

DAWN D. EVERS  
Director



**DOUGLAS COUNTY BOARD OF COMMISSIONERS**  
**PURCHASING DEPARTMENT**

8700 Hospital Drive • Douglasville, GA 30134  
Telephone (770) 920-7390 • Fax (770) 920-7219

January 30, 2020

Subject: Douglas County, Georgia, Board of Commissioners  
Purchasing Department  
**Notice to Contractors** – Request for Qualifications (RFQ)  
Engineering/Architectural Grant Services  
Solicitation No. 20-004  
Proposal Due Date – **February 28, 2020 at 5:00 pm ET**

Dear Gentlemen/Ladies:

Douglas County Purchasing Department will open Proposals in the Douglas County Purchasing Department, 3<sup>rd</sup> Floor, Douglas County Courthouse, 8700 Hospital Drive, Douglasville, Georgia, at 5:00 p.m., ET, Friday, February 28, 2020, in accordance with the attached RFQ.

The services solicited pertain to engineering/architectural services for a FY2020 Community Development Block Grant (CDBG) Project. The RFQ for interested proponents is available for download at [www.celebratedouglascounty.com](http://www.celebratedouglascounty.com); Purchasing Department; under "current bids".

Thanking you in advance for your interest and participation in this endeavor.

Sincerely,

Dawn D. Evers  
Purchasing Director

Attachments



***DOUGLAS COUNTY, GEORGIA BOARD OF COMMISSIONERS***

*Purchasing Department  
8700 Hospital Drive  
Douglasville, Georgia 30134*

***REQUEST FOR QUALIFICATIONS (RFQ)***

**ENGINEERING/ARCHITECTURAL GRANT SERVICES**

**for a**

**FY2020 Community Development Block Grant (CDBG) Project  
SOLICITATION NO: 20-004**

**DOUGLAS COUNTY SENIOR SERVICES**

**January 2020**

DOUGLAS COUNTY, GEORGIA, BOARD OF COMMISSIONERS  
Purchasing Department  
**NOTICE TO CONTRACTORS**  
**REQUEST FOR QUALIFICATIONS (RFQ)**  
Engineering/Architectural Grant Services  
for a FY2020 Community Development Block Grant (CDBG) Project  
**Solicitation No. 20-004**

The Douglas County Board of Commissioners (herein referred to as "County") is soliciting statements of qualifications from engineering/architectural firms with a strong record in successfully assisting local governments with the implementation of Community Development Block Grant (CDBG) programs. Responding firms should be technically qualified and licensed in the State of Georgia to provide these services.

Plans are to contract for engineering/architectural preliminary design services required for a potential FY2020 CDBG project and, if funded, for engineering/architectural services for the implementation of the project. The purpose of the project is to improve site configuration at the senior services building located in Douglas County, Georgia, bringing the existing structure up to current building codes for mechanical, electrical, and plumbing, as well as meet all accessibility requirements, restructure commercial grade kitchen to meet ADA standards (where food is stored, warmed, and cooked), and to create larger congregate areas including; but not limited to dining, exercise, arts and crafts, and library.

**Information which should be submitted for our evaluation is as follows:**

- 1) History of firm and resources**
- 2) CDBG/EIP/RDF experience, including other DCA grant programs**
- 3) Key personnel/qualifications**
- 4) Current workload**
- 5) Scope and level of service proposed**
- 6) Experience with similar projects and list of references**
- 7) Fees and/or Percentages (if any) associated with the Preliminary Engineering Report (PER) for the application, and Design and Construction Management Services, if the project is funded. The draft PER would be needed no later than **March 25, 2020.****
- 8) Errors and Omissions Insurance**
- 9) Statement of Qualifications Form**
- 10) Section 3 Certification Form (Only Submit with your Proposal if you are claiming Section 3 Status.)**

All contracts are subject to Federal and State contract provisions prescribed by the Georgia Department of Community Affairs. This project is covered under the requirements of Section 3 of the HUD Act of 1968, as amended and Section 3 Business Concerns are encouraged to apply.

*Douglas County Board of Commissioners also abides by the following laws as they pertain to HUD Assisted Projects: Title VI of the Civil Rights Act of 1964; Section 109 of the Housing and Community Development Act of 1974, Title 1; Title VII of the Civil Rights Act of 1968 (Fair Housing Act); Section 104(b)(2) of the Housing and Community Development Act of 1974; Section 504 of the Rehabilitation Act of 1973 as amended; Title II of the Americans with Disabilities Act of 1990 (ADA); and the Architectural Barriers Act of 1968.*

Interested parties should request copies of the Statement of Qualifications Form and Section 3 Solicitation Package prior to preparing and submitting their proposal. **Proposals (one original and four copies) should be received no later than 5:00 p.m. ET on February 28, 2020 so they may be included in a formal proposal opening at the Douglas County Courthouse.** Each response should be marked on the outside of the envelope with: **“RFQ – Engineering/Architectural Grant Services Solicitation No. 20-004, 02/28/20.”**

Questions, Statement of Qualifications and Section 3 Certification form requests (i.e., request for Section 3 preference) should be submitted in writing to [dcpurchasing@co.douglas.ga.us](mailto:dcpurchasing@co.douglas.ga.us), no later than **Friday, February 21, 2020 at 2:00 p.m. ET.**

Proposal packages should be submitted to the name and address listed below:

Dawn D. Evers, Purchasing Director  
Douglas County Board of Commissioners  
8700 Hospital Drive  
Douglasville, Georgia 30134

Douglas County reserves the right to waive any informalities, to reject any and all proposals, to accept portions of any proposal and to accept any proposal which in its opinion, may be in the best interest of the County. The County reserves the right to add to or delete from the contract after the contract has been awarded.

No proposal will be received or accepted after the above specified date and time of the proposal opening. Proposals submitted after the designated date and time will be deemed invalid and returned unopened to the bidder. No proposal may be withdrawn within ninety (90) days after the proposal opening and all proposals shall remain firm during this period.

**TABLE OF CONTENTS**

I. Instructions to Respondents.....3

II. Award of Contract.....3

III. Time Schedule .....4

IV. Selection Criteria.....4

V. Terms and Conditions.....5

VI. Scope of Work .....5-6

VII. Proposal Requirements.....6-7

VIII. Contract Requirements.....7

IX. Conflict of Interest.....7

Attachment A Statement of Qualifications

Attachment B Mandatory Section 3 Solicitation Package

Attachment C Disadvantaged Business Enterprise Program (DBE)

## I. Instructions to Respondents

A. All responses to this RFQ shall be sent to:

**Dawn D. Evers, Purchasing Director  
Douglas County Board of Commissioners  
Purchasing Department  
8700 Hospital Drive  
Douglasville, Ga. 30134**

- B. Please place one (1) original and four (4) copies of your response in a sealed envelope and clearly label in the lower left corner "**Solicitation Number 20-004 Request for Qualifications – Engineering/Architectural for FY2020 CDBG Project Solicitation, 02/28/20**" No faxed, emailed, or telephone statements will be accepted.
- C. All responses must be received by **February 28, 2020 @ 5:00 p. m. ET**, at which time they will be opened.
- D. Responses should be prepared simply and economically, providing a straight forward, concise description of provider capabilities to satisfy the requirements of the request. Special bindings, colored displays, promotional materials, etc. are not desired. Emphasis should be on completeness and clarity of content. Use of recycled paper for requests and any printed or photocopied material created pursuant to a contract with the County is desirable whenever practicable. Use of both sides of paper sheets for any submittals to the County is desirable whenever practicable.
- E. Any questions concerning the County's specifications or RFQ process shall be directed in writing to Dawn Evers, Purchasing Director, at [dcpurchasing@co.douglas.ga.us](mailto:dcpurchasing@co.douglas.ga.us) by **Friday, February 21, at 2:00 p.m. ET.**

## II. Award of Contract

The Douglas County Board of Commissioners will make the final decision and award the contract. The County reserves the right to reject any and all proposals submitted, to request clarification or additional information from competitors, and to waive any irregularity in the proposal. Formal interviews may be conducted.

The County also reserves the right to award a contract to the Consultant that presents the proposal which, in the sole judgment of the County best demonstrates the expertise desired by the County. This Request for Proposal does not represent a commitment on the part of the County to award a contract.

### III. Time Schedule

The following schedule is supplied as a guideline rather than a set of absolute deadlines. The County reserves the right to modify or alter the schedule as needed.

<b>Time Schedule</b>	<b>Date</b>
Issue RFQ	January 30, 2020
Deadline for Questions	February 21, 2020 at 2:00 p.m.
Response to Questions No Later Than	February 24, 2020 at 5:00 p.m.
Deadline for Receipt of Proposals	February 28, 2020 at 5:00 p.m.
Conduct Interviews (If necessary)	March 10, 2020
Commission Approval	March 17, 2020
Notify vendor of award	March 18, 2020
PER Deadline	March 25, 2020

### IV. Selection Criteria

The relevant experience of each assigned party of each Contractor will be evaluated as it relates to the Scope of Work. A committee will review the responses to the Request for Qualifications and will make a selection recommendation to the Douglas County Board of Commissioners. The committee may elect to conduct interviews with any shortlisted firms.

Proposals will be evaluated based on the criteria and scoring system shown below:

<b>Criteria</b>	<b>Weight Given</b>
Completeness and thoroughness of proposal and how it relates to meeting the objectives in the RFQ	20
Experience and qualifications for redesign of congregate spaces in Senior Center	20
CDBG experience, including other DCA grant programs	15
Capacity to complete scope of work	15
Current workload	10
Fees associated with the preliminary design services required for a potential FY2020 CDBG project and if funded, for engineering/architectural services for the implementation of the project	10
History of firm and staffing resources	10
<b>Total</b>	<b>100</b>

## V. Terms and Conditions

- A. The County reserves the right to reject any and all RFQ responses, and to waive minor irregularities in any response.
- B. The County reserves the right to request clarification of information submitted, and to request additional information from any Vendor.
- C. The County reserves the right to award any contract to the next most qualified consultant, if the successful consultant does not execute a contract within thirty (30) days after the selection of the contractor.
- D. Any response may be withdrawn up until the date and time set above for opening of the RFQ responses. Any response not so timely withdrawn shall constitute an irrevocable offer, for a period of ninety (90) days to provide to the County the services described in the attached specifications, or until one or more of the responses have been approved by the County administration, whichever occurs first.
- E. The professional services contract resulting from acceptance of a response by the County shall be in a form supplied or approved by the County, and shall reflect the specifications in this RFQ. A copy of the contract is available for review. The County reserves the right to reject any proposed agreement or contract that does not conform to the specifications contained in this RFQ, and which is not approved by Douglas County Board of Commissioners.
- F. The County shall not be responsible for any costs incurred by the Vendor in preparing, submitting or presenting its response to the RFQ.
- G. The selected firm shall indemnify and save harmless the County for claims and liabilities resulting from negligence, errors, or omissions of the firm; including, but not limited to, all subcontractors. The selected firm will be required to furnish proof of Professional Liability Insurance coverage in the minimum amount of \$1,000,000.
- G. Douglas County Board of Commissioners has a Disadvantage Business Enterprise (DBE) goal of no less than fifteen (15) percent participation.

## VI. Scope of Work

Services requested in addition to the draft PER may include, but is not limited to the following and will **only** take place if the CDBG grant is awarded:

- Develop final site plan, building floor plan, exterior architecture appearance and building construction plans (building mechanical, electrical, plumbing plans, etc) including access and parking.

- Demonstrate ability to take advantage of the unique topography and location of the Senior Services property in creative building and site designs.
- Conduct various meetings with County staff and elected officials to gain complete understanding of the County’s architectural preferences and style.
- Provide interim and final cost estimates for construction and contingency.
- Provide assistance with the construction contract bidding and award process (County staff will lead this process).
- Provide construction administration and management services for the project including final project closeout.
- There will be meaningful interaction with the Douglas County Board of Commissioners and Chairman via work sessions and public presentations.

## **VII. Proposal Requirements**

### **A. Cover Letter**

1. Summarize qualifications most relevant to this project.
2. Briefly identify project team. Identify primary office locations for each staff person that will work on the project.
3. Confirm availability to meet the RFQ submittal schedule.

### **B. Relevant Qualifications**

1. Provide focused information summarized by topic.
2. If the firm has multiple offices, the qualifications should represent the work of the office being proposed for this project and not general information on the firm as a whole.

### **C. Relevant Experience**

1. Provide detailed description of previous or similar projects including photographs and locations where applicable, costs, and any special design considerations for the desired services. Include all projects involving creative building and site designs, and buildings using transitional elements from historic central business district to new development.
2. Specify the experience of the individuals involved on the project.

### **D. Consulting Team Summary**

1. Provide organizational chart identifying consulting team composition with specific reference to individuals who would be associated with the team and their particular responsibilities.

2. Identify project sub-contractors' qualifications and experience as it relates to this work.
3. Provide billing rates for the proposed personnel to be used on this project.
4. Identify unique qualifications of key team members including any experience with creative building, site design, and constructing congregate spaces in senior centers.

**E. References**

1. Provide client references and contact information relevant to the project experience noted above.

**F. Appendix**

1. Attach a copy of the firm's brochure and any other supplemental information.

**VIII. Contract Requirements**

Federal procurement standards mandate that the selected consultant adhere to all Federal statutes and executive orders and their implementing regulations.

**IX. Conflict of Interest**

Any party submitting a proposal or a party representing a proposer shall not influence or attempt to influence any member of any selection committee, any member of the Douglas County Board of Commissioners, or any employee of the Douglas County Board of Commissioners. Any party attempting to influence the Request for Proposal process through ex-parte contract may be subject to rejection of their proposal.

**ATTACHMENT A**

**Statement of Qualifications**

DOUGLAS COUNTY, GEORGIA, BOARD OF COMMISSIONERS  
Purchasing Department  
**Engineering/Architectural**  
**Statement of Qualifications**

\*\*\*\*\*

NAME OF FIRM: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

1. Years in Business in Present Form: \_\_\_\_\_

2. Firms History and Resource Capability to Perform Required Services:  
\_\_\_\_\_  
\_\_\_\_\_

3. Titles, Names, and Addresses of all Officers:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. List categories in which firm is legally qualified to do business. Include Licenses and Registrations where applicable.  
\_\_\_\_\_  
\_\_\_\_\_

5. Does your firm carry Errors and Omissions Insurance? \_\_\_\_\_

6. If you were awarded the design, bid phase, and inspection for this project, what would your fee be? \_\_\_\_\_

7. Does your firm charge for the preliminary engineering report (PER)?

If yes, what would the charge be? \$ \_\_\_\_\_

Can your firm meet the draft PER deadline? YES \_\_\_ NO \_\_\_

8. List up to five (5) projects which demonstrate skills to be used on CDBG projects. Note project name, location, owner, year, contract amount, and nature of firm's responsibility.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

9. List key personnel (with qualifications) likely to be involved on these projects and explain their specific role in CDBG work.

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

10. List three (3) references for the Firm.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

11. Are you a Section 3 Business Concern? Yes \_\_\_\_\_ No \_\_\_\_\_

*If yes, the Attached Section 3 Business Concern Certification, Previous Certification and Action Plan must be filled out, signed, notarized, and submitted with your proposal.*

Is the signed and notarized Section 3 Business Concern Certification, Previous Certification and Action Plan attached to your proposal? Yes \_\_\_

*If no, you will only need to submit the Section 3 forms if you are the successful proposer.*

12. Certifying that:

Mr./Mrs./Ms./Miss. \_\_\_\_\_ (signature) being duly sworn deposes and states that he/she is the \_\_\_\_\_ (title) of \_\_\_\_\_ (name of firm) and that answers to the foregoing questions and all statements herein contained are true and correct.

**ATTACHMENT B**

**Mandatory Section 3 Solicitation Package**

## Mandatory Section 3 Solicitation Package

This mandatory solicitation package has been developed in accordance with DCA's Section 3 Policy for Covered HUD Funded Activities. DCA encourages all recipients, sub-recipients, contractors, and sub-contractors to review this policy prior to completion of the solicitation package. For those solicitations that meet the applicable Section 3 thresholds, this package must be returned in accordance with the applicable instructions to the contracting entity prior to award **or at the time of submission of a bid/proposal in order to claim a Section 3 preference**. The Section 3 Clause, required forms, and instructions are included in this package.

***To be considered for a contract award exceeding \$100,000, the entire solicitation package must be satisfactorily completed and submitted prior to award. In order to claim a preference for a contract award exceeding \$100,000, the Section 3 Self-Certification and Action Plan and the Section 3 Business Concern Self Certification portions of the solicitation package must be satisfactorily completed and submitted at the time of submission of a bid/proposal.***

***For Section 3 Covered Assistance of \$100,000 or less, the solicitation package must be made available to bidders/offerors in accordance with DCA's Section 3 Policy; however, bidders/offerors are not required to submit the solicitation package unless a preference is being claimed. In this case, only the Section 3 Self-Certification and Action Plan and the Section 3 Business Concern Self Certification must be completed at the time of submission of a bid/proposal***

***Any bid/proposal claiming a preference must include the completed and signed Section 3 Self-Certification and Action Plan and the Section 3 Business Concern Self Certification, and be submitted by the bid/proposal deadline.***

The following Section 3 forms must be completed and returned as instructed:

- Section 3 Self Certification and Action Plan
- Previous Section 3 Compliance Certification
- Assurance of Compliance Certification

Additionally, if the contractor is claiming certification as a 51% Resident Owned Business (ROB) or is certifying as a 30% employer, the Resident Self-Certification and Skills Data Form must be returned for all employees who meet the low- or very low-income requirement as well as the appropriate Section 3 Business Certification.

## Section 3 Solicitation Overview and Instructions for Contractors

The DCA Section 3 Policy requires that, when the **Section 3 regulation is triggered**, every effort within the contractor's disposal must be made, to the greatest extent feasible, to offer all available employment and contracting opportunities to Section 3 residents and Section 3 businesses based on the compliance methods below.

### All Contracts and All Contractors must meet Section 3 compliance by:

- A. Giving notice of any and all opportunities for employment and contracting to residents of the local Public Housing Authority (PHA), and other low and very low income area residents and businesses, by posting the opportunity in community sources generally available to low income residents and the general public. Exercising a ***minimum of three (3)*** of the following listed sources must be completed prior to offering employment to anyone not covered by Section 3 requirements:
1. The local community newspaper
  2. The most widely distributed newspaper
  3. Company or agency website
  4. The management office of the local housing authority/homeless service agency/local low income housing community
  5. Local Workforce Board (i.e. Department of Labor)
  6. Local office of the Georgia Division of Family and Children Services
  7. Dodge Room <http://www.construction.com/dodge/dodge.asp>
  8. Other locations as approved by DCA
- B. The recipient, sub-recipient or contractor must check the HUD Section 3 Business Registry to determine if there are any Section 3 businesses in the County where the work will be performed. If there are Section 3 businesses in the County that may be able to perform the work, the recipient, sub-recipient or contractor must provide a copy of the contracting opportunity(ies) (e.g., bid notices) to the Section 3 businesses. See the HUD Section 3 Business Registry at: <https://portalapps.hud.gov/Sec3BusReg/BRegistry/What>.
- C. Clearly stating in notices that the position is a "Section 3 covered position under the HUD Act of 1968 and that Section 3 Residents and Business Concerns are encouraged to apply."
- D. Placing the Section 3 Clause provided in Appendix A in ALL solicitations.
- E. When possible, other activities may be done to demonstrate effort to comply with the Safe Harbor Limits. These other efforts are listed in the appendix to part 135 of the Code of Federal Regulations—24 CFR Part 135 and include:
1. Distributing or posting flyers advertising positions to be filled;

2. Contacting the local government or housing authority for a list of residents who have expressed interest in Section 3 employment;
  3. Holding job informational meetings for residents, contractors, etc...;
  4. Contacting agencies administering HUD YouthBuild programs and requesting their assistance in recruiting HUD YouthBuild program participants for training and employment positions.
- F. Linking residents or businesses to local resources that may be available to help prepare them for applying for and achieving the opportunity.
- G. Working with DCA, the recipient, sub-recipient or contractor as applicable in developing a communication and follow up process to track and report all Section 3 applications and hiring activities to ensure the reporting of compliance efforts, and that contracting and sub-contracting are accurate. Provide preference in hiring and contracting to Section 3 applicants and contractors when employment or contracting opportunities are offered and all requirements are met and remain equal. Contractors must:
1. Provide this package to all sub-contractors when soliciting bids for all contracts or sub-contracts;
  2. Meet all the same processes in A-E; and
  3. Provide Preference to all sub-contractors meeting the definitions as stated in Section VI of DCA's Section 3 Policy for Covered HUD Funded Activities.
- H. In order for Preference as a Section 3 Contractor to be factored into the award decision, all elements of the solicitation criteria must be equal between contracts. This means price and all other factors must be equal. Then the contractors that elect Preference on the Certification and Action Plan form that meet that Preference criterion will be provided Preference in the award of the contract as provided in Part VI., Preferences and Eligibility of DCA's Section 3 Policy for Covered HUD Funded Activities.

Example:

Bill's electrical and Sue's Electrical bid a job where the housing authority has a budget of \$500,000. Bill bids \$480,000 and elects a Preference as a Section 3 business concern because he qualifies as a 51% Resident Owned Business. Sue bids \$450,000 but does not elect any Preference. Both companies met all the other requirements. Sue will be awarded the contract because Bill's bid was higher.

**Important items to remember about receiving Preferences in contract award:**

All contractors and/or subcontractors that elect a Preference and are awarded a contract must be in compliance prior to the issuance of a Notice to Proceed by DCA, the recipient, sub-recipient, or the contractor based on the policies established for the applicable DCA funding program. The contractor and/or subcontractor must maintain the elected Preference standard during the entire contract or risk having the contract terminated for failure to comply. **See Appendix B for further details.**

When a contractor and/or subcontractor that elected a Preference is unable to identify a Section 3 resident or a Section 3 business for employment or contracting opportunities, the contractor then **must** offer employment related training to the Section 3 residents in the county. The training must be provided according to Part VII – Other Economic Opportunities in DCA’s Section 3 Policy.

### **Appendix A** **Section 3 Clause**

#### **Training and Employment Opportunities for Residents in the Project Area (Section 3, HUD Act of 1968; 24 CFR 135)**

(a) The work to be performed under this contract is subject to the requirements of section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (section 3). The purpose of section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.

(b) The parties to this contract agree to comply with HUD's regulations in 24 CFR Part 135, which implement section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the Part 135 regulations.

(c) The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the section 3 preference, shall set forth minimum number and job titles subject to hire, availability of Section 3 apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.

(d) The contractor agrees to include this section 3 clause in every subcontract subject to compliance with regulations in 24 CFR Part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR Part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR Part 135.

(e) The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR Part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR Part 135.

(f) Noncompliance with HUD's regulations in 24 CFR Part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.

## Appendix B

### Section 3 Contract Non-Compliance Cure /Termination Processes

This language is a component of contract compliance with the work to which you are responding in this solicitation. The full requirements are provided in the Section 3 Clause found elsewhere in this package and in DCA's Section 3 Policy for Covered HUD Funded Activities.

Any recipient, sub-recipient or contractor claiming Preference **must be in compliance prior to issuance of a notice to proceed by DCA, recipient, sub-recipient, or contractor based on the policies established for the applicable DCA funding program. This preference can be met by any of the three qualifications:**

1. Resident Owned Businesses (ROBs) owned and operated at 51% by Section 3 Residents.
2. Businesses that employ Section 3 residents at no less than 30% of the contractors aggregate full time staff.
3. Contractors that at the time of bid show evidence (meaning the specific name and preference met) of their intent to award no less than 25% of their total award to Section 3 business concerns.

The recipient, sub-recipient or contractor must maintain compliance throughout the life of the contract. The contractor understands and agrees that a compliance management firm may be used to conduct routine and certified payroll reviews to ensure compliance. The Contractor agrees to provide the payroll data in an Excel or Word format each time the payroll is processed throughout the contract.

Failure to meet the Section 3 requirements will result in penalties up to and including contract termination. Any contractor triggering the regulation by doing any hiring or contracting once they are awarded the contract through execution must comply with the Section 3 requirements by executing the efforts on their Certification and Action Plan in accordance with DCA's Section 3 Policy.

DCA, the recipient, sub-recipient or contractor shall execute these remedies to achieve compliance in this order:

#### **NON-COMPLIANCE CURE PROCESS**

- A. Based on the first observation or report of non-compliance with Section 3, the recipient, sub-recipient or contractor will be sent an e-mail by the compliance manager notifying them of their non-compliance issue. The recipient, sub-recipient or contractor will have until the next payroll or 10 business days, whichever is less, to bring the contract into compliance and/or justify in writing why they cannot meet compliance requirements.
- B. DCA, the recipient, sub-recipient or contractor must render a response to the violating party within 10 business days of receipt of the violating party's letter of reason for non-compliance. If DCA, the recipient, sub-recipient, or the contractor deems the reason to

be unacceptable, at its option, DCA, the recipient, sub-recipient, or the contractor can extend the response period one time for up to 5 business days to allow the violating party to identify and secure other compliance options.

#### **NON-COMPLIANCE TERMINATION PROCESS**

If the violating party fails to take any corrective action to bring the contract into compliance within the allotted time, or DCA, the recipient, sub-recipient, or the contractor rejects any of the corrective plans and justifications for non-compliance, DCA, the recipient, sub-recipient, or the contractor will either terminate the contract immediately or impose liquidated damages equal to \$100 a day for every day out of compliance. At DCA's determination, any liquidated damages received must be paid to the recipient, sub-recipient or DCA, at DCA's determination, and be used to promote economic opportunities for Section 3 Residents and Business Concerns.

DCA, the recipient, sub-recipient, or the contractor will hold **all funds due to the violating party until such time that a financial workout is completed.**

***Additionally the violating party may be banned by DCA, the recipient, sub-recipient, and the contractor on future HUD funded projects.***

**Appendix C**  
**Section 3 Forms**

**Georgia Department of Community Affairs  
Required Submittal - Section 3 Self-Certification and Action Plan**

All firms and individuals intending to do business with DCA, its recipients, sub-recipients and contractors **MUST** complete and submit this Action Plan and submit it with the bid, offer, or proposal in order to claim a preference on any contract or prior to award of a contract exceeding \$100,000 if no preference is claimed. ***For contracts exceeding \$100,000, this document (signed, and notarized) must be satisfactorily completed to be eligible for award.***

Business Name:		
D.B.A. (if different from above):		
Address:	City:	State/Zip:
Business Phone: (     )	Fax: (     )	
E-Mail:	Business Website:	
Federal Employer Identification Number:	Owner Social Security Number (if no EIN):	
Contact Person & Title:	Contact Phone:	
Trade Description: <input type="checkbox"/> Carpentry <input type="checkbox"/> Heating (HVAC) <input type="checkbox"/> Electrical <input type="checkbox"/> Painting <input type="checkbox"/> Masonry Restoration <input type="checkbox"/> Asbestos <input type="checkbox"/> Plumbing <input type="checkbox"/> Roofing <input type="checkbox"/> Lead (Abatement) <input type="checkbox"/> General Contractor <input type="checkbox"/> Concrete <input type="checkbox"/> Ironwork <input type="checkbox"/> Carpet/Flooring <input type="checkbox"/> Rubbish Removal/Hauling <input type="checkbox"/> Appraisal Services <input type="checkbox"/> Landscaping <input type="checkbox"/> Demolition <input type="checkbox"/> Other: _____ _____ _____		
Date Business was established (MM/DD/YYYY): _____		
Type of Business (Check One): <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Limited Liability Corporation (LLC) <input type="checkbox"/> Limited Liability Partnership (LLP) <input type="checkbox"/> Joint Venture <input type="checkbox"/> Other (Describe): _____ _____ _____		
Number of employees: Full-time: _____ Part-time: _____ Contract: _____ Total: _____		
Section 3 employees: Full-time: _____ Part-time: _____ Contract: _____ Total: _____		

**I am Certifying as a Section 3 Business Concern and requesting Preference accordingly (Select only One Option):**

Option 1

- A business claiming status as a Section 3 Resident-Owned Business Concern (ROB) entity:

\_\_\_\_\_ Initial here to confirm selection of this option

Option 2

- A business claiming Section 3 status, because at least 30% of the existing or newly hired workforce for this specific contract will be Section 3 residents throughout the entire contract period. If a Prime or General Contractor is electing this option, the 30% employment requirement will be for the entire project including all the sub-contractors' employees:

**Check all methods you will employ to secure Section 3 Residents/Persons**

Posting the position in community sources that are generally available to low income residents and the general public is a standard requirement. **Check at least three (3) methods you will employ:**

- The local community newspaper
- The most widely distributed newspaper
- Company or agency website
- The management office of the local housing authority, or homeless service agency, or local low income housing community
- Local Workforce Board (i.e., Department of Labor)
- Local office of the Georgia Division of Family and Children Services
- Local office of the Georgia Department of Public Health
- Dodge Room <http://www.construction.com/dodge/dodge.asp>
- Other locations identified below and subject to DCA approval:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Initial here to confirm selection of this option

*I anticipate my total number of employees for this contract to be \_\_\_\_\_ and \_\_\_\_\_ will be qualified Section 3 Residents/persons.*

Option 3

- A business claiming Section 3 status by subcontracting 25% of the dollar award to qualified Section 3 Business:

*Attach a list of intended subcontract Section 3 business(es) with subcontract amount.*

*Attach certification & all supporting documentation for each planned subcontract Section 3 Business.*

\_\_\_\_\_ Initial here to confirm selection of this option

**I am NOT Requesting Preference under Section 3:**

- I am NOT certifying as a qualified Section 3 Business Concern and I am not requesting a preference. However if I do trigger the regulation by doing any sub-contracting or hiring, I will comply by meeting all requirements of DCA's Section 3 policy and am committing to do the outreach as specified below.

**Check all methods you will employ to secure Section 3 Residents/Businesses**

Posting the position/contract opportunity in community sources that are generally available to low income residents and Section 3 Businesses and the general public is a standard requirement. **Check at least three (3) methods you will employ:**

- The local community newspaper
- The most widely distributed newspaper
- Company or agency website
- The management office of the local housing authority, or homeless service agency, or local low income housing community
- Local Workforce Board (i.e., Department of Labor)
- Local office of the Georgia Division of Family and Children Services
- Local office of the Georgia Department of Public Health
- Dodge Room <http://www.construction.com/dodge/dodge.asp>
- Other locations identified below and subject to DCA approval:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_Initial here to confirm selection of this option

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

Printed/Typed Name: \_\_\_\_\_

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

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

**Notarial Affidavit**

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

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

\_\_\_\_\_  
*Printed Name of Notary Public*

Commission Expiration Date: \_\_\_\_\_

*(Notarial Seal)*



**Required Submittal - Assurance of Compliance Certification  
Section 3 Action Plan  
Housing and Urban Development Act of 1968  
(12 U.S.C. 1701 U)**

**Contract/Solicitation Name or Number:**

---

**DCA Funding**

**Program:** \_\_\_\_\_

**Entity Receiving DCA Funding Award:** \_\_\_\_\_

**Purpose:** To ensure that regulations promulgated under 24 CFR Part 135 Employment Opportunities for Businesses and Lower Income Persons in Connection with Assisted Projects and the Section 3 Policy of DCA, its recipients, sub-recipients and contractors to the greatest extent feasible is adhered to, and to serve as the "assurance of compliance" certification and action plan as required in the bid documents, supplemental general conditions, and required forms for the contract for any HUD work funded by DCA.

**Description of the project's work detail:** The project work will be as listed in the final scope of work in the contract with DCA, its recipients, sub-recipients and contractors including any change orders. List all known subcontractors below:

**Subcontractor(s):** \_\_\_\_\_

*Use an additional sheet if required.*

*Note: If subcontractors are unknown at this time, print UNKNOWN on the line above. Also, the contractor must notify DCA or recipient or sub-recipient if subcontractors are added or changed during the contract. Any changes to this certification requires a resubmission of this form to DCA or recipient or sub-recipient.*



**Preliminary Statement for Work Force Needs:**

DCA intends to meet Section 3 compliance at the highest level and it is our intent to identify any short-term and long-term employment or contracting opportunities for qualified Section 3 persons and Business Concerns during the course of the contract funded by DCA via its recipients or sub-recipients and contractors. Please list the status of all planned employment positions and opportunities for this contract. **Preference for all opportunities must be given to low and very low-income residents if they qualify. If awarded a contract, regardless of whether your firm has elected a preference, you are required to provide a list of your aggregate workforce on this project. Any changes to that workforce during the project will constitute NEW hires. You must notify DCA, its recipient, sub-recipient or contractor (respectively) overseeing your contract of any new hire opportunities that arise during the life of your contract. The anticipated workforce list may be provided on a separate sheet or in a different format.**

<u>List All Employees</u>	<u>Date Hired</u>	<u>Section 3 Resident (Yes/No)</u>	<u>Job Title/Trade</u>	<u>Salary Range</u>
Name: Address: City, ZIP:				
Name: Address: City, Zip Code:				
Name: Address: City, Zip Code:				
Name: Address: City, Zip Code:				

Use additional pages as needed.

**“To the Greatest Extent Feasible”:**

The Contractor has identified \_\_\_ # of **OPEN** positions with respect to this contract. The positions are filled by the \_\_\_\_\_ (Position title) of the Contractor.

Should the scope of work or duties of the contractor change to a degree requiring a modification of the work force needs, the contractor shall put forth a reasonable effort to fill vacant positions with eligible Section 3 residents.

**Documentation of “To the Greatest Extent Feasible”:**

The contractor will work with DCA, its recipients, sub-recipients, and contractors staff to notify residents of any opportunities afforded under the contract. The contractor will partner with DCA, its recipients, sub-recipients, and contractors by giving preference of any employment opportunities to the Section 3 persons or businesses.

The contractor shall recruit or attempt to recruit from the Section 3 area the necessary number of low-income and very low-income residents and Section 3 businesses, as applicable. The contractor must also document their recruiting efforts and any impediments to compliance with DCA’s Section 3 policy and the requirements of this solicitation package. This documentation must be submitted to the recipient or sub-recipient.

1. DCA, its sub-recipients and contractors shall: Maintain a list of all low-income area residents who have applied, either on their own or from referral from any source, and employ such person if otherwise eligible and if a trainee vacancy exists.
2. Conduct solicitation in accordance with DCA’s Section 3 policy and the requirements outlined in the solicitation package.

The contractor shall review all employment applications and determine if low-income and very low-income residents or Section 3 businesses meet minimum hiring or contracting qualifications. If these applicants meet such minimum qualifications, but are not hired due to lack of employment opportunities or for other reasons, they will be placed on a priority list and offered positions/contracts upon the occurrence of the first available appropriate opening.

**Utilization of Section 3 Businesses Located Within the County:**

The recipient, sub-recipient or contractor does \_\_\_ does not \_\_\_ intend to subcontract any of the work identified in the scope of work cited in the bid specifications, scope of work or General Conditions. Should the scope of work or needs of the contractor change, the contractor shall, to the greatest extent feasible, assure that subcontracts be awarded to business concerns within the Section 3 covered area, or to business concerns owned in the substantial part (at least 51%) by persons residing in the Section 3 covered area.

**Record Keeping:**

The recipient, sub-recipient, contractor or subcontractor, as applicable, shall maintain on file all records related to employment and job training of low-income and very low-income residents or other such records, advertisements, legal notices, brochures, flyers, publications, assurances of compliance from sub-contractors, etc., in connection with this contract. If a report is needed in the future, the recipient,

sub-recipient, contractor or subcontractor, as applicable, agrees to provide all records upon request. The contractor shall, upon request, provide such records or copies of records to HUD, DCA, their recipients, sub-recipients, contractors, staff, or agents. Records shall be maintained for at least three (3) years after the close of the contract.

**Reports:**

The recipient, sub-recipient or contractor shall provide reports as required in connection with the contractor specifications. All certified and regular payrolls shall clearly detail which employees qualify under Section 3.

**Certification:**

The recipient, sub-recipient or contractor will certify that any vacant employment positions, including training positions that filled:

- 1) After the recipient, sub-recipient or contractor is selected but before the contract is executed, and
- 2) With persons other than those to who the regulations of 24 CFR Part 135 require employment opportunities to be directed, were not filled to circumvent the subcontractor's obligations under 24 CFR Part 135.

**Grievance and Compliance:**

The recipient, sub-recipient, contractor or subcontractor hereby acknowledges that they understand that any low-income and very low-income resident of the project area, for him/her or as representatives of persons similarly situated, seeking employment or job training opportunities in the project area, or any eligible business concerns seeking contract opportunities may file a grievance if efforts to the greatest extent feasible were not executed. The grievance must be filed with HUD not later than one hundred eighty (180) calendar days from the date of the action (or omission) upon which the grievance is based.

I attest that the information on the preceding pages is true and correct.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title



**Purpose:**

The purpose of Section 3 of the Housing and Urban Development of 1968 (12 U.S.C. 1701u) (Section 3) is to ensure that employment and other economic and business opportunities generated by HUD Financial Assistance shall be directed to the Authority Residents and other low- and very low-income persons, particularly those who are recipients of government housing assistance and to business concerns which provide economic opportunities to Residents and other low- and very low-income persons.

Section 3 resident means:

- (1) A public housing resident; or
- (2) An individual who resides in the metropolitan area or non-metropolitan county in which the section 3 covered assistance is expended, and who is:
  - I. A low-income person, as this term is defined in section 3(b)(2) of the 1937 Act (42 U.S.C. 1437a(b)(2)). Section 3(b)(2) of the 1937 Act defines this term to mean families (including single persons) whose incomes do not exceed 80% of the median family income for the area, as determined by the Secretary, with adjustments for smaller and larger families, except that the Secretary may establish income ceilings higher or lower than 80% of the median for the area on the basis of the Secretary's findings that such variations are necessary because of prevailing levels of construction costs or unusually high or low-income families; or
  - II. A very low-income person, as this term is defined in section 3(b)(2) of the 1937 Act (42 U.S.C. 1437a(b)(2)). Section 3(b)(2) of the 1937 Act (42 U.S.C. 1437a(b)(2) defines this term to mean families (including single persons) whose incomes do not exceed 50% of the median family income for the area, as determined by the Secretary with adjustments made for smaller or larger families, except that the Secretary may establish income ceilings higher or lower than 50% of the median for the area on the basis of the Secretary's findings that such variations are necessary because of unusually high or low family incomes.
- (3) A person seeking the training and employment preference provided by section 3 bears the responsibility of providing evidence (if requested) that the person is eligible for the preference.

Service area means the geographical area in which the persons benefiting from the Section 3-covered project reside.

The figures below represent very low-income families; bottom figures represent low-income families. The most recent income limits established for each county may be found at:

<http://www.hud.gov/offices/cpd/affordablehousing/programs/home/limits/income/>.

**Subrecipient or Contractor to Insert 2013 Income Limits for Project Location**

FY 20XX Income Limit Area	Median Income	FY 20XX Income Limit Category	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
		Very Low (50%) Income Limits								
		Low (80%) Income Limits								

**RESIDENT SECTION 3 SELF-CERTIFICATION  
AND SKILLS DATA FORM  
AFFADAVIT**

---

STATE OF \_\_\_\_\_

County of \_\_\_\_\_

I, \_\_\_\_\_, a Notary Public of the City/County of \_\_\_\_\_,  
State of \_\_\_\_\_, do hereby certify that, \_\_\_\_\_, whose  
name is signed to the writing above bearing date on the \_\_\_\_\_ Day of \_\_\_\_\_,  
20\_\_\_\_, has acknowledged the same before me in my State aforesaid.

Given under my hand and official seal, this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

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

\_\_\_\_\_  
*Printed Name of Notary Public*

Commission Expiration Date: \_\_\_\_\_

*(Notarial Seal)*

## SECTION 3 BUSINESS CONCERN SELF CERTIFICATION

The Georgia Department of Community Affairs (DCA) is seeking to extend the benefits of and to promote compliance with Section 3 by identifying Section 3 Business Concerns and targeting Section 3 Business Concerns for business opportunities, events and educational programs.

In an effort to comply with Federal Section 3 Regulations which promote contract, employment and training opportunities for State of Georgia residents, DCA has instituted a Section 3 Self Certification process.

Businesses seeking certification must complete and submit the attached Section 3 Business Concern Self Certification forms as follow:

1. If your company is qualified because it is owned (51% or more) by one or more Section 3 residents, then complete **Form A, "Section 3 Business Concern – Resident Business Owner(s) Verification"**;

**OR**

2. If your company is qualified because 30% or more of its full time permanent workforce are Section 3 Residents\*, then complete **Form B, "Section 3 Business Concern – 30% + Workforce"**.

**OR**

3. If more than 25% of all subcontract work to be awarded shall be performed by Section 3 business concerns as described above, then complete **Form C, "Section 3 Business Concern-Subcontractor"**.

Please answer all questions, sign the completed forms, and notarize the affidavit.

Completed packets must be returned to the sub-recipient or contractor as follows:

Name of sub-recipient/contractor: \_\_\_\_\_

Attn: \_\_\_\_\_

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

\_\_\_\_\_

If you have any questions or require assistance, please contact:

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

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Form A**  
**SECTION 3 BUSINESS CONCERN**  
**Resident Business Owner(s) Verification**

A business can be certified as a Section 3 Business Concern if the business is owned (51% or more) by Georgia Section 3 Resident(s).

Name of Owner: \_\_\_\_\_

Home Street Address: \_\_\_\_\_

Home City, County, & Zip Code: \_\_\_\_\_

Name of Business: \_\_\_\_\_

Percentage of Ownership: \_\_\_\_\_%

**Low- to – Moderate Income (80% of Median)**

Check the appropriate box for your family size and income *if your total household income is equal to or less than the Gross Household Income Maximum amount listed for your appropriate household size:*

Check Box	# of Persons in Household	Gross Household Income Maximum
	1 Individual	
	2 Individuals	
	3 Individuals	
	4 Individuals	
	5 Individuals	
	6 Individuals	
	7 Individuals	
	8 Individuals	

(Effective \_\_\_\_\_, 2013)

*If the business is owned by more than one Section 3 resident, list each owner below and each should submit a separate Resident Business Owner Verification Form (Form A).*

Please list additional Section 3 Resident owners of the business below:

Name	Position	% Percentage of Ownership

**I certify that I am a resident of the State of Georgia and my total household income last year was not more than the amount shown above for my family size. I further certify the information provided is true and accurate and agree to provide upon request, documents verifying the information submitted to qualify as a Section 3 Business Concern.**

Print: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Form B**  
**SECTION 3 BUSINESS CONCERN**  
**30% + Workforce**

A business can be certified as a Section 3 Business Concern if at least 30% of its permanent, full-time employees are Section 3 residents, or were Section 3 residents within three years of the date of the first employment with the business. You may also certify as a Section 3 Business Concern if, for this award, you will hire Section 3 residents for at least 30% of your permanent, full-time employees for this specific project. For your firm to be eligible UNDER THIS CRITERIA, you must provide the following information for all permanent, full-time employees.

You may attach additional copies of this chart, if necessary.

List All Employees	Date Hired	Section 3 Resident	Job Title/Trade	Salary Range
Name: Address: City/Zip:				
Total Number of Employees:	<b>Full-Time:</b> _____	<b>Part-Time:</b> _____	<b>Contract:</b> _____	
Number of Section 3 Residents:				
Section 3 % of Total Workforce:				

I certify that the information provided is true and accurate and agree to provide upon request, any/all documents verifying the information submitted to qualify as a Section 3 Business Concern.

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

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

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

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

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

**Form C**  
**SECTION 3 BUSINESS CONCERN**  
**Subcontractor Awarded**

A business can be certified as a Section 3 Business Concern if the firm makes a commitment to subcontract in excess of twenty-five percent (25%) of the total amount of subcontracts to be awarded to: A) Section 3 Resident Owned Businesses; or B) Businesses for which 30% or more of their permanent full-time workforce is comprised of Section 3 Residents.

List all work performed by Section 3 Business Concerns Identified (This Form is to be updated as Section 3 Business Concerns are awarded through the completion of the project):

Name of Business	Qualifying Conditions	Total Contract Award

All identified Section 3 Business Concerns listed above are required to complete a Section 3 Self Certification Application (Forms A – C as appropriate) or provide proof of Section 3 Certification status. Attach all required documents to this form.

**I certify that the information provided is true and accurate and agree to provide upon request, any/all documents verifying the information submitted to qualify as a Section 3 business concern.**

**Print Name:** \_\_\_\_\_

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

**Company Name:** \_\_\_\_\_

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

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

**ATTACHMENT C**

**Disadvantaged Business Enterprise Program (DBE)**

## **DOUGLAS COUNTY BOARD OF COMMISSIONERS PURCHASING DEPARTMENT**

The Disadvantaged Business Enterprise Program (DBE) ensures that contracts are made available to small business owned and controlled by socially economically disadvantaged individuals. The Douglas County Board of Commissioners has adopted the regulation governing DBEs subject to the requirements of Title 49, Code of Federal Regulations, Part 26. The national goal for participation of Disadvantaged Business Enterprises (DBE) is 10%. Douglas County's overall goal for DBE participation is fifteen (15) percent for all awards valued at \$250,001.00 or greater on the following: all construction projects, capital projects, DOT projects, property maintenance contracts, and all other bids where the Director of Purchasing deems same applicable. For awards valued \$50,000.00 up to \$250,000.00, vendors are required to use "Best Efforts" to meet the fifteen (15) percent DBE goal.

The contractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of this contract. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as Douglas County deems appropriate. Each subcontract the contractor signs with a subcontractor must include the assurance in this paragraph (see 49 CFR 26.13(b)).

Bidders are required to document sufficient DBE participation to meet these goals or, alternatively, document adequate good faith efforts to do so, as provided for in 49 CFR 26.53. Award of this contract is conditioned on submission of the following information to be submitted concurrent with and accompanying sealed bid the following:

1. The names and addresses of DBE firms that will participate in this contract;
2. A description of the work each DBE will perform;
3. The dollar amount of the participation of each DBE firm participating;
4. Written documentation of the bidder commitment to use a DBE subcontractor whose participation it submits to meet the contract goal;
5. Written confirmation from the DBE that it is participating in the contract as provided in the prime contractor's commitment; and
6. If the contract goal is not met, evidence of good faith efforts to do so.

Bidders must present the information required above as a matter of responsiveness with initial proposals (see 49 CFR 26.53(3)).

The contractor is required to pay its subcontractors performing work related to this contract for satisfactory performance of that work no later than 30 days after the contractor's receipt of payment for that work from the Douglas County.

In addition, the Contractor is required to return any retainage payments to those subcontractors within 30 days after the subcontractor's work related to this contract is satisfactorily completed.

The contractor must promptly notify Douglas County whenever a DBE subcontractor performing work related to this contract is terminated or fails to complete its work, and must make good faith efforts to engage another DBE subcontractor to perform at least the same amount of work. The contractor may not terminate any DBE subcontractor and perform that work through its own forces or those of an affiliate without prior written consent of Douglas County.

**DOUGLAS COUNTY BOARD OF COMMISSIONERS  
PURCHASING DEPARTMENT**

**Disadvantaged Business Enterprise (DBE)  
Subcontractor Proposal Form**

\*\*This Form to be completed by DBE Firms Committed to work on the Project\*\*

This form is intended to capture the DBE subcontractor's description of work to be performed and the price of the work submitted to the prime contractor. Prime contractor should have its DBE subcontractors complete this form and include all completed forms with the DBE submission packet when due as per the solicitation.

DBE Subcontractor Name		Project Name	
Bid/ Proposal No.	Point of Contact	DBE Certification Number:	
		Current DBE Certification Expiration Date:	
Address			
Telephone No.		Email Address	
Prime Contractor Name			

<b>Work Category (i.e., plumbing, electrical, etc.)</b>	<b>Description of Work Submitted to the Prime Contractor Involving Construction, Services, Equipment, or Supplies</b>	<b>Will any of this work go to lower tier subs?</b>	<b>Price of Work Submitted to the Prime Contractor</b>

**I certify that the forgoing statements are true and correct.**

<b>Subcontractor Signature</b>	<b>Print Name</b>
<b>Title</b>	<b>Date</b>



**DOUGLAS COUNTY BOARD OF COMMISSIONERS  
PURCHASING DEPARTMENT**

**DBE GOOD FAITH EFFORT DOCUMENTATION**

In accordance with 49 CFR 26.53, a contract must be awarded to bidders/offerors that meet the goal or make adequate good faith efforts (GFE) to meet the goal. A determination of GFE must be documented. If you fail to meet the DBE Participation Goal stated in the Bid Solicitation, you must complete this form. Further, documentation of GFE must include copies of each DBE **AND** non-DBE subcontractor quotes submitted to the bidder when a non-DBE subcontractor was selected over a DBE for work on the contract. This information is subject to verification.

<b>WORK TYPE</b>	<b>DESCRIPTION OF WORK, SERVICE OR MATERIAL</b>			<b>DBE FIRM NAME</b>
<b>Contact Name</b>	<b>Contact Date</b>	<b>List Contact Method (phone no, email, etc.)</b>	<b>Contact Results</b>	<b>Bid Amount</b>
<b>Comments:</b>				

<b>WORK TYPE</b>	<b>DESCRIPTION OF WORK, SERVICE OR MATERIAL</b>			<b>DBE FIRM NAME</b>
<b>Contact Name</b>	<b>Contact Date</b>	<b>List Contact Method (phone no, email, etc.)</b>	<b>Contact Results</b>	<b>Bid Amount</b>
<b>Comments:</b>				

<b>WORK TYPE</b>	<b>DESCRIPTION OF WORK, SERVICE OR MATERIAL</b>			<b>DBE FIRM NAME</b>
<b>Contact Name</b>	<b>Contact Date</b>	<b>List Contact Method (phone no, email, etc.)</b>	<b>Contact Results</b>	<b>Bid Amount</b>
<b>Comments:</b>				