_\_  
Signature (of Authorized Officer or Agent)  
SUBSCRIBED AND SWORN BEFORE ME ON

\_\_\_\_\_  
Date Signed

[NOTARY SEAL]

\_\_\_\_\_  
Notary Public My Commission Expires: \_\_\_\_\_

Approved 10/23/2020