

CITY OF SUGAR HILL
Request for Proposals
RFP # 17-007
LCI PLAN MAJOR UPDATE

April 17, 2017

The City of Sugar Hill, Georgia (the "City") is now accepting sealed proposals from qualified vendors for a major update to the 2005 Livable Centers Initiative (LCI) Plan.

Instructions for preparation and submission of a response are contained in this package. All submittals are due in the Office of the Planning and Development Department located at 5039 West Broad St, Sugar Hill, Georgia 30518, no later than 12:00 p.m. on Monday, June 5th, 2017.

s/

Kaipo Awana, Planning and Development Director

Section I: General Information

The City is seeking qualified firms interested in providing a major update to the City's 2005 LCI Plan. The City's Selection Committee ("Committee") will evaluate submitted proposals based upon the identified evaluation criteria and points set forth below, interview as necessary, and award based on the selection criteria established herein.

Introduction

The City is soliciting proposals from qualified professional firms to guide a major update to the 2005 LCI Plan. This contract solicitation will allow engagement of a qualified team that can deliver these services to the City in an independent, professional, and comprehensive manner.

The City of Sugar Hill is located in the northwestern corner of Gwinnett County and is its fourth largest city, with a population of 18,524 (2010 U.S. Census). Since then the city has experienced significant growth at nearly 3.5% annually. In 2015, the estimated population was just over 20,000 (American Community Survey). The City of Sugar Hill encompasses approximately 10.6 square miles. The city has completed several recent planning studies including a housing study (2016), corridor studies for Buford Highway and Highway 20 (to be completed in second quarter 2017), as well as a downtown mobility study (2016) and hotel feasibility studies (2014 & 2016) to add value to our downtown knowledgebase. The original LCI Plan for the City was adopted in 2005 with minor updates completed in 2011 and 2016. The LCI study area encompasses the central business district overlay and roughly encompasses the town center overlay, although it is not entirely consistent with the current boundaries of the latter. The city seeks to update the plan to address the increased intensity and density of development now occurring and anticipated in the near future in the downtown area, update recommendations for future transit infrastructure, and reassess the feasibility of land uses and development indicated in the original plan. The Sugar Hill Greenway, a multi-use trail

connecting downtown to city and county parks and residential neighborhoods, is now in planning stages and should be integrated into the update. The LCI plan update will also proceed concurrently with early work on the city's next comprehensive plan and should be conceived as an integral element of the long term community-wide vision for the future of Sugar Hill.

Project Understanding

See attached Scope of Services document.

INFORMATION & INSTRUCTIONS

The remainder of this document provides additional information that will allow a prospective consultant to develop a submittal in the format desired by the City.

Submission Requirements: The complete original submittal must be submitted in a sealed package. All submittals shall be marked, **RFP #(See # Above) & Project Name: Major Update to LCI Plan Proposal** – Sugar Hill, Georgia. Offerors shall file all documents necessary to support their submittal and include them with their proposal. Offerors shall be responsible for the actual delivery of submittals during normal business hours to the address indicated in the cover letter. It shall not be sufficient to show that the submittal was mailed in time to be received before scheduled closing time.

Responsibility: It is the sole responsibility of the Offeror to assure that they have received the entire Request for Proposals (RFP).

Changes or Modifications to RFP: Offerors registered with the City, will be notified in writing of any change in the specifications contained in this RFP. Otherwise, offerors are expected to check the City website for addenda. Any changes or modifications will be posted to the website not less than 72 hours prior to the response deadline.

Communication. All communication regarding this solicitation shall be in writing to the contact identified herein and no other employee, elected or appointed official shall be contacted regarding this contracting opportunity. Contact between an offeror and parties other than the designated contact in matters pertaining to the Project shall be a violation of the terms of this RFP and shall be grounds for rejection of the proposal.

Interpretations: No verbal or written information that is obtained other than through this RFP or its addenda shall be binding on the City. No employee of the City is authorized to interpret any portion of this RFP or give information as to the requirements of the RFP in addition to that contained in or amended to this written RFP document.

Right of Rejection and Clarification: The City reserves the right to reject any and all submittals and to request clarification of information from any Offeror. The City is not obligated to enter into a contract on the basis of any submittal submitted in response to this document.

Request for Additional Information: Prior to the final selection, Offerors may be required to

submit additional information which the City may deem necessary to further evaluate the Offeror's qualifications.

Denial of Reimbursement: The City will not reimburse Offerors for any costs associated with the preparation and submittal of any submittal, or for any travel and/or per diem costs that are incurred.

Gratuity Prohibition: Offerors shall not offer any gratuities, favors, or anything of monetary value to any official, employee, or agent of the City for the purpose of influencing consideration of this submittal.

Right of Withdrawal: A submittal may not be withdrawn before the expiration of ninety (90) days from the submittal due date.

Right of Negotiation: The City reserves the right to negotiate with the selected Offeror the fee for the proposed scope of work and the exact terms and conditions of the contract.

Exceptions to the RFP: It is anticipated that Offerors may find instances where they may take exception with certain requirements or specifications of the RFP. All exceptions shall be clearly identified, and written explanations shall include the scope of the exceptions, the ramifications of the exceptions for the City, and a description of the advantage to be gained or disadvantages to be incurred by the City as a result of these exceptions.

Indemnification: The Offeror, if successful, at its own expense and without exception, shall indemnify, defend and pay all damages, costs, expenses, including attorney fees, and otherwise hold harmless the City, its employees, and agents, from any liability of negligent nature or kind in regard to the delivery of these services. The Offeror shall secure and maintain General Liability Insurance, if required, as will protect them from claims under the Workers Compensation Acts and from claims for bodily injury, death, or property damage which may arise from the performance of services under this contract. Furthermore, the Offeror shall provide the City with evidence and the amount of Errors and Omissions Insurance, i.e. Professional Liability Insurance currently in effect. The successful Offeror shall be required to provide adequate insurance coverage consistent with the scope & scale of this project offering.

Rights to Submitted Material: All submittals, responses, inquiries, or correspondence relating to or in reference to this RFP, and all reports, charts, and other documentation submitted by Offerors shall become the property of the City when received.

Title VI/Nondiscrimination Statement: No person shall on the grounds of race, color, national origin, sex, age, or handicap/disability, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity conducted by the City. The City does further commit that it will ensure that disadvantaged business enterprises as defined by and approved by the Georgia Department of Transportation will be afforded full opportunity to submit in response to this request and will not be discriminated against on the grounds of race, color, national origin, sex, age, or handicap/disability in consideration of an award.

Qualifications: Submittals shall include a completed copy of the appropriate schedules in response to this request.

References: See Schedules A-L.

Selection Criteria for Prospective Contractor: To receive consideration, the offeror's submittal should be responsive to the project described in the Introduction, Project Understanding section, and the criteria listed below. The Contract will be awarded to the team determined to be the most qualified to perform the work based on the established evaluation criteria.

The City of Sugar Hill will review and evaluate proposals based on the following factors:

1. Qualifications of the firm to perform the required services, the key personnel to be assigned to perform the services and, the results-oriented track record of the firm.
2. Prior experience of the firm in completing work of this or similar nature.
3. The firm's understanding of the City of Sugar Hill's professional service needs, the firm's ability to meet those needs in a cost effective and timely manner, and the proposed approach to meeting the city's needs.
4. The firm's demonstrated understanding of the City of Sugar Hill, the existing and future market place, and a commitment to execute creative, unique, and contextual approaches.
5. The overall structure, content, and quality of the proposal.

A selection committee will be convened to evaluate the submittals based on the following weighted criteria:

The scoring system is outlined below.

1. Consultant understanding and approach to the required tasks and needs, as demonstrated in the response to the scope of services. (25 points)
2. Consultant experience with similar projects comparable in type, size, and complexity. (25 points)
3. Qualifications of the staff assigned to perform the work on this project. (20 points)
4. Demonstrated ability of the Consultant to perform high quality work, to control costs, and meet project schedules. (20 points)
5. Past performance on projects with the city. (5 points)
6. Cost to complete the project. (5 points)

Upon completion of an initial evaluation by the committee and scoring, interviews may be utilized to determine the final short list of candidates. Once the evaluation process has been completed, a final recommendation to the City will be presented for approval. The City reserves the right to award a portion of or the entire contract to any combination of consultants (firms, teams, or individuals) that serve the best interest and provide the greatest value to the City while maintaining a competitive and fair procurement framework.

Copies: One unbound original (8.5x11), one PDF on CD-ROM, and **three (3) bound** original copies of the submittal and supporting documents must be submitted in response to the RFP. All electronic files in their original format (e.g., MS Word, Excel, InDesign, etc.) with supporting graphics and GIS shape files must be submitted.

Termination of Contract: The City may cancel the contract at any time for breach of contractual obligations by providing the successful Offeror with a written notice of such cancellation, in accordance with the terms of the final Construction Agreement.

Assignment: The successful Offeror shall not sell, assign, transfer or convey any contract resulting from this RFP, in whole or in part, without the prior written consent of the City.

Conflict of Interest: The Offeror covenants that they presently have no interest and shall not acquire any interest, directly or indirectly, which would conflict in any manner or degree with the performance of the services hereunder. The Offeror further covenants that no person having any such known interest shall be employed or conveyed an interest, directly or indirectly, in the contract.

Independent Contractor: The Offeror represents itself to be an independent contractor offering such services to the general public and shall not represent himself or his employees to be an employee of the City. Therefore, the Offeror shall assume all legal and financial responsibility for taxes, FICA, employee fringe benefits, workers compensation, employee insurance, minimum wage requirements, overtime, and other expenses, and agrees to indemnify, save, and hold the City, its officers, agents, and employees, harmless from and against, any and all loss; cost (including attorney fees); and damage of any kind related to such matters. The Offeror shall further understand that the City cannot save and hold harmless and or indemnify the Offeror and/or the Offeror's employees against any liability incurred or arising as a result of any activity of the Offeror or any activity of the Offeror's employees performed in connection with the contract.

Contract: The contract between the City and the Offeror shall consist of:

- 1) The RFP and any amendments thereto;
- 2) The qualifications submitted by the Offeror to the City in response to the RFP;
- 3) The sealed price proposal submitted by the Offeror to the City;
- 4) Executed contract between the City and the successful Offeror; and

In the event of a conflict in language between the documents referenced above, the provisions and requirements set forth and/or referenced in the Construction Agreement shall govern. However, the City reserves the right to clarify any contractual relationship in writing with the concurrence of the Offeror, and such written clarification shall govern in case of conflict with the applicable requirements stated in the RFP or the Offeror's submittal. In all other matters not affected by the written clarification, if any, the RFP shall govern.

Compliance with Laws: In connection with the furnishing of supplies or performance of work under the contract, the Offeror agrees to comply with the Fair Labor Standards Act, Equal Opportunity Employment Act, Georgia Security and Immigration Compliance Act, and all other applicable Federal and State laws, regulations, and executive orders to the extent that the same may be applicable and further agrees to insert the foregoing provision in all subcontracts awarded hereunder.

Funding: Funding is provided by the City and available for this project. Project funding has been provided through a federal grant from the Atlanta Regional Commission's (ARC) Livable Centers Initiative (LCI) program. The City of Sugar Hill will provide the required local matching funds for the ARC grant. The committed budget for all elements of the project scope is \$80,000. The project must be completed by July 31, 2018.

Submittal Submission & Evaluation

Firms should provide the following information related to this RFP (in addition to all

information identified in attached Scope of Work):

- QA/QC – Plan Checks
- Project Experience – Schedules A, C, D, G, I (Include project data sheets as necessary)
- Team Member Experience – Schedule B
- Evidence of Financial Health – Schedules E, H, J, K, Price Proposal – Schedule M
- Certification

Responses to this request should be in the form of a written package not to exceed 50 pages including cover letter. Any incomplete submittals will be determined to be non-responsive.

The City will select the Team that demonstrates the best combination of qualifications by area of expertise or collective specialties in such manner as is in the best interest of the City. Interviews may be required; however, the City reserves the right to award a contract based upon evaluation of the written submittals only.

All submittals must be in writing and must be received at the following address no later than 12:00 p.m. on **MONDAY, JUNE 5, 2017**. All submittals, delivered by hand or other methods, must clearly indicate on the outside of the sealed package or envelope the information provided below. Provide one (1) unbound, (1) CD-ROM (with PDF copy) and three (3) bound original copies of the complete submittal.

**RFP: MAJOR UPDATE TO LCI PLAN
(SUGAR HILL, GEORGIA – RFP #17-001)**

City of Sugar Hill
5039 West Broad St
Sugar Hill, Georgia 30518
Attn: Planning Director

Certification

The undersigned declares that he or she has carefully examined all the documents contained in this Request for Proposals (RFP) solicitation for the project, and certifies to the best of his/her knowledge, that this Proposal fully complies with all of the requirements of the RFP and all addenda and clarifications issued in regard to the RFP.

The undersigned also hereby certifies that he or she (or, if he or she is the authorized representative of a company, the company) is the only person interested in this Proposal and any subsequent proposal; that it is made without any connection with any other person making any submission for the same work; that no person acting for, or employed by, the City is directly or indirectly interested in this Proposal or any subsequent proposal, or in any contract which may be made under it, or in expected profits to arise therefrom; that the undersigned Offeror has not influenced or attempted to influence any other person or corporation to file a Proposal or subsequent proposal or to refrain from doing so or to influence the terms of the Proposal or any subsequent proposal of any other person or corporation; and that this submission is made in good faith without collusion or connection with any other person applying for the same work.

The undersigned further states that he or she has the necessary licenses, certifications, and professional credentials necessary to practice their respective professions within the State of Georgia.

The undersigned states that he or she has carefully examined all of the information provided and representations made in this Proposal and the documents submitted with the RFP including all schedules, forms and materials, and certifies to the best of his/her knowledge, that this Proposal in its entirety is complete, true and accurate.

Acknowledgement of Addenda. By signing below, the interested Offerors **acknowledges receipt of the following addenda** to this RFP:

Addenda No. (if any) _____

SIGNED UNDER THE PENALTY OF PERJURY:

Signature: _____
(Signature of Authorized Representative)

Print Name: _____

Title: _____

Firm Name: _____

Date: _____

Project Number: _____

Project Name: _____

Appendix A: Scope of Work

Scope of Work

I. General: The work to be accomplished is in support of the following Atlanta Regional Commission (ARC) sub-element:

702 CAS - Livable Centers Initiative Investment Policy Studies (LCI)

II. Area covered: All the necessary services provided in this subgrant contract will support the study of LCI-related programs and projects within the City of Sugar Hill (see Exhibit A-1, Study Area Map).

III. Goal: The Atlanta Metropolitan Transportation Planning Area is included in a non-attainment area for ozone under the Clean Air Act Amendments of 1990. Because of this designation, the region must look toward better development practices that support increased use of transportation modes other than single occupant vehicles (SOV) to help reduce emissions and meet air quality requirements. The LCI Program seeks to increase the use of alternatives to driving alone by developing transportation projects and other programs to improve accessibility, expand mixed-uses, utilize transit and support further development in the study area. Evaluation of the existing structure and development of likely scenarios should produce recommendations for future investment that support ARC's Livable Centers Initiative Program.

IV. Work Tasks:

The City of Sugar Hill will prepare a major update to their existing LCI study. The purpose of this update is to keep the LCI plan relevant and produce new recommendations for implementation. The overall intent of the LCI plan should not change and updated goals, policies and action strategies must remain consistent with the LCI program goals.

The work to be accomplished under this contract is divided into the following tasks:

Task 1 – Existing Plan Assessment

The sponsor will conduct a thorough review and assessment of the existing LCI plan and any subsequent updates. The focus of the assessment will include, at a minimum, the following:

- Review the most recent LCI 5-year action plan and identify the status of each item listed (use ARC template)
- Review the recommendations and proposals of all other non-LCI plans and each item's status or relevancy
- Review existing plans' proposals for future land uses, development, zoning, transportation and public facilities and compare to conditions "on the ground" today.
- Conduct additional technical analysis on targeted subareas that have changed significantly since the last plan update, may include traffic analysis, walkability assessment,
- Identify issues in reaching full LCI plan consistency with local development regulations and other obstacles to plan implementation.

Task 2 – Market Analysis

Prepare a market or fiscal feasibility analysis that supports the plan recommendations and ensures the proposed plan is realistic.

The focus of the assessment will include, at a minimum, the following:

- Level of market opportunity and depth by land use and product type (i.e. how much and what type of retail is needed, overbuilt, etc.)
- Demand and feasibility assessment for retail, office, and industrial within the LCI area and assessment of competing retail, office, and industrial districts to the LCI area.
- Demand and feasibility for recreation and tourism based uses within the LCI area.
- Identify best practice and/or new development incentives or financing mechanisms for including public and private sources of funding.

Task 3 – Public Input

The goal of this task is to develop a local planning outreach process that promotes the involvement of all stakeholders in the study area, with efforts and accommodations made to include low to moderate income, minority, and elderly or disabled citizens. The sub-grantee will identify all stakeholders and facilitate their involvement in the study process. These tasks will be documented through meeting notices, meeting summaries and other written communications. Responses and acknowledgement of public comments will be addressed in the study reports. The public involvement process shall, at a minimum, include the following components:

- *Project Management Team*
The sub-grantee shall establish a Project Management Team that includes a representative from the sub-grantee, the consultant, and ARC. This team shall meet or hold a conference call monthly to discuss the study progress and advise on public involvement and other planning process issues.

- *Core Team*
A core team shall be established that includes the members of the Project Management Team along with a representative from key stakeholder groups in the study area. The Core Team must include representatives from relevant state, regional and local government departments responsible for land use planning, transportation and housing (including applicable housing authorities/agencies). Representatives from non-profit organizations that provide services in the study area should also be included on the Core Team. The Core Team will meet monthly.

This team shall, at a minimum, meet one week prior to each of the general public meetings described below. The key responsibility of the Core Team is to review and comment on materials to be presented at public meetings, help advertise meetings, and distribute information to the larger community.

- *General Public Meetings*
During the study process, the sub-grantee shall make a reasonable effort to involve all stakeholders in the study area, including property owners, residents, business owners and employers/employees. The public involvement process should include a variety of methods, times, and techniques to reach the broadest range of stakeholders possible (i.e. workshops, charrettes, forums, surveys, open houses, community events, etc.) and should seek to include family and child-friendly formats to the extent possible. The Project Team and Core Team must be notified of all meetings taking place.

A minimum of **three (3) General Public Meetings**, in a format determined by the project team, must be held. The following topics/milestones should be covered by the public meetings (at a minimum):

- Provide overview of study process, the goals of the study, key dates, and opportunities for public input.
 - Solicit opinions on goals and objectives of the study, and needs, strengths, weaknesses, opportunities and threats in the study area.
 - Review preliminary findings, present draft plan and gather comments.
 - Seek approval for final plan documents.
- *Final Plan Review and Transportation Coordination Meeting*
A transportation project coordination meeting, and final plan review by ARC, is required to be conducted prior to finalizing the LCI plan recommendations. A single combined meeting can be held in lieu of two separate meetings if feasible. To ensure the transportation projects are feasible, the coordination meeting should include all affected organizations (such as GDOT, Gwinnett County, City Public Works, etc.) to discuss potential projects prior to the transportation improvement list being finalized.

Task 4 – Update/Develop a Plan

Review the existing plan and update the goals, policies, and action strategies based on the findings of Task 1, 2, and 3 along with changing conditions/priorities in the community. Prepare a detailed development concept plan. At a minimum, this study will assess and update the subject area’s current land use patterns, transportation patterns and urban design elements, including pedestrian, bicycle and transit access; access to jobs, retail and neighborhood services; diversity of dwelling types; and design for healthy living and social interaction. This analysis should be coordinated with other completed studies, programs, developments and organizations. At a minimum, this study will evaluate and address the following information:

1. Existing conditions, land uses, zoning, transportation facilities, environmental constraints, previously completed plans and studies, permitted developments and projects in the pipeline.
2. Development concept plan, overall visions and goals, and land use and policy proposals that address:
 - a) Efficiency/feasibility and mix of land uses appropriate for future growth including new and/or revised land use regulations needed to complete the development program.
 - b) Mixed-income housing, job/housing match and social issues.
 - c) Urban scale greenspace and pocket parks.
 - d) Economic development strategies that would support the study area, including strategies related to tourism and recreation as appropriate.
3. Transportation assessment and recommendations which include:
 - a) Transportation demand reduction measures.
 - b) Internal mobility improvements including traffic calming, pedestrian and bicycle circulation, transit access, and safety and security of all modes.
 - c) Continuity of local streets in study area and extension of the street grid.
4. Implementation strategy that has the support of the community and public and private stakeholders, and addresses community organization, management, promotion, and economic restructuring to ensure implementation.

Task 5 – Prepare Project Deliverables

The goal of this task is to compile the results of the overall work effort, the study process, relevant findings, and recommendations into a final study/plan document. The final study document shall include the following (not necessarily in this order):

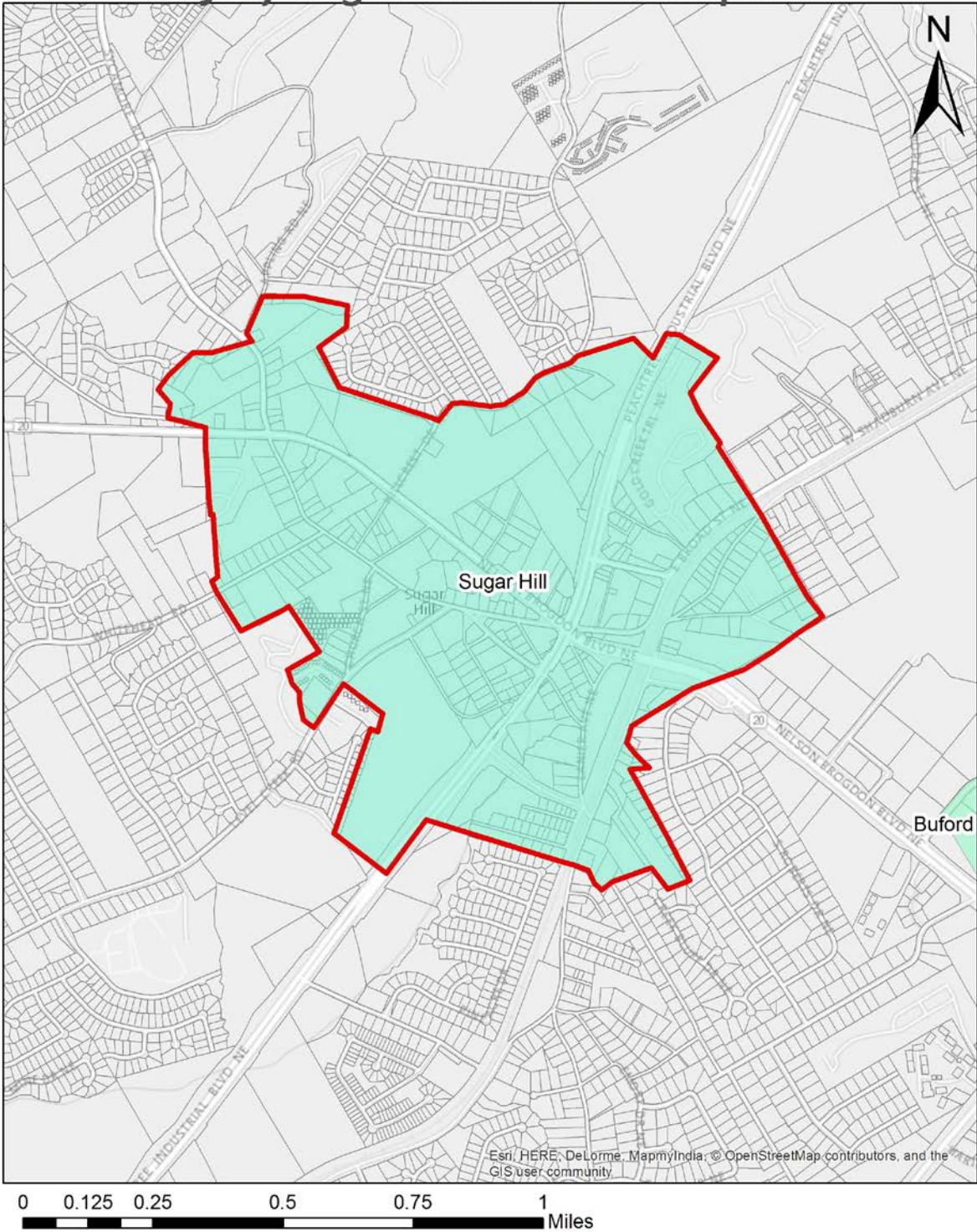
- **Summaries of the plan development process:**
 - a) A description of the study process and methodology, data gathering techniques and findings, and general outcomes.
 - b) A description of the public participation process used to achieve a community-supported program of improvements.
- **Existing conditions summary, including:**
 - a) Maps, concept illustrations, and other graphic representations to support the plan including (but not limited to): the study area, existing land use, future land use, existing transportation facilities, and proposed transportation improvements.
 - b) Existing and projected population and employment data, including the following:
 - Number of existing and anticipated housing units and population
 - Distribution of proposed housing units by type
 - Number of existing and anticipated jobs
 - Square feet of future non-residential development
 - c) Identify locations of stream buffers, floodplains, and potential stormwater management issues
- **Market/Fiscal Feasibility Analysis:**

Include a summary of the market study findings in the planning document and executive summaries, and provide the full market/fiscal feasibility report as an appendix.
- **Implementation Strategy:**
 - a) Describe the organizational structure and process that will be used to ensure the action plan items are implemented. Focus should be given to collaboration opportunities with other organizations and strategies to ensure continued support from local elected officials, citizens and businesses.
 - b) A 100-day Action plan shall be developed to include no-cost or very low-cost actions and organizational steps needed to keep momentum going and the stakeholders involved and sharing responsibility for the plan's success.
 - c) An evaluation process used to monitor plan implementation and update the action plan every five years (or more often if need), should be identified.
- **Five-year Implementation Plan (aka Schedule of Actions):** Using the "5 Year Implementation Plan" template provided by ARC, create a list of all actions and projects that are planned in the study area to implement the study goals, programs, and projects. Schedules should include estimated start date, completion date, cost estimate and responsible party. This short term implementation plan should include specific actions that implement the LCI plan, including, but not limited to:
 - a) A prioritized description of transportation improvement projects (local, state and federal) that will support the study area goals;

- b) Description of housing strategies, particularly for affordable and mixed income housing developments, that support a job-housing match, aging in place, and efficient utilization of transportation facilities in the study area; and,
 - c) A description of the changes necessary within the comprehensive plan, zoning ordinance, development regulations or other locally adopted plans or policies to support the concept plan, including a committed schedule for adopting such changes.
- **Format of Final Deliverables:**
 - One (1) printed copy of the complete final report and appendices (8.5"x11")
 - PDF file of Final Report and all appendices
 - The 5-Year Implementation Plan in Excel using the ARC template.
 - All electronic files in their original formats (e.g. MS Word, Excel, InDesign, etc.) with supporting graphics and GIS shape files.

Appendix B: Study Area Map

City of Sugar Hill LCI Plan Update



Firm Name: _____

SCHEDULE A – BUSINESS OWNERS: Interested Offeror **MUST** provide the following information and **attach a copy of the resume for each and every business owner of the team (each firm)** for this Project.

NAME	TITLE	ROLE/JOB RESPONSIBILITIES/ SCOPE OF WORK	# OF YEARS W/FIRM	EDUCATION/EXPERIENCE

Firm Name: _____

SCHEDULE B – MANAGEMENT PERSONNEL: Interested Offerors **MUST** provide the following information and **attach (1) an organizational chart and (2) copies of the resumes** for each person who will have any direct management responsibility for the Project, including but not limited to, project executives, project managers, project superintendents, etc for this Project.

NAME	TITLE	ROLE/JOB RESPONSIBILITIES/ SCOPE OF WORK	# OF YEARS W/FIRM	EDUCATION/EXPERIENCE	COMPLETED PROJECTS

Firm Name: _____

Firm Name: _____

SCHEDULE E - LAWSUITS: Interested Offerors are required to list of all lawsuits in which the Offerors is a defendant or defendant-in-counterclaim with regard to construction contracts within the last 3 years. Please include among the lawsuits requested in the previous sentence, payment bond lawsuits under G.L.c.149, §29 and mechanics lien lawsuits. If the lawsuit was pending at any time during the last three (3) years (which includes any lawsuit that was commenced, dismissed, or resolved by settlement or judgment during that time), then it must be listed. **DO NOT** include actions that primarily involve personal injury, workers' compensation claims, or where the sole cause of action involves the Offerors's exercise of its rights for direct payment. Joint ventures must provide information regarding lawsuits for each joint venture partner.

PROJECT NAME & LOCATION	PROJECT OWNER	DESCRIPTION OF LEGAL PROCEEDING (include caption of case, parties, location of proceeding, description of the dispute and status and/or outcome)

Firm Name: _____

SCHEDULE G - PROJECT REFERENCES: Interested Offerors are required to list references for prior work respondent Offerors has performed which appears in *Schedule C*.

PROJECT TITLE	COMPANY NAME	CONTACT PERSON/ADDRESS	TELEPHONE#	FAX#
	OWNER: DESIGNER:			
	OWNER: DESIGNER:			
	OWNER: DESIGNER:			
	OWNER: DESIGNER:			
	OWNER: DESIGNER:			

Firm Name: _____

SCHEDULE H - CREDIT REFERENCES: Interested Offerors are required to list a minimum of five (5) credit references from banks, suppliers and/or vendors.

CHECK ONE	COMPANY NAME	CONTACT PERSON	TELE#	FAX#
<input type="checkbox"/> BANK <input type="checkbox"/> SUPPLIER <input type="checkbox"/> VENDOR				
<input type="checkbox"/> BANK <input type="checkbox"/> SUPPLIER <input type="checkbox"/> VENDOR				
<input type="checkbox"/> BANK <input type="checkbox"/> SUPPLIER <input type="checkbox"/> VENDOR				
<input type="checkbox"/> BANK <input type="checkbox"/> SUPPLIER <input type="checkbox"/> VENDOR				
<input type="checkbox"/> BANK <input type="checkbox"/> SUPPLIER <input type="checkbox"/> VENDOR				

Firm Name: _____

SCHEDULE I - PUBLIC PROJECT RECORD: – Interested Offerors are required to list all completed public buildings during the past three (3) years. (Respondent Offerors may attach additional pages if necessary).

PROJECT INFORMATION	CONTACT INFORMATION Provide business and contact name, address, telephone and fax
PROJECT NAME: CONTRACT VALUE: SCOPE: START DATE: FINISH DATE:	AWARDING AUTHORITY: DESIGNER:
PROJECT NAME: CONTRACT VALUE: SCOPE: START DATE: FINISH DATE:	AWARDING AUTHORITY: DESIGNER:
PROJECT NAME: CONTRACT VALUE: SCOPE: START DATE: FINISH DATE:	AWARDING AUTHORITY: DESIGNER:

Firm Name: _____

SCHEDULE J – PRIOR REVENUE: – Interested Offerors are required to list prior revenue for the last three (3) fiscal years.

Firm's fiscal year runs _____ to _____.

YEAR	PRIOR ANNUAL REVENUE (\$)

Firm Name: _____

SCHEDULE K – REVENUE UNDER CONTRACT: – Interested Offerors are required to list revenue under contract for next three (3) fiscal years.

Firm's fiscal year runs _____ to _____.

YEAR	REVENUE UNDER CONTRACT (\$)

Firm Name: _____

Schedule M – PRICE PROPOSAL

Respondent / Offerors must complete the following:

Attach a hardcopy of fee schedule and electronically on CD.