



# SANDY SPRINGS™

GEORGIA

## REQUEST FOR PROPOSALS (“RFP”) #19-038

### Wayfinding System Project

#### Pre-Proposal Conference:

**May 16, 2019, 11:00 AM EST**

**City of Sandy Springs City Hall**

**City Springs Training Room - Barfield 2nd Floor**

**1 Galambos Way, Sandy Springs, GA 30328**

#### Proposals are due:

**June 7, 2019, no later than 2:00 PM EST**

Sealed proposals will be received no later than **June 7, 2019, 2:00 PM EST**. The City of Sandy Springs will only accept online submissions for this RFP through the Bonfire Portal at <https://sandysprings.bonfirehub.com/projects/view/15407>. Any proposal submitted in any other format (email, paper, fax, mail, etc.) will not be accepted for any reason.

#### General Information:

1. All communications regarding this solicitation shall be with the assigned Procurement Officer, Dezirae Gaines, [purchasing@sandyspringsga.gov](mailto:purchasing@sandyspringsga.gov).
2. All questions or requests for clarification shall be sent via Bonfire under Message - Opportunity Q&A: <https://sandysprings.bonfirehub.com/projects/view/15407>. Questions are due no later than **May 20, 2019, 5:00 PM EST**. Questions received after this date and time may not be answered.
3. Questions and clarifications will be answered in the form of an addendum. Any addenda, schedule changes and other important information related to this solicitation will be posted on the Bonfire website at <https://sandysprings.bonfirehub.com/projects/view/15407>. It is the Offeror's responsibility to check the Bonfire portal for any addendums or other communications related to this solicitation.
4. The form of contract (“Model Contract”) the City intends to execute with the selected Offeror is included as Attachment A for your review.
5. The City of Sandy Springs reserves the right to reject all bids and to waive technicalities and informalities, and to make award in the best interest of the City of Sandy Springs.
6. A checklist is provided with this RFP for your convenience. This should not be submitted with your proposal.

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Attachment A: MODEL CONTRACT, which includes all Exhibits attached thereto including:

- Scope of Services
- Contractor Proposal
- Fee Schedule
- Certification of Contractor - Georgia Security and Immigration Compliance Act
- Certification of Consultant - Drug-Free Workplace
- Affidavit Verifying Status for City Public Benefit Application
- Contractor Affidavit Under O.C.G.A. § 13-10-91(b)(1)
- Insurance Requirements
- Notice to Contractors - Compliance with Title VI of the Civil Rights Act of 1964

**PROPOSAL SIGNATURE AND CERTIFICATION**

I certify that this Proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a Proposal (“Offeror”) for the same materials, supplies, equipment, or services 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 Proposal and certify that I am authorized to sign this Proposal for Offeror. I further certify that the provisions of O.C.G.A. § 45-10-20, et seq. have not been violated and will not be violated in any respect.

Print/Type Offeror Name Here: \_\_\_\_\_

Authorized Signature for Offeror: \_\_\_\_\_

Print/Type Name: \_\_\_\_\_

Date: \_\_\_\_\_

**CORPORATE CERTIFICATE**

I, \_\_\_\_\_, certify that I am the Secretary of the company named as Offeror in the foregoing Proposal; that \_\_\_\_\_, who signed said Proposal on behalf of the Offeror, was then (title) \_\_\_\_\_ of said company; that said Proposal was duly signed for and in behalf of said company by authority of its governing body, and is within the scope of its corporate powers; that said company is organized under the laws of the State of Georgia.

This \_\_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
(Signature)

Corporate Name: \_\_\_\_\_

d/b/a: \_\_\_\_\_

(Seal)

## OFFEROR'S RFP CHECKLIST

### Critical Things to Keep in Mind When Responding to an RFP for the City of Sandy Springs

1. \_\_\_\_\_ Read the *entire* document. Note critical items such as: supplies/services required; submittal dates; number of copies required for submittal; contract requirements, if any (e.g. bonding and insurance requirements).
2. \_\_\_\_\_ Note the Procurement Officer's name, address, and email address. This is the only person you are allowed to communicate with regarding the RFP and is an excellent source of information.
3. \_\_\_\_\_ Attend the pre-Proposal conference, if scheduled. This conference provides an opportunity to ask clarifying questions, obtain a better understanding of the project, or notify the City of any ambiguities, inconsistencies, or errors in the RFP. This conference is not mandatory.
4. \_\_\_\_\_ Take advantage of the "question and answer" period. Submit your questions to the Procurement Officer by the due date listed on the cover page and in the *Schedule of Events* and view the answers given in the formal "addenda" issued for the RFP. All addenda issued for this RFP will be posted on the City of Sandy Springs Purchasing page at <http://www.sandyspringsga.gov/business/doing-business-with-the-city/city-procurements> .
5. \_\_\_\_\_ Follow the format required in the RFP when preparing a Proposal. Provide point-by-point responses to all sections in a clear and concise manner.
6. \_\_\_\_\_ Provide complete answers/descriptions. Read and answer all questions and requirements. Don't assume the City will know what your firm's capabilities are or what items/services you can provide, even if you have previously contracted with the City. Proposals are evaluated based solely on the information and materials provided in response to the RFP.
7. \_\_\_\_\_ Use the forms provided with the RFP, if any.
8. \_\_\_\_\_ Check the City's website for RFP addenda before submitting a Proposal at <http://www.sandyspringsga.gov/business/doing-business-with-the-city/city-procurements>. If any exist, you must submit a signed cover sheet for each addendum issued along with your Proposal.
9. \_\_\_\_\_ Review the RFP document again to make sure that you have addressed all requirements. Your original Proposal and the requested copies must be identical and complete. The copies are provided to individuals evaluating Proposals and will be used to rank your submittal.
10. \_\_\_\_\_ Submit your Proposal on time. Note all the dates and times listed in the *Schedule of Events* and within the document, and be sure to submit all required items on time. Late Proposals will not be accepted.

*This checklist is provided for assistance only and should not be submitted with your Proposal*

## CITY OF SANDY SPRINGS

### SECTION 1: BACKGROUND AND GENERAL INFORMATION

The City of Sandy Springs (“City”) is located in Fulton County, Georgia, and has a population of approximately 105,000. It is metropolitan Atlanta’s second (2nd) largest city. The geographic area of the City is approximately thirty-eight (38) square miles. The City currently controls several hundred acres of parkland. While most of this acreage is owned outright by the City, many outdoor school parks are under an intergovernmental agreement with Fulton County Schools, renewable on a periodic basis. City limits include twenty-two (22) miles of shoreline along the Chattahoochee River and three (3) units of the National Park Service.

The City seeks to obtain the services of a qualified firm to develop and implement a strategic plan to build the City’s wayfinding system to guide people through the City and enhance their understanding and experience, as more fully described in Section 2 (“Project”).

Offerors should have successful experience in the past five (5) years with projects of similar size, function, and complexity as the Project described in this RFP. As a result of this procurement, the Offeror selected for contract award (“Awarded Offeror” or “Contractor”) will be responsible for providing and maintaining all aspects of the on call sidewalk services in accordance with requirements of this RFP. The City intends to award a contract for the Project to the Offeror presenting the Proposal providing the best overall value to the City; however, the City reserves the right to make a single award or no award, if these options are in the City’s best interest. The instructions, conditions and notices contained in this RFP are designed to assist Offerors in preparing a Proposal that presents an effective approach to accomplish all contractual requirements.

### SECTION 2: INTRODUCTION AND PURPOSE

#### 2.0 PROJECT BACKGROUND

The City’s increasing residential and commercial density hinders directionality and place-making in the most important districts of the City. The City seeks to build out a cohesive and functional wayfinding system in an effort to ease the flow and congestion of traffic. The purpose of the Project can be summarized into three (3) primary goals:

- A. Provide information for simple and direct routes (including alternative transportation) for all audiences.
  - 1. Congestion reduction through direct routing and transit directions.
  - 2. Encourage alternative transportation options throughout the City.
- B. Orient signs to establish relationships between destinations.
  - 1. Coordinate signs with tourism tools for promotion of special events.
  - 2. Promote circulation in major economic nodes.
- C. Promote branding of the City by setting standards for details and cohesiveness of signage.
  - 1. Future signage shall comply with these standards.
  - 2. Cohesiveness over time to foster sense of place.

## 2.1 PROJECT DELIVERABLES

- A. Strategic Implementation Plan
- B. Wayfinding Analysis
- C. Programming (Identification of Sign Locations and Messages)
- D. Schematic Design
- E. Design Development
- F. Documentation
- G. Bid Analysis and Construction Administration

## SECTION 3: SCOPE OF WORK

### 3.0 DETAILED DESCRIPTION OF REQUIRED SERVICES

- A. The Awarded Offeror shall provide all services detailed in this Scope of Work (“SOW”), which services shall include, but are not limited to, the following general and specific work requirements:
  - 1. Strategic Implementation Plan. The Contractor shall prepare a written Strategic Implementation Plan (“SIP”) for the City’s approval. The SIP shall include:
    - a. Review of any existing feasibility studies provided to it by the City, and of state and local laws and regulations governing the appearance, size, placement, and other features of the signs that will be part of the Project;
    - b. A definition of the mission and goals for the Project;
    - c. A description of the process by which the Project shall be undertaken and completed, including, without limitation, preparation of: organization chart; approval process; criteria for inclusion of specific destinations; Project schedule; Project tasks; and communications tools.
    - d. Outline of a budget for implementation of the Project, and identification of public and private financial resources which may be available for the fabrication, installation and ongoing maintenance of the system of signage that will implement the Project; and
    - e. Specification of anticipated, ongoing maintenance requirements, including criteria for cleaning, replacing and expanding the signage that will implement the Project.
  - 2. Wayfinding Analysis. The Contractor shall:
    - a. Conduct a kickoff meeting for City agencies and officials, and other persons specified by the City;

- b. Assign staff to tour, photograph and otherwise become familiar with the areas of the City that will be included within the Project;
  - c. Review existing analysis and planning work prepared by City staff or contractors;
  - d. Identify City gateways, districts, primary routes, major areas, points of interest and destinations (e.g., cultural, business, shopping, educational, parking, recreational, neighborhoods, etc.) that may become points of reference within the Project;
  - e. Conduct a work session within the City, consisting of multiple small group meetings, to formulate Project scope, limitations and design criteria, such as: wayfinding concepts and philosophy; major decision points; information hierarchy; City streets and highways to be included in the Project, and applicable speed limits; identification of primary and secondary routes; analysis of circulation patterns; traffic engineering considerations; parking lots; requirements of pedestrian and other non-automobile traffic; districts/zones for the Project, and logical transition points; menu of sign types; terminology/nomenclature; audience considerations; daytime versus evening travel patterns; public image; marketing goals; functional requirements; flexibility, vandal resistance; and ongoing maintenance;
  - f. Prepare a preliminary budget based on information gathered and an estimate of the number of signs required by the Project;
  - g. Present preliminary findings and recommendations to the City; and
  - h. Provide the City with a written report outlining existing conditions and recommendations as to Project scope and design criteria, including criteria upon which the system within the Project will be based.
3. Programming (Identification of Sign Locations and Messages). The Contractor shall prepare a plan of sign locations, typical messages, and general sign types (i.e., District Gateway Signs; District Directional Signs; Destination Directional Signs; and Destination Arrival Signs). In identifying sign locations, the Contractor's staff shall check (drive by) each location to assess the appropriateness of the location, space available for placement of a sign, and general conditions in the environs of the proposed sign location.
4. Schematic Design. The Contractor shall prepare for the City's approval a preliminary schematic design plan for the Project. One (1) original and ten (10) color copies of the schematic design plan and its appendices shall be provided to the City. The preliminary schematic design plan and its types and systems, locations, sizes, shapes and colors. The Contractor shall append to the schematic design plan a preliminary budget for the fabrication and installation of the signage system and a phasing plan for priority sign types. During development of the schematic design, the Contractor shall conduct formal presentations within the City (to the extent feasible, meetings with City staff and officials

shall be coordinated to take place on the date(s) on which the formal presentations will take place). One of those presentation shall be to City Council.

5. Design Development. The Contractor shall prepare for the City's approval a Design Development package, which will consist of general information regarding the various signs that will be part of the Project, including the following:
  - a. Details as to the functional aspects of the signs to be utilized in the Project, including: size(s); materials; colors; contrasts; nomenclature; finishes; typography; symbols; hardware; other architectural elements; placement; construction details; mounting methods; and installation methods;
  - b. Models, full-size mock-ups, photo renderings, and sample materials and colors, as necessary to illustrate the characteristics of the design(s) of the proposed signage;
  - c. A first-draft of a Graphic Sign Standards Manual for the Project, including format, program description, inclusion criteria, graphic standards, sign-type drawings and general specifications; and
  - d. A Maintenance and Management Plan.

As part of the preparation of the Design Development package, Contractor will conduct up to two (2) formal presentations for the City, including a presentation to City Council.

6. Documentation. The Contractor shall provide the City the following documentation regarding the Project:
  - a. Final sign location plans;
  - b. Specifications describing materials, products, submittals, coordination, execution, quality assurance, installation, etc.;
  - c. Final budget, with cost estimates based on the approved final design(s) and sign counts; and
  - d. A final Graphic Sign Standards Manual, offering an "off-the-shelf guide to implementing a consistent plan of signage for the Project, including the following components: Introduction; Administration and Management Responsibilities; Maintenance Procedures; Financing Strategies; Policies and Procedures; and Standards and Specifications.
7. Bid Analysis and Construction Administration. The Contractor shall assist the City with the development of written specifications and other requirements necessary in order to prepare an invitation for bids or request for proposals (as directed by the City) to select a

contractor for award of a contract for the fabrication of signs for the Project. The Contractor shall supply a list of fabricators for the City's use in advertising the fabrication contract. The Contractor shall:

- a. Attend one (1) bid meeting;
- b. Prepare any necessary written clarifications or addendums to the City's procurement documents; and
- c. Assist the City with its review and evaluation of bids or proposals received in the procurement process.

Additionally, the Contractor will assist the City with administration of the fabrication contract, by:

- a. Reviewing shop drawings and samples prior to fabrication;
- b. Conferring with fabricators;
- c. Attending weekly meetings with the City (via teleconference);
- d. Conducting field review of sign locations (two (2) days, maximum);
- e. Reviewing installation of the signs (two (2) days, maximum);
- f. Upon substantial completion of the fabrication and installation of the signs, prepare a punch list (on site) of all items that must be completed or corrected prior to final acceptance by the City. The Contractor shall provide the City with paper and electronic copies of the punchlist document and of all other correspondence, documents and drawings.

#### SECTION 4: SUBMITTAL OF PROPOSAL

Proposals shall be submitted through the Bonfire portal at:

<https://sandysprings.bonfirehub.com/projects/view/15407>

no later than 2:00 PM EST on June 7, 2019.

A Proposal received after this date and time or at any other location will not be accepted or considered. The City is not responsible for delays caused for any reason. It is the Offeror's sole responsibility to submit its Proposal before the required deadline. Hard copy, electronic and facsimile submittals **will not** be accepted.

## SECTION 5: CONTENTS OF PROPOSAL, EVALUATION CRITERIA AND SELECTION PROCESS

### 5.0 GENERAL INFORMATION

The RFP and Proposals will enable the City to gather additional information and identify qualified companies to perform the services described in the SOW (Section 3) and specifications. The City will conduct a comprehensive, fair and impartial evaluation of all Proposals received. An evaluation committee ("Evaluation Committee") will be established by the City to evaluate Proposals. The City reserves the right, among others, to determine that no qualified Responses have been received and reject all Proposals.

#### A. PROPOSAL FORMAT

It is not necessary or desirable to prepare an elaborate or extensive Proposal for this Project; detailed brochures, documentation, artwork, or other superfluous embellishments are unnecessary and are, in fact, discouraged. The Proposal shall include the following:

1. Company overview (one (1) page)
2. Names and resumes of proposed team members (include in appendix – no page limit)
3. Team members' roles on Project (two (2) pages)
4. Examples of three (3) to five (5) similar (in type, scope and size) projects the firm and/or team members have worked on in the past five (5) years and client reference contact information (one (1) page for each similar project). Client reference contact information shall include agency name and address, contact name, contact phone number and contact email address.
5. All proposed subcontractors, if any, with company description and involvement in example projects, if any (one (1) page each)
6. Brief discussion of Offeror's approach to the work in order to meet Project goals. The City welcomes suggestions for any innovative delivery approaches that can expedite the schedule or reduce Project costs (five (5) to seven (7) pages)
7. Information regarding the firm's financial history and stability. Please submit the most recent two (2) years of audited financial statements (include in appendix – no page limit)

#### B. CRITERIA

Proposals will be scored and ranked based upon how well an Offeror demonstrates its knowledge and understanding of the requirements of this RFP and on the following five (5) evaluation criteria. The City reserves the right to short list and conduct interviews should the need arise to complete the selection process. The evaluation criteria will consist of the following: project understanding/methodology, scope of work, schedule, project personnel, similar experience, and cost. A Proposal may score a maximum of one hundred (100) points. The five (5) evaluation criteria are:

<b>CRITERIA</b>	<b>CRITERIA DESCRIPTION</b>	<b>POINTS</b>
Project Understanding/ Methodology	Description of the Offeror's understanding of the proposed Project as outlined in the RFP and the Offeror's demonstration of understanding of the magnitude of the SOW and the desired outcomes for the Project. The overall approach should include any tools or methodologies that are needed to complete the proposed Project on time and within scope and budget.	40% 40 points possible
Schedule/ Scope of Work	Include a schedule and work plan in sufficient detail to determine how each task shall be accomplished. The work plan should describe how the Offeror proposes to complete the Project, shall be sufficiently detailed to highlight the effectiveness of the Proposal and should spell out how this work can be performed in a cost-effective manner. A schedule for timely completion of the SOW shall be included. Information should be provided on the amount of time for each task.	35% 35 points possible
Project Personnel	Provide information on personnel to be assigned to this Project for the Offeror as well as the key personnel of any sub-contractors. Personnel should have experience in a variety of fields necessary to complete the requirements of the Project.	10% 10 points possible
Similar Experience	Demonstrate that the firm(s) and personnel have experience and expertise with the subject matter and have demonstrated performance of work that is similar in type and scope to the Project. The Offeror shall submit a minimum of three (3) projects of similar scope completed in the last five (5) years. Include project description, location, cost, status, and client contact information. The projects should reflect the firms' experience delivering the design process from concept development to implementation and outcomes.	10% 10 points possible
Cost Proposal	A cost Proposal shall demonstrate competitive and innovative pricing sheet that incorporates all direct and indirect cost associated with the project. Cost Proposal shall be submitted separately and not included in any other section of the proposal.	5% 5 points possible
	<b>TOTAL POINTS POSSIBLE</b>	<b>100%</b>

**C. SELECTION PROCESS**

Project teams that the Evaluation Committee feels can best meet the requirements of this RFP may be invited to participate in an interview process. Final selection of a firm for contract award will be made by City Council following recommendation of the RFP Evaluation Committee. The City will select the Offeror and Project team deemed by the City to be in its best interests.”

The process for selection of a firm for contract award shall be as follows:

- A. Based on information provided in the Proposals, a firm or firms will be selected for further consideration.
- B. Presentations/interviews with selected firms may be conducted, and a final selection will be made after the interviews are concluded and the Evaluation Committee has had an opportunity to evaluate all information received.

## SECTION 6: PRE-SUBMITTAL INQUIRIES

All questions or requests for clarification shall be sent via Bonfire under Message - Opportunity Q&A: <https://sandysprings.bonfirehub.com/projects/view/15407> or directed to [purchasing@sandyspringsga.gov](mailto:purchasing@sandyspringsga.gov).

Questions are due no later than **May 20, 2019, 5:00 PM EST**. Questions received after this date and time may not be answered.

Questions and clarifications will be answered in the form of an addendum. Any addenda, schedule changes and other important information regarding the solicitation related to this solicitation will be posted on Bonfire website at <https://sandysprings.bonfirehub.com/projects/view/15407> . It is the Offeror's responsibility to check the Bonfire portal for any addendums or other communications related to this solicitation.

## SECTION 7: COMMUNICATIONS

Questions or comments regarding this procurement shall be submitted in writing via email to the Procurement Officer ONLY (see address below). The Offeror shall clearly reference the section, paragraph and page numbers of the RFP which are applicable to the question(s) or comment(s) submitted.

Note: Oral questions will not be accepted due to the possibility of misunderstanding or misinterpretation.

Offerors are encouraged to submit questions or comments by no later than **May 20, 2019, 5:00 P.M., EST**, to allow for analysis and dissemination of the City's responses in advance of the Proposal due date. Questions received after this date and time may not be answered.

The principal point of contact for this procurement is the Procurement Officer. The Procurement Officer can be reached via email at [purchasing@sandyspringsga.gov](mailto:purchasing@sandyspringsga.gov). Until a Contractor is selected and the selection is announced regarding the procurement, elected officials, Evaluation Committee members, employees of the City, and contracted personnel receiving information and documents regarding this procurement are not allowed to communicate regarding the procurement for any reason with any potential or interested contractors, vendors, City staff, or contracted personnel except through the City's Procurement Officer or designated successor.

For violation of this restriction, the City reserves the right to reject the Proposal of any potential or interested contractor or vendor who knowingly participates in such violation. Any City staff or elected officials who violate this restriction acknowledge such conduct may result in an ethics violation pursuant to the City's ethics ordinance and/or disqualification from further participation in, or briefing on, the procurement. All communications concerning this procurement must be directed to the Procurement Officer named in this procurement.

**SECTION 8: SCHEDULE OF EVENTS (SUBJECT TO CHANGE)**

EVENT	DATE
RFP Released	May 1, 2019
Pre-Proposal Conference	May 16, 2019
Deadline for Receipt of Inquiries	May 20, 2019
Deadline for Posting Written Answers to Inquiries	May 29, 2019
Proposal Due Date	June 7, 2019
Proposal Evaluations Completed	June 12, 2019
Presentations/Interviews	June 17-21, 2019
Final Selection	June 21, 2019

\*This proposed schedule of events is informational and is subject to change at the discretion of the City.

**SECTION 9: TERMS AND CONDITIONS**

All Proposals and supporting materials as well as correspondence relating to this procurement become property of the City when received. Any proprietary information contained in the Proposal shall be so indicated; however, a general indication that the entire contents, or a major portion, of the Proposal is proprietary will not be honored. The following terms and conditions shall also apply:

- A. All applicable federal and State of Georgia laws and City ordinances, licenses and regulations of all agencies having jurisdiction shall apply to Offerors throughout and are incorporated herein.
- B. Professionals requiring special licenses must be licensed in the State of Georgia, and shall be responsible for those portions of the work as may be required by law.
- C. No Proposal shall be accepted from, and no contract will be awarded to, any person, firm, or corporation that (i) is in arrears to the City with respect to any debt, (ii) is in default with respect to any obligation to the City, or (iii) is deemed irresponsible or unreliable by the City.
- D. The City shall be able to request of an Offeror satisfactory evidence that it has the necessary financial resources to accomplish the requirements of the contract.
- E. From the date this RFP is issued until a firm is selected, Offerors are not allowed to communicate with any staff or elected officials of the City regarding this procurement, except at the direction of Dezirae Gaines, Procurement Officer in charge of this solicitation. Any unauthorized contact may disqualify the Offeror from further consideration. Contact information for the single point of contact is as follows:

Dezirae Gaines, Procurement Officer  
City of Sandy Springs  
1 Galambos Way  
Sandy Springs GA 30328  
Email: [purchasing@sandyspringsga.gov](mailto:purchasing@sandyspringsga.gov)

F. While the City has every intention to make an award as a result of this solicitation, issuance of the RFP in no way constitutes a commitment by the City to award and execute a contract. Upon a determination such actions would be in its best interest, the City, in its sole discretion, reserves the right to:

1. Cancel or terminate this RFP at any time. A notice of cancellation will be issued. If the RFP is cancelled, the City will not reimburse any Offeror for preparation of its Proposal. Proposals may be returned upon request if unopened;
2. Reject any or all Proposals received, make a contract award based directly on the Proposals received in the best interest of the City, in its sole discretion, or enter into further discussions with one (1) or more Offerors;
3. Waive and/or amend any undesirable, inconsequential, or inconsistent provisions/specifications of this RFP which would not have significant impact on any Proposal;
4. Make partial award or no award if it is in the best interest of the City to do so; and
5. Terminate any contract if the City determines adequate funds are not available.

ATTACHMENT A

Model Contract



**SANDY SPRINGS™**  
GEORGIA

**AGREEMENT**

This Agreement (hereinafter "Agreement") is made this \_\_\_ day of \_\_\_\_\_ by and between \_\_\_\_\_ (hereinafter "Contractor") located at \_\_\_\_\_ and the City of Sandy Springs, Georgia (hereinafter "Sandy Springs").

**WITNESSETH:**

**WHEREAS**, Contractor is engaged in the business of providing wayfinding system services; and

**WHEREAS**, Sandy Springs has a need to acquire the services described in the Contractor Proposal attached hereto as Exhibit A (hereafter "Services"); and

**WHEREAS**, Contractor is willing and able to render the Services and wishes to perform the Services for Sandy Springs; and

**WHEREAS**, Sandy Springs wishes to acquire the Services from Contractor;

**NOW, THEREFORE**, in consideration of the mutual terms, conditions and covenants set forth herein, the parties hereto agree as follows:

1. **Services**

Contractor hereby agrees to render the Services to Sandy Springs as set forth in the *Scope of Services* attached hereto as Exhibit A and incorporated herein by this reference. Contractor agrees to perform the Services at the direction of the *project manager* or designee, in the manner and to the extent required by the parties herein, as may be amended hereafter in writing by mutual agreement of the parties.

2. **Compensation**

a. **Fee**. As consideration for the Services, Sandy Springs shall pay to Contractor the fee described in Exhibit B attached hereto and incorporated herein by this reference.

b. **Manner of Payment**. Contractor shall, on a monthly basis, prepare and submit to the Sandy Springs Finance Department an invoice, indicating work performed and approved and additional

equipment expenses incurred during the applicable time period, together with such supporting documentation as may be required by Sandy Springs. Each compliant invoice shall be paid within thirty (30) days after submission of an invoice.

**3. Relationship of Parties**

a. Independent Contractors. Nothing contained herein shall be deemed to create any relationship other than that of independent contractor between Sandy Springs and Contractor. This Agreement shall not constitute, create, or otherwise imply an employment, joint venture, partnership, agency or similar arrangement between Sandy Springs and Contractor. It is expressly agreed that Contractor is acting as an independent contractor and not as an employee in providing the Services under this Agreement.

b. Employee Benefits. Contractor shall not be eligible for any benefit available to employees of Sandy Springs including, but not limited to, workers' compensation insurance, state disability insurance, unemployment insurance, group health and life insurance, vacation pay, sick pay, severance pay, bonus plans, pension plans, or savings plans.

c. Payroll Taxes. No income, social security, state disability or other federal or state payroll tax will be deducted from payments made to Contractor under this Agreement. Contractor shall be responsible for all FICA, federal and state withholding taxes and workers' compensation coverage for any individuals assigned to perform the Services for Sandy Springs.

**4. Term**

This Agreement shall become effective as of the date of its execution, shall continue in effect until the completion of the work stated in Exhibit A, Scope of Services and/or Contractor's Proposal. The term of the Agreement will be contingent upon annual appropriations of funds by the City of Sandy Springs City Council. The Agreement will terminate at the close of the Project.

**5. Termination**

Either party shall have the right to terminate this Agreement if the other party is in default of any obligation hereunder and such default is not cured within ten (10) days of receipt of a notice from the other party specifying such default. "Default" shall mean:

a. If Sandy Springs fails to make payments when due or fails to perform or observe any of its duties or obligations under the terms of this Agreement;

b. If Contractor fails to perform or observe any of its duties or obligations under the terms of this Agreement;

c. If Sandy Springs or Contractor shall have made any warranty or representation in connection with this Agreement which is found to have been false at the time such warranty or representation was made and is materially harmful to the other party.

This Agreement may also be terminated by either party by giving written notice thirty (30) days prior to the effective date of termination.

If this Agreement is terminated pursuant to this paragraph, Contractor shall be exclusively limited to receiving only compensation for the work performed and appropriately documented to and including the effective date identified in the written termination notice.

**6. Termination of Services and Return of Property**

Upon the expiration or earlier termination of this Agreement, Contractor shall immediately terminate the Services hereunder and shall deliver promptly to Sandy Springs all property relating to the Services and any Work Product (as defined below), patents or copyrights covered by this Agreement. Work Product shall include, but not be limited to, all hardware and software, written, graphical, and recorded material, and any copies, abstracts or summaries thereof.

**7. Standard of Performance and Compliance with Applicable Laws**

Contractor warrants and represents that it possesses the special skill and professional competence, expertise and experience to undertake the Services and the obligations imposed by this Agreement. Contractor agrees to perform in a diligent, efficient, competent and skillful manner commensurate with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances, and to otherwise perform as is necessary to undertake the Services required by this Agreement, including the requirements set forth in the Certification of Contractor - Georgia Security and Immigration Compliance Act attached hereto as Exhibit C, in the Certification of Sponsor Drug Free Workplace attached hereto as Exhibit D, and in the Affidavit Verifying Status for City Public Benefit Application attached hereto as Exhibit E, Contractor Affidavit under O.C.G.A. § 13-10-91(b)(1) attached hereto as Exhibit F, and agrees to execute and provide such certifications to Sandy Springs, which are incorporated into and made a part of this Agreement.

Contractor warrants and represents that it will, at all times, observe and comply with all federal, state, local and municipal ordinances, rules, regulations, relating to the provision of the Services to be provided by Contractor hereunder or which in any manner affect this Agreement.

The Contractor shall comply with and shall require its Subcontractors to comply with the regulations for compliance with Title VI of the Civil Rights Act of 1964, as amended, and 23 CFR 200, as stated in EXHIBIT H, NOTICE TO CONTRACTORS - COMPLIANCE WITH TITLE VI OF THE CIVIL RIGHTS ACT OF 1964, attached hereto and incorporated herein.

**8. Conflicts of Interest**

Contractor warrants and represents that:

a. the Services to be performed hereunder will not create an actual or apparent conflict of interest with any other work it is currently performing; and

b. Contractor is not presently subject to any agreement with a competitor or with any other party that will prevent Contractor from performing in full accord with this Agreement; and

c. Contractor is not subject to any statute, regulation, ordinance or rule that will limit its ability to perform its obligations under this Agreement; and

d. Contractor shall be free to accept other work during the term hereof; provided, however, that such other work shall not interfere with the provision of Services hereunder.

9. **Proprietary Information; Non-Solicitation**

Contractor acknowledges that it may have access to and become acquainted with confidential and other information proprietary to Sandy Springs including, but not limited to, information concerning Sandy Springs, its operations, customers, citizens, business and financial condition, as well as information with respect to which Contractor has an obligation to maintain confidentiality (collectively referred to herein as "Proprietary Information"). Contractor agrees not to disclose, directly or indirectly, to anyone or to use or to allow others to use, for any purpose whatsoever, any Proprietary Information of any type, whether or not designated confidential or proprietary, acquired in the course of performing under this Agreement. The obligations of Contractor under this section shall survive the termination of this Agreement.

10. **Insurance and Indemnification**

Contractor agrees to defend, indemnify and hold harmless the City of Sandy Springs, to the extent allowed by applicable law, from and against any and all claims, losses, liabilities or expenses (including, without limitation, attorneys' fees) which may arise due to the Contractor's negligent performance of the Services or Contractor's breach of its responsibilities under this Agreement. Insurance requirements are attached hereto as Exhibit G and incorporated herein by this reference.

11. **Non-Discrimination**

During performance of this Agreement, Contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender, national origin, age, disability, or military or veteran status, or any other status or classification protected by applicable federal, state and local laws. This practice shall apply to all terms and conditions of employment, including but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

Contractor shall undertake equal employment opportunity efforts to ensure that applicants and employees are treated without regard to their race, color, religion, sex, sexual orientation, gender, national origin, age, disability, or military or veteran status, or any other status or classification protected by applicable federal, state and local laws. Contractor's equal employment opportunity efforts shall include, but not be limited to, all terms and conditions of employment, including but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

Contractor shall, in all solicitations or advertisements for employees placed by, or on behalf of Contractor, state that all qualified applicants will receive consideration for employment without regard to their race, color, religion, sex, sexual orientation, gender, national origin, age, disability, or military or veteran status, or any other status or classification protected by applicable federal, state and local laws.

Contractor shall cause the foregoing provisions to be inserted in all subcontracts for any work covered by the Agreement so that such provisions will be binding upon each subcontractor, provided that the foregoing provisions shall not apply to contracts or subcontracts for standard commercial supplies or raw materials

12. **Assignment**

Contractor shall not assign this Agreement or the rights and obligations created herein without the prior express written consent of Sandy Springs. Any attempted assignment by Contractor without the prior express written approval of Sandy Springs may, at Sandy Springs' sole option, result in the termination of this Agreement without any notice to Contractor of such termination.

13. **Notices**

All notices or other communications required or permitted to be given under this Agreement shall be in writing and shall be deemed to have been duly given when delivered personally in hand, or when mailed by certified or registered mail, return receipt requested with proper postage prepaid, addressed to the appropriate party at the following address or such other address as may be given in writing to the parties:

**If to Sandy Springs:**

John McDonough, City Manager  
1 Galambos Way  
Sandy Springs, Georgia 30328

**With copies to:**

Dan Lee, City Attorney  
1 Galambos Way  
Sandy Springs, Georgia 30328

**If to Contractor:**

**With copies to:**

\_\_\_\_\_  
Contractor Contact, Title  
  
\_\_\_\_\_  
Address  
  
\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Name and Title  
  
\_\_\_\_\_  
Address  
  
\_\_\_\_\_  
City, State, Zip

14. **Governing Law and Consent to Jurisdiction**

This Agreement is made and entered into in the State of Georgia and this Agreement and the rights and obligations of the parties hereto shall be governed by and construed according to the laws of the State of Georgia without giving effect to the principles of conflicts of laws. The Courts in Fulton County, Georgia shall have jurisdiction over any litigation arising out of this agreement.

15. **Waiver of Breach**

The waiver by either party of a breach or violation of any provision of this Agreement shall not operate or be construed to constitute a waiver of any subsequent breach or violation of the same or other provision thereof.

16. **Disputes**

No civil action with respect to any dispute, claim or controversy arising out of or relating to this Contract may be commenced without first giving fourteen (14) calendar days' written notice to Sandy Springs of the claim and the intent to initiate a civil action.

17. **Severability**

If any provision of this Agreement is held to be unenforceable for any reason, the unenforceability thereof shall not affect the remainder of the Agreement, which shall remain in full force and effect, and enforceable in accordance with its terms.

18. **Entire Agreement**

This Agreement contains the entire agreement and understanding of the parties with respect to the subject matter hereof, and supersedes and replaces any and all prior discussions, representations and understandings, whether oral or written.

19. **Headings**

This Agreement shall not be interpreted by reference to any of the titles or headings to the sections or paragraphs of this Agreement, which have been inserted for convenience purposes only and are not deemed a part hereof.

20. **Interpretation of Exhibits and Exclusion of External References**

The provisions of the main body of this Agreement shall govern the relationship between the City and the Contractor. In the event of conflicts or inconsistencies between this Agreement and its exhibits and attachments, including, but not limited to, those provided by Contractor, the provisions of the main body of this Agreement shall control. Website links inserted by the Contractor into exhibits or attachments to this Agreement shall not govern, alter, control or otherwise affect the provisions of this Agreement and shall be of no force or effect in the construction or interpretation of this Agreement.

21. **Copyright, Trademark and Patent Indemnification**

Contractor warrants it has the rights to use and license all products, software and services provided under this agreement. Contractor further agrees to defend and save harmless Sandy Springs against any claims brought by a third party including, without limitation, reasonable attorneys' fees and costs, arising out of or in connection with a claim that the Software, Products and Services used in the scope of this Agreement violated a third party's trademark, copyright or patent. Copyright, Trademark and Patent Indemnification shall survive the termination, cancellation or expiration of this agreement.

22. **Counterparts**

This Agreement may be executed in one or more counterparts, all of which together shall be deemed to constitute one and the same instrument.

**IN WITNESS WHEREOF**, the parties hereto, acting through their duly authorized agents, have signed and sealed this Agreement.

**CITY OF SANDY SPRINGS, GEORGIA**

By: \_\_\_\_\_  
John McDonough, City Manager

\_\_\_\_\_  
Date of Execution

ATTEST:

By: \_\_\_\_\_  
City Clerk

Approved as to Form:

(SEAL)

By: \_\_\_\_\_  
City Attorney

\_\_\_\_\_  
**CONTRACTOR NAME**

By: \_\_\_\_\_  
Name:

\_\_\_\_\_  
Date of Execution

\_\_\_\_\_  
Typed or Printed Name

\_\_\_\_\_  
Title

ATTEST:

By: \_\_\_\_\_  
Secretary

(SEAL)

\_\_\_\_\_  
Witness

This Agreement to be executed in one (1) original.

## **EXHIBITS**

<b>EXHIBIT A</b>	Scope of Services
<b>EXHIBIT B</b>	Contractor Proposal
<b>EXHIBIT C</b>	Fee Schedule
<b>EXHIBIT D</b>	Certification of Contractor - Georgia Security and Immigration Compliance Act
<b>EXHIBIT E</b>	Certification of Sponsor Drug-Free Workplace
<b>EXHIBIT F</b>	Affidavit Verifying Status for City Public Benefit Application
<b>EXHIBIT G</b>	Contractor Affidavit under O.C.G.A. § 13-10-91(b) (1)
<b>EXHIBIT H</b>	Insurance Requirements
<b>EXHIBIT I</b>	Notice to Contractors Compliance with Title VI of the Civil Rights Act of 1964

**EXHIBIT A**  
**SCOPE OF SERVICES**

**EXHIBIT B**  
**CONTRACTOR PROPOSAL**

**EXHIBIT C**  
**FEE SCHEDULE**

**EXHIBIT D**

**CERTIFICATION OF CONTRACTOR  
GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT**

I hereby certify that I am a principal and duly authorized representative of \_\_\_\_\_, ("Contractor"), whose address is \_\_\_\_\_, \_\_\_\_\_.

Contractor hereby agrees to comply with all applicable provisions and requirements of the Georgia Security and Immigration Compliance Act of 2006 (the "Act"), as codified in O.C.G.A. Sections 13-10-90 and 13-10-91 and regulated in Chapter 300-10-1 of the Rules and Regulations of the State of Georgia, "Public Employers, Their Contractors and Subcontractors Required to Verify New Employee Work Eligibility Through a Federal Work Authorization Program," accessed at <http://www.dol.state.ga.us>, as further set forth below.

Contractor agrees to verify the work eligibility of all of newly hired employees through the U.S. Department of Homeland Security's *Employment Eligibility Verification (EEV) / Basic Pilot Program*, accessed through the Internet at <https://www.vis-dhs.com/EmployerRegistration>, in accordance with the provisions and timeline found in O.C.G.A. 13-10-91 and Rule 300-10-1-.02 of the Rules and Regulations of the State of Georgia. As of July 1, 2007, the verification requirement applies to contractors and subcontractors with five-hundred (500) or more employees.

Contractor understands that the contractor and subcontractor requirements of the Act apply to contracts for, or in connection with, the physical performance of services within the State of Georgia.

Contractor understands that the following contract compliance dates set forth in the Act apply to the Agreement, pursuant to O.C.G.A. 13-10-91:

On or after July 1, 2007, to public employers, contractors, or subcontractors of 500 or more employees;

On or after July 1, 2008, to public employers, contractors, or subcontractors of 100 or more employees; and

On or after July 1, 2010, to all other public employers, their contractors, and subcontractors.

To document the date on which the Act is applicable to Contractor, and to document Contractor's compliance with the Act, the undersigned agrees to initial one of the three (3) lines below indicating the employee number category applicable to Contractor, and to submit the indicated affidavit with the Agreement if the Contractor has 500 or more employees.

Contractor has:

- \_\_\_\_\_ 500 or more employees [Contractor must register with the *Employment/Eligibility Verification/Basic Pilot Program* and begin work eligibility verification on July 1, 2007];
- \_\_\_\_\_ 100-499 employees [Contractor must register with the *Employment Eligibility Verification/Basic Pilot Program* and begin work eligibility verification by July 1, 2008]; or
- \_\_\_\_\_ 99 or fewer employees [Contractor must begin work eligibility verification by July 1, 2010].

Contractor further agrees to require O.C.G.A. Sections 13-10-90 and 13-10-91 compliance in all written agreements with any subcontractor employed by Contractor to provide services connected with the Agreement, as required pursuant to O.C.G.A. 13-10-91.

Contractor agrees to obtain from any subcontractor that is employed by Contractor to provide services connected with the Agreement, the subcontractor's indication of the employee number category applicable to the subcontractor.

Contractor agrees to secure from any subcontractor engaged to perform services under this Agreement an executed "Subcontractor Affidavit," as required pursuant to O.C.G.A. 13-10-91 and Rule 300-10-1-.08 of the Rules and Regulations of the State of Georgia, which rule can be accessed at <http://www.dol.state.ga.us>.

Contractor agrees to maintain all records of the subcontractor's compliance with O.C.G.A. Sections 13-10-90 and 13-10-91 and Chapter 300-10-1 of the Rules and Regulations of the State of Georgia.

CONTRACTOR:

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

**EXHIBIT E**

**CERTIFICATION OF SPONSOR  
DRUG-FREE WORKPLACE**

I hereby certify that I am a principal and duly authorized representative of \_\_\_\_\_, (“Contractor”), whose address is \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, and I further certify that:

(1) The provisions of Section 50-24-1 through 50-24-6 of the Official Code of Georgia Annotated, relating to the “Drug-Free Workplace Act” have been complied with in full; and

(2) A drug-free workplace will be provided for Contractor’s employees during the performance of the Agreement; and

(3) Each Subcontractor hired by Contractor shall be required to ensure that the subcontractor’s employees are provided a drug-free workplace. Contractor shall secure from that subcontractor the following written certification: “As part of the subcontracting agreement with Contractor, \_\_\_\_\_ certifies to Contractor that a drug-free workplace will be provided for the Subcontractor’s employees during the performance of this Agreement pursuant to paragraph (7) of subsection (b) of the Official Code of Georgia Annotated, Section 50-24-3”; and

(4) The undersigned will not engage in unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana during the performance of the Agreement.

CONTRACTOR:

\_\_\_\_\_  
Signature

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

Title: \_\_\_\_\_

**EXHIBIT F**

**AFFIDAVIT VERIFYING STATUS**

**FOR CITY PUBLIC BENEFIT APPLICATION**

By executing this affidavit under oath, as an applicant for a City of Sandy Springs, Georgia Business License or Occupation Tax Certificate, Alcohol License, Taxi Permit, execution of contract or other public benefit as referenced in O.C.G.A. § 50-36-1, I am stating the following with respect to my application for a City of Sandy Springs license/permit and/or contract for \_\_\_\_\_  
[Name of natural person applying on behalf of individual, business, corporation, partnership, or other private entity]:

1. \_\_\_\_\_ I am a United States citizen

**OR**

2. \_\_\_\_\_ I am a legal permanent resident 18 years of age or older or I am an otherwise qualified alien or non-immigrant under the Federal Immigration and Nationality Act 18 years of age or older and lawfully present in the United States.\*

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of O.C.G.A. §16-10-20.

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

\*Alien Registration number for non-citizens: \_\_\_\_\_

**PLEASE INCLUDE A COPY OF YOUR PERMANENT RESIDENT CARD, EMPLOYMENT AUTHORIZATION, GREEN CARD, OR PASSPORT WITH A COPY OF YOUR DRIVER'S LICENSE IF YOU ARE A LEGAL PERMANENT RESIDENT (#2).**

Subscribed and sworn before me, this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

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

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

\*Note: O.C.G.A. § 50-36-1(e)(2) requires that aliens under the Federal Immigration and Nationality Act, Title 8 U.S.C., as amended, provide their alien registration number. Because legal permanent residents are included in the Federal definition of "alien", legal permanent residents must also provide their alien registration number. Qualified aliens that do not have an alien registration number may supply another identifying number below: \_\_\_\_\_

**EXHIBIT G**

**CONTRACTOR AFFIDAVIT UNDER O.C.G.A. § 13-10-91(B) (1)**

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

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

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

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

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

\_\_\_\_\_  
Name of Public Employer

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

Executed on \_\_\_\_\_ in \_\_\_\_\_ (City), \_\_\_\_\_ (State).

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

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

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

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

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

## EXHIBIT H

### INSURANCE REQUIREMENTS

Within ten (10) days of Notice of Award, and at all times that this Agreement is in force, Contractor shall obtain, maintain and furnish the City Certificates of Insurance from licensed companies doing business in the State of Georgia with an A.M. Best Rating A-6 or higher and acceptable to the City covering:

1. **Workers' Compensation & Employer's Liability Insurance.** Workers' Compensation Insurance in compliance with the applicable Workers' Compensation Act(s) of the state(s) wherein the work is to be performed or where jurisdiction could apply in amounts required by statutes. Employer's Liability Insurance, with limits of liability of not less than \$1,000,000 per accident for bodily injury or disease.
2. **Commercial General Liability Insurance,** including contractual liability insurance, product and completed operations, personal and advertising injury, and any other type of liability for which this Contract applies with limits of liability of not less than \$1,000,000 each occurrence / \$2,000,000 policy aggregate for personal injury, bodily injury, and property damage. Commercial General Liability Insurance shall be written on an "occurrence" form.
3. **Automobile Liability Insurance** with limits of liability of not less than \$1,000,000 per accident for bodily injury and property damage if automobiles are to be used in the delivery of or in the completion of services and work or driven onto the City's property. Insurance shall include all owned, non-owned and hired vehicle liability.
4. **Umbrella Insurance** with limits of liability excess of Employer's Liability Insurance, Commercial General Liability Insurance and Automobile Liability Insurance in the amount of not less than \$3,000,000.
5. **Contractors' Pollution Legal Liability and/or Asbestos Legal Liability and/or Errors and Omissions** (if project involves environmental hazards) with limits not less than \$1,000,000 per occurrence or claim, and \$2,000,000 policy aggregate.
6. **Professional (Errors and Omissions) Insurance** for Professional Services and for all Design/Build Projects with limits of liability of not less than \$3,000,000 per occurrence or claim / \$3,000,000 policy aggregate. Such policy shall also include coverage for losses arising from the breach of information security or cyber liability (including Errors & Omissions, Security and Privacy Liability and Media Liability), whether combined with the Professional Liability policy or placed as a separate policy, but carrying the same limits of liability. Such coverage shall insure damage, injury and loss caused by error, omission or negligent acts, including all prior acts without limitation, related to the professional services to be provided under this Contract. The policy shall be amended to include independent contractors providing professional services on behalf of or at the direction of the Contractor. The definition of Contractual Liability shall be amended to state that liability under a contract of professional services is covered. Further, coverage shall be afforded for fraudulent acts, misappropriation of trade secrets, internet professional services, computer attacks, personal injury, regulatory actions, wrongful acts, contractual liability, privacy policy, and insured versus insured. The Contractor shall ensure that coverage under this policy continues for a period of thirty-six (36) months after completion of services.
7. **Fidelity Bond (Employee Dishonesty)** in the sum of not less than \$50,000. All such insurance shall remain in effect until final payment is made and the Project is accepted by the City. If the Contractor receives notice of non-renewal or material adverse change of any of the required coverages, the Contractor shall promptly advise the City in writing. Failure of the Contractor to promptly notify the City

on non-renewal or material adverse change of any of the required coverages terminates the Agreement as of the date that the Contractor should have given notification to the City. The insurance policies shall contain or be endorsed to contain, the following provisions:

- a. A provision that coverage afforded under such policies shall not expire, be canceled or altered without at least thirty (30) days prior written notice to the City.
- b. Workers' Compensation and Employer's Liability and Property insurance policies shall contain a waiver of subrogation in favor of the City and the City's boards, officials, directors, officers, employees, representatives, agents, and volunteers.
- c. Commercial General Liability, Automobile Liability Contractors' Pollution Legal Liability and/or Asbestos Legal Liability and/or Errors and Omissions (if project involves environmental hazards) insurance policies shall include an endorsement making the City and the City's boards, officials, directors, officers, employees, representatives, agents, and volunteers Additional Insureds under such policies.

A copy of these endorsements shall be provided to the City.

Certificates of Insurance showing that such coverage is in force shall be filed under this Contract by the Contractor to the City.

The obligations for the Contractor to procure and maintain insurance shall not be construed to waive or restrict other obligations and it is understood that insurance in no way limits liability of the Contractor whether or not same is covered by insurance.

Certificate Holder should read:

City of Sandy Springs  
1 Galambos Way  
Sandy Springs, Georgia 30328

## EXHIBIT I

### NOTICE TO CONTRACTORS COMPLIANCE WITH TITLE VI OF THE CIVIL RIGHTS ACT OF 1964

During the performance of this Contract, the Contractor, for itself, its assignees and successors in interest (hereinafter referred to as the "Contractor"), agrees as follows:

1. Compliance with Regulations: The Contractor will comply with the Regulations of the Department of Transportation relative to nondiscrimination in Federally-assisted programs of the Department of Transportation (Title 49, Code of Federal Regulations, Part 21, hereinafter referred to as the "Regulations"), which are herein incorporated by reference and made a part of the Contract.

2. Nondiscrimination: The Contractor, with regard to the work performed by it afterward and prior to completion of the contract work, will not discriminate on the ground of race, color, sex, or national origin in the selection and retention of subcontracts including procurements of materials and leases of equipment. The Contractor will not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices when contract covers a program set forth in Appendix B of the Regulations. In addition, the Contractor will not participate either directly or indirectly in discrimination prohibited by 23 CFR 710.405 (b).

3. Solicitations for subcontracts, including procurements of materials and equipment: In all solicitations, either by competitive bidding or negotiation made by the Contractor for work to be performed under a subcontract, including procurements of materials or equipment, each potential subcontractor or supplier shall be notified by the Contractor of the Contractor's obligations under this Contract and the Regulations relative to nondiscrimination on the ground of race, color, national origin or sex.

4. Information and Reports: The Contractor will provide all information and reports required by the Regulations, or orders and instructions issued pursuant thereto, and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Department of Transportation or the Federal Highway Administration to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a Contractor is in the exclusive possession of another who fails or refuses to furnish this information, the Contractor shall so certify to the Department of Transportation, or the Federal Highway Administration as appropriate, and shall set forth what efforts it has made to obtain the information.

5. Sanctions for Noncompliance: In the event of the Contractor's noncompliance with the nondiscrimination provisions of this Contract, the Department of Transportation shall impose such Contract sanctions as it or the Federal Highway Administration may determine to be appropriate, including, but not limited to:

- (a) Withholding of payments to the Contractors under the Contract until the Contractor complies, and/or
- (b) Cancellation, termination or suspension of the Contract, in whole or in part.

6. Incorporation of Provisions: The Contractor will include the provisions of paragraph (1) through (6) in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations, orders or instruction issued pursuant thereto. The Contractor will take such action with respect to any subcontract or procurement as the Department of Transportation or the Federal Highway

Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, however, that in the event a Contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as result of such direction, the Contractor may request the State to enter into such litigation to protect the interests of the State, and, in addition, the Contractor may request the United States to enter into such litigation to protect the interest of the United States.