

City of Pembroke
REQUEST FOR QUALIFICATIONS
Streetscape and Pedestrian Improvements

City of Pembroke Streetscape Phase-4



Dated: July, 10 2019

RFQ's due:

August 8, 2019 by 2:00 p.m.

PUBLIC NOTICE
REQUEST FOR QUALIFICATIONS
ENGINEERING SERVICES FOR
CITY OF PEMBROKE STREETScape PHASE-4

The CITY OF PEMBROKE is requesting qualifications for engineering services for Streetscape Improvements generally described as the City of Pembroke Streetscape Phase-4. Primary funding is per the GDOT Transportation Alternatives Program and local SPLOST.

The CITY OF PEMBROKE is constructing, rehabilitating and creating connectivity within its pedestrian sidewalk system.

The RFQ is available on the City of Pembroke's website and at City Hall, 160 N. Main Street, Pembroke, GA 31321, For questions email clerk@pembrokega.net or (912) 653-4413.

RFQ due date is August 8, 2019 at 2 PM at the Clerk's office, Pembroke City Hall.

Dates of publication:

7/18/19; 7/25/19; 8/1/19

This publication was prepared in cooperation with the Georgia Department of Transportation, The opinions, findings, and conclusions in these publications are those of the author(s) and not necessarily those of the Georgia Department of Transportation.

City of Pembroke
160 N. Main Street
Pembroke, Georgia 31321
Phone: 1-912-653-4413 Fax: 1-912-653-4424
clerk@pembrokega.net

Visit our website for the most up-to-date information and downloadable documents at
www.pembrokega.net .

The City of Pembroke is committed to assuring full compliance with all civil rights provisions of federal statutes and related authorities that prohibit discrimination in programs and activities receiving federal financial assistance.

These laws include but are not limited to Title VI of the Civil Rights Act of 1964 ("Title VI"), the Civil Rights Restoration Act of 1987 (P.L. 100.259), Section 162 (a) of the Federal-Aid Highway Act of 1973 (23 USC 324) (sex), Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975, as amended.

The City of Pembroke does not discriminate against persons in the provision of its programs, services or activities.

The City of Pembroke is a direct recipient of federal grants from the US Department of Transportation; therefore the following statement shall be included in all solicitations:

"The Georgia Department of Transportation in accordance with Title VI of the Civil Rights Act of 1964 and 78 Stat. 252, 42 USC 2000d- 42 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, part 21, Nondiscrimination in federally assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, sex, or national origin in consideration for an award."

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Introduction

For the purposes of this contract and project, the CITY OF PEMBROKE must comply with funding rules and regulations of the Georgia Department of Transportation (GDOT) as well as other state and local funding sources. The CITY OF PEMBROKE is an Equal Opportunity Employer. Disadvantaged Business Enterprises are encouraged to submit proposals and no proposer will be subject to discrimination based on race, color, religion, ancestry, national origin, age, gender, handicap, sexual orientation, veteran's status, or other protected class, as identified by law, in consideration of an award of contract.

Primary funding is GDOT Transportation Alternatives Program and local SPLOST.

The State of Georgia's Disadvantaged Business Enterprises (DBE) plan is race neutral with the use of DBEs and small businesses is encouraged.

The proposed work is engineering service for design and construction management for the City of Pembroke Streetscape Phase-4 with a total budget not to exceed \$100,000.

If you desire to propose, please complete and return the "Acknowledgement of Receipt of RFQ" as shown in the exhibits. Please see the section on submissions for contact information as this is critical for sharing of questions and addenda.

Scope of Work

The successful bidder shall perform the following professional services upon written authorization to proceed:

Preliminary Design

Sidewalks: Evaluation of existing 5' wide sidewalks beginning on the right side of the intersection of Highway 280 and North Main Street/Ga Hwy 67 and ending at the Pembroke City Hall (160 North Main) parking lot and either rehabilitation or demolition and reconstruction of the same with appropriate curbing, minimal landscaping and post-top lights to aesthetically coordinate with existing curbing, landscaping and post-top lights in the downtown area (Streetscape Phase 1-3). Evaluation of existing 5' wide sidewalks beginning at the northern boundary of the City Hall lot and continuing up North Main Street/Ga Hwy 67 to Strickland Street Extension and either rehabilitation or demolition and reconstruction of the same with appropriate curbing, landscaping and post-top lights. Removal of existing Ga Power streetlights and overhead power along the route and installation of buried powerlines. Demolition and reconstruction of 4' wide sidewalk beginning at the intersection of North Main Street/Ga Hwy 67 and Strickland Street Ext and ending at the west gate of Northside Cemetery. Drainage improvements along this portion of the route. Installation of crepe myrtles or a comparable medium size shade tree along existing path through Northside cemetery to east gate. Construction of 5' sidewalk poured double thickness to accommodate users of the Cemetery parking lot from Circle Drive to the southern lot line of the Cemetery parking lot. A row of hedges with two gaps to facilitate ingoing and outgoing users of the parking lot onto Ash Branch Road and hedges along Circle Drive. Right-of-way acquisition and construction of a 5' sidewalk across two residential lots to Henry Street. Rehabilitation or demolition and construction of a 5' sidewalk from Henry to Lewis Street. Rehabilitation or demolition and construction of a 5' sidewalk from the crosswalk at the former Bryan County Elementary School south to the intersection of Ash Branch Road, Camellia Drive and East

Smith Street with appropriate curbing, landscaping and post top lights and then continue west on Smith Street to the intersection with the sidewalk on North Main Street/Ga Hwy 67 with the same. A drainage improvement at this intersection.

Notation

This project encircles property owned by the City of Pembroke allocated for a public safety complex. In the event that construction on this project coincides with construction of the complex, the winning bidder will be expected to coordinate with the winning bidder for the complex with regard to ramps and incoming driveways on North Main Street/Ga Hwy 67 and Ash Branch Road.

Design/Bidding Phase

1. Prepare 100% complete construction documents for bid in accordance with GDOT and City procurement procedures. Complete sets of construction documents will be provided to the prospective bidding contractors at the cost of publication.
2. Guidance documents are the most current edition of:
 - a. GDOT Design Policy Manual
 - b. GDOT Manual Driveway and Encroachment Control*
 - c. GDOT Standard Plans and Specifications
 - d. Manual of Uniform Traffic Control Devices
 - e. City Ordinances
3. Attend preliminary field survey of the project area which will consist of a walk of the entire project with opportunities for questions and input.
4. Attend necessary meetings with CITY OF PEMBROKE to review the final design documents, the construction cost estimate, the bidding schedule, and the construction sequence schedule
5. Quarterly status reports are to submitted to the City within 10 calendar days of the close of calendar year quarter during design.
6. Prepare construction bid room notice and newspaper advertisements.
7. Schedule, attend and document pre-bid meeting with representatives of the owner and prospective bidders to review the proposed project and answer questions.
8. Provide clarifications and issue written questions and answers during the bid process including preparing and issuing an addendum as required.
9. Review the bid amounts, qualifications and check references; all in an effort to determine the lowest responsive bidder. Prepare a recommendation letter for contract award to the lowest responsive, responsible bidder.

Construction Administration

Project Commencement: Prepare the contract between CITY OF PEMBROKE and Contractor. Chair pre- construction meeting to review applicable items including contracts, submittal procedures, construction sequence schedule, subcontractors list, project superintendent, set up and disposal locations, emergency phone numbers, change order procedures in accordance with state and local guidelines, project documentation consistent with GDOT and local requirements, etc.

Project Administration: Review project-related submittals and shop drawings. Review contractor payment requisition forms. Review and process change order requests, including any minor change orders that are not included within the project scope. Issue any necessary

clarifications to the specifications and detail drawings, during construction. Respond to all questions and issues that occur during construction. Be available to visit the site to address any unforeseen conditions and resolve any contractor issues. Provide daily site visits during construction to observe the construction and review job progress. During the site visits the work progress will be reviewed and a construction meeting with all involved parties will be held. Meeting minutes are to be generated and distributed. Quarterly status reports are to be submitted to the City within 10 calendar days of the close of calendar year quarter during construction.

Project Closeout: Upon notice from the contractor that substantial completion has been achieved, visit the site and prepare a punch list, which will be issued to the contractor and Owner. Upon notice from the contractor that final completion has been achieved, visit the site to ensure completion has been achieved. All contractor supplied final closeout paperwork will be reviewed (final application for payment, warranties, maintenance manuals, and as-built drawings) to assess completeness. The engineer shall certify under seal that all work has been completed in substantial conformance with the contract, plans and specifications.

Requirements

Qualifications

Consultant must provide qualifications that meet or exceed all requirements listed in the RFQ. The following should be included:

1. Each Proposal shall be typed and should be concise but comprehensive.
2. One (1) original and four (4) copies of the Proposal must be submitted
3. Required certifications must be completed, signed, and submitted with each Proposal.
4. Proposals shall start with the General Information Form followed by a Table of Contents.
5. Proposals shall include the qualifications of the Firm/Team.
6. Proposals shall include the qualifications of the Project Manager
7. Proposals submitted in response to this RFQ must remain firm for a period of sixty (60) days following the deadline for submission for this RFQ.
8. The bidder will describe how they plan to incorporate the DBE and/or small business participation.
9. Proposals may also include any miscellaneous information.
10. Qualifications shall be placed in one envelope labeled: City of Pembroke Streetscape Improvements Phase-4.

Qualifications should not exceed ten (10) pages in length, excluding attachments, and should focus on the proposed approach and experience on similar projects. Resumes, example project descriptions, representations and certifications, and example project cost statements may be included as attachments.

The CITY OF PEMBROKE reserves the right to waive any minor informality, or to issue addenda to this RFQ. Any addenda issued will be mailed, emailed, or faxed to all Consultants on record that have completed and returned the RFQ Acknowledgement of Receipt Form.

Proof of Insurance

The primary firm must include evidence that he or she maintains the following minimum insurance:

- Workers' compensation and employer's liability in amounts required by law;
- Commercial general liability with limits of liability not less than \$1,000,000;
- Automobile liability insurance with limits of liability not less than \$1,000,000; and,

- Professional Liability with limits of liability not less than \$1,000,000.

Submission

RFQ's shall be submitted in writing in a sealed envelope marked RFQ City of Pembroke Streetscape Phase-4 prior to August 8, 2019 at 2 PM to:

Sharroll Fanslau, City Clerk
 160 N. Main Street,
 Pembroke, GA 31321
 912-653-4413
clerk@pembrokega.net

Questions

Questions concerning this RFQ must be submitted in writing may be hand delivered, mailed, or emailed to City Clerk Sharroll Fanslau by August 8, 2019 at 2 pm. All responses to questions will be returned by email by either Mrs. Fanslau or City Administrator Alex Floyd in the most expedient manner possible.

Evaluation

Minimum Qualifications

The project team will have the following minimum qualifications to be considered responsive:

1. The Firm, or lead firm within the team, shall have professional registration in civil engineering by the State of Georgia with five (5) years of relevant experience in the design, documentation, and supervision of highway and streetscaping projects.
2. The Firm, or lead firm within the team, must identify and commit an individual project manager employed by the firm, who is registered by the State of Georgia as a professional civil engineer and who has at least five (5) years' experience in the design and supervision of highway and streetscaping projects.
3. Firms and identified key project staff shall demonstrate thorough knowledge of Procurement, Georgia Department of Transportation design policies and procedures, and the Americans with Disabilities Act.

All relevant information submitted will be used equally to rate each respondent. The rating of each proposal will be based on the following criteria:

Evaluation Criteria and Point Values

Proposal must address each of the following criteria. Each proposal may be awarded points up to the amount listed.

ITEM	POSSIBLE POINTS	SCORE
Engineering and Construction Management Services		

1) Capacity and capability of the consultant to perform the design work within the timeframe and meeting federal and state requirements. Provide a summary of the project approach and schedule for the design work and include resumes of the project personnel that will be assigned to this work and actually be working on the project for the duration.	20	
2) Capacity and capability of the consultant to perform the construction management work within the stated timeframe. Provide a summary of your approach to construction management in compliance with GDOT requirements addressing such things as tracking submittals and documenting progress. Include resumes of the project personnel that will be assigned to this work and actually be working on the project for the duration.	10	
3) Design and technical competence. The consultant shall include a list of the three recent projects of a similar nature with owner/reference contact telephone information. Focus on pedestrian works, ADA compliance and state/local funded projects.	30	
4) Past record of performance. On the three similar projects itemized in one above provide; - Construction estimate versus actual bids and non-client initiated change orders; - Actual bid amount versus final close out contract amount - Design time estimated vs actual time between NTP and first construction advertisement; - Construction time estimated vs actual time between NTP and final inspection.	20	
5) History of claims on construction projects and their resolution. Detail your claims avoidance approach and construction management philosophy.	10	
6) Familiarity with the City of Pembroke's needs. Include a summary of their understanding of the problems and alternatives for this project.	10	
TOTAL SCORE:	100	

Selection Criteria

1. The qualifications will be ranked using the evaluation criteria.
2. Negotiations concerning scope and fee will be conducted with the most qualified offeror. If agreement is not reached with the most qualified offeror, the negotiations will be held with the next most qualified offeror.
3. Confidentiality will be maintained during the selection process.
4. The offeror with whom negotiations are conducted will be given reasonable opportunity to support and clarify its proposal.
5. Unsuccessful offerors will be notified at the earliest practicable time that their proposals are no longer being considered.
6. Award will be made to the offeror whose proposal will be the most advantageous to the CITY

- OF PEMBROKE. The CITY OF PEMBROKE reserves the right not to make an award.
7. Respondents are advised that the City Administrator for the CITY OF PEMBROKE, as Chief Executive Officer, is solely responsible for the award of the Contract.
 8. Any respondent who communicates with any CITY OF PEMBROKE elected members, the press or engages the services of any individual or firm for the purposes of influencing the outcome of the proposal process will be disqualified from further consideration.

Required Forms

All Proposals will be required to have completed the following forms as part of being deemed responsive to this Request for Qualifications:

EXHIBIT A: ACKNOWLEDGEMENT OF RECEIPT OF RFQ*..... 15

EXHIBIT B: GENERAL INFORMATION FORM..... 16

Disqualification

The CITY OF PEMBROKE will disqualify any proposal it determines to be unresponsive, including, but not limited to the following:

1. Proposals that fail to meet the minimum requirements listed within this RFQ.
2. Proposals that are received after the submission deadline.
3. Proposals in which consultants misrepresent goods or services or provide demonstrably false information.
4. Proposals that identify individuals which are currently subject to State or Federal debarment order or determination.

Project Schedule

It is the intent of the CITY OF PEMBROKE that the services concerned herewith begin as soon as contract negotiations are complete. The Contract between the CITY OF PEMBROKE and the selected Consultant will be for the duration of this project which is expected to be completed no later than March 1, 2020.

Tentative Time Table:

- RFQ Advertised
- Qualifications due
- Engineering Services Award and Notification
- Complete design for a bid opening
- Construction Award
- Closeout project by

Proposer’s Inspection

Proposers shall permit authorized representatives of the CITY OF PEMBROKE to inspect a Proposer’s data, facilities, equipment, and records relating to this RFQ. Unsubstantiated statements or the refusal to permit an audit or inspection may cause the Proposer to be deemed non-responsive.

Grant Requirements

The selected Firm agrees to comply with all applicable state, and local laws, rules and regulations, all as amended, in the performance of its contract with the CITY OF PEMBROKE. The selected Consultant acknowledges and agrees that the contract by and between the CITY OF PEMBROKE and the selected Consultant shall include certain contract provisions required by the City of Pembroke, Georgia and Georgia Department of Transportation all as amended. Such contract shall be construed under, governed by, and enforced in accordance with law without regard to conflict of law or choice of law principles.

Amendments to the Contract

The CITY OF PEMBROKE reserves the right to negotiate mutually acceptable amendments to the Contract arising from the RFQ and, in particular, with respect to the addition of services that are consistent with the services solicited by the RFQ. The right to negotiate mutually acceptable amendments applies for the term of this Contract and any extensions.

Terms and Conditions

1. The CITY OF PEMBROKE, reserves the right to reject any and all proposals for failure to meet the requirements contained herein, to waive any technicalities, and to select the proposal which, in the CITY OF PEMBROKE's sole judgment, best meets the requirements of the project.
2. The CITY OF PEMBROKE creates no obligation on the part of the CITY OF PEMBROKE to award a contract or to compensate the proposer for any costs incurred during the proposal presentation, response, submission, or oral interviews (if held). The CITY OF PEMBROKE reserves the right to award a contract based upon proposals received without further discussion or negotiation. Proposers should not rely upon the opportunity to alter their Proposal during discussions.
3. Inspection – Proposer's shall permit, if requested, authorized representatives of the CITY OF PEMBROKE to inspect a Proposer's data, facilities, equipment and records relating to this RFQ. Unsubstantiated statements or the refusal to permit audit or inspection may cause the Proposer to be deemed non-responsive.
4. Proprietary Information – All Proposals shall become the property of the CITY OF PEMBROKE. If any proprietary information is contained in or attached to a proposal, it must be clearly identified as such.
5. Limitation on Funding – The Contract for services resulting from this RFQ will be subject to the contract between the CITY OF PEMBROKE and the availability of on-going funds from the City of Pembroke's funding sources. The Contract for this service is contingent upon receipt of these funds by the CITY OF PEMBROKE. In the event that funding from these sources is eliminated or decreased, the CITY OF PEMBROKE reserves the right to terminate the Contract or modify it accordingly.
6. Protest and Appeal Procedures – The procurement procedures and appeal processes are contained in Exhibits attached hereto and made a part thereof.
7. Insurance: The firm selected to perform the work described in this RFQ will be required to provide evidence of public liability, worker's compensation and property damage insurance with limits of

not less than \$500,000.

City of Pembroke's Reservation of Rights and Disclaimers

1. The CITY OF PEMBROKE is requesting responses to this RFQ pursuant to its determination that such a process best serves the interests of the CITY OF PEMBROKE and the general public, and not because of any legal requirement to do so.
2. The CITY OF PEMBROKE shall not be responsible in any manner for any costs associated with responses to this RFQ.
3. The CITY OF PEMBROKE reserves the unqualified right, in its sole and absolute discretion, to undertake discussions with one or more Respondents or any third party, to waive any irregularities, to waive defects or noncompliance in the filing or contents of any Proposal, and to proceed with that Proposal, or elements of one or more Proposals, if any, which in its sole judgment will, under the circumstances, best serve the CITY OF PEMBROKE's interest.
4. The CITY OF PEMBROKE reserves the unqualified right to amend the terms of this RFQ at any time, and to solicit and accept modifications to any Proposal at any time when it is in the best interest of the CITY OF PEMBROKE to do so.
5. The CITY OF PEMBROKE reserves the unqualified right, in its sole and absolute discretion, to choose or reject any Proposal received in response to this RFQ, either on the basis of an evaluation of the factors listed in this RFQ or for other reasons, whether or not any Proposal offers the highest monetary compensation to the CITY OF PEMBROKE or any other public entity.
6. The CITY OF PEMBROKE reserves the unqualified right, in its sole and absolute discretion, to reject any and all Proposals or to suspend or abandon this RFQ process at any time, with no recourse for any Respondent.
7. The information contained in this RFQ and in any subsequent addenda or related documents is provided as general information only. The CITY OF PEMBROKE makes no representations, warranties, or guarantees that the information contained herein is accurate or complete. The furnishing of such information by the CITY OF PEMBROKE shall not create or be deemed to create any obligation or liability upon it for any reasons whatsoever, and each recipient of the RFQ, by submitting a Proposal to the CITY OF PEMBROKE, expressly agrees that it has not relied upon the foregoing information, and that it shall not hold the CITY OF PEMBROKE, or any third party who advised or prepared a report for the CITY OF PEMBROKE, liable or responsible therefore in any manner whatsoever.
8. The CITY OF PEMBROKE may, at any time, request further information from any Respondent, interview any Respondents to more fully understand their responses to this RFQ, and require any Respondent to arrange a site visit for its Selection Advisory Committee.
9. The CITY OF PEMBROKE reserves the right, in its sole discretion, to develop the project on any schedule and use any chosen approach.
10. Neither the expression of any Respondent's interest, nor the submission of any Respondent's qualifications and any documents or other information, nor the acceptance thereof by the CITY OF PEMBROKE, nor any correspondence, discussions, meetings or other communications between a Respondent and the CITY OF PEMBROKE, nor a determination by the CITY OF PEMBROKE that the Respondent is qualified hereunder, shall:

(i) Impose any obligation on the CITY OF PEMBROKE to include the Respondent in any such further procedures which the CITY OF PEMBROKE may utilize prior to the final selection of a Respondent,
(ii) Be deemed to impose any obligation whatsoever on the CITY OF PEMBROKE to select the Respondent, or to enter into negotiations with the Respondent, or
(iii) Entitle the Respondents to any compensation or reimbursement for any costs or expenses incurred by the Respondent in connection with the Respondent's submission hereunder. No costs of responding to the RFQ or any addenda thereto, nor of the attending any subsequent interviews or meetings in connection with this development opportunity, shall be reimbursed by the CITY OF PEMBROKE.

11. The CITY OF PEMBROKE may consult individuals familiar with each Respondent regarding the Respondent's prior operations and development or management projects, financial plan, past performance, experience and qualifications, or other matters, whether or not the specific individuals are identified in the RFQ response. Submission of a Proposal in response to this RFQ shall constitute permission for the CITY OF PEMBROKE to make such inquiries, and authorization to third parties to respond thereto.
12. The individual responses to this RFQ, including all drawings, plans, photos and narrative material shall become the property of the CITY OF PEMBROKE upon their receipt thereof. The CITY OF PEMBROKE will maintain the confidentiality of any material that is provided in response to this RFQ and clearly marked "Confidential", to the maximum extent possible, in a manner consistent with applicable law. Given the nature of the public records law, Respondents should nevertheless be aware that any information given to the CITY OF PEMBROKE in response to this RFQ or any correspondence, discussion, meeting, or other communication between the Respondent and the CITY OF PEMBROKE before, with, or after the submission of the response, either orally or in writing, may not be, or may not be deemed to have been, proprietary or confidential.
13. Neither the members of the CITY OF PEMBROKE nor any individual member, nor any officer, agent, or employee thereof shall be charged personally by a Respondent or any third party with any liability or held liable to it under any term or provision of this RFQ nor any statement made herein.
14. The CITY OF PEMBROKE reserves the unqualified right, in its sole and absolute discretion, to disqualify any team, firm, or individual from any phase or component of the selection process for this development opportunity, due to:
 - (i) Felonious or other criminal record in any jurisdiction (domestic or foreign);
 - (ii) A determination by the CITY OF PEMBROKE that the Respondent has failed to disclose:
 - (a) Any matter that materially relates to the fitness or ability of the Respondent to perform the work and services associated with this development opportunity, or
 - (b) A conflict of interest; or
 - (c) A determination that such disqualification would serve the public interest.
15. The CITY OF PEMBROKE reserves the unqualified right to:
 - (i) Disqualify any prospective Respondent or reject any response at any time solely on the grounds that a real or perceived legal or policy conflict or interest is presented;
 - (ii) Require any prospective Respondent to take any action or supply any information necessary to remove the conflict, including without limitation, obtaining an opinion from the State Ethics Commission; or
 - (iii) Terminate any contract arising out of this RFQ if, in the opinion of the CITY OF PEMBROKE, any such relationship would constitute or have the potential to create a real or perceived conflict of interest.

APPENDIX

<u>EXHIBIT A: ACKNOWLEDGEMENT OF RECEIPT OF RFQ*</u>	15
<u>EXHIBIT B: GENERAL INFORMATION FORM</u>	16

EXHIBIT A: ACKNOWLEDGEMENT OF RECEIPT OF RFQ*

REQUEST FOR QUALIFICATIONS PROPOSAL
Engineering Services for City of Pembroke Streetscape Phase-4

Name of Firm: _____

Contact Person: _____

Address: _____

Telephone Number: _____

Fax Number: _____

Email: _____

Please return to Sharroll Fanslau clerk@pembrokega.net

***Addenda will only be forwarded to those firms that complete and submit the *RECEIPT OF RFQ* form.**

EXHIBIT B: GENERAL INFORMATION FORM

REQUEST FOR QUALIFICATIONS PROPOSAL
Engineering Services for City of Pembroke Streetscape Phase-4

(Must be completed and submitted with Proposal)

Name of Organization: _____

Address: _____

Telephone Number: _____

Years in Business: _____

Organization is (check one):

Corporation; Partnership; Association; Joint Venture; Sole Proprietorship;
 Public Agency; Quasi-Public Agency

Other: (Explain): _____

Name, Title, Telephone Number and email of the Organization's Authorized Representative:

Acknowledgment of received Addenda No(s): _____

The undersigned, being cognizant of the pages, documents and Exhibits concerned herewith agrees to provide the CITY OF PEMBROKE, with the services described in the Request for Qualifications for Engineering Services for Pembroke Streetscape Phase-4.

The stated Proposal shall be firm for 60 days from the due date for this Proposal.

I hereby affirm that this Proposal is genuine, not a sham or collusive, and is not made in the interest of any person not therein named.

Authorized Signature

Date