

# PROPOSAL APPLICATION

1. Company Name: \_\_\_\_\_
2. License #: \_\_\_\_\_
3. Company Established Date: \_\_\_\_\_
4. Taxpayer ID #: \_\_\_\_\_
5. DUNS #: \_\_\_\_\_
6. Street Address: \_\_\_\_\_
7. Mailing Address: \_\_\_\_\_
8. Office Phone: \_\_\_\_\_
9. Cell Phone: \_\_\_\_\_
10. Email Address: \_\_\_\_\_
11. Office Hours: \_\_\_\_\_
12. Are you a Licensed Home Inspection or Construction Firm? Yes No
13. Is someone in your company HUD Uniform Physical Condition Standards (UPCS) Certified? Yes No
14. Do you use RD Means Residential Cost Data to calculate construction costs? Yes No
  - a) If yes, do you have current software? Yes No
  - b) If no, what method do you use to calculate rehabilitation or construction costs?  
\_\_\_\_\_  
\_\_\_\_\_
15. Are you a woman-owned or minority owned business? Yes No
16. Are you a Section 3\* contractor? Yes No
  - \*A Section 3 business is defined as either:
    - a) One that is at least 51% owned by a low-or-moderate income area resident or a Public Housing resident;
    - b) One where at least 30% of its current, permanent, full-time employees were low-or-moderate income are residents within the last three years; or
    - c) One that will subcontract at least 25% of its contract award funds to Section 3 businesses.
17. Attach evidence of licenses, certifications, training, and professional associations.
18. Attach proof of insurance to this form.
19. Attach current Georgia License to this form.

**20. Provide at least five references:**

Name	Address	Phone #
1.		
2.		
3.		
4.		
5.		

**21. Please provide the cost for each line item and a percentage of increase if the contract is renewed on an annual basis.**

Type of Work	Cost	Quantity	Increase Year 1
Inspection with work write-up and construction cost estimate		Per House	
Revision to modify work write-up		Per House	
Pre-Bid Contactor Construction Walk-through		Per House	
Inspections of contractors' rehabilitation work verifying pay requests submitted for accuracy to ensure all work items have been completed		Per Inspection	
A punch-list completion inspection		Per Inspection	
Approve change orders and ensure costs are necessary and reasonable		Per Change Order	
One-year Warranty Inspection		Per House	
Write new construction housing specifications.		Per House	
Attend pre-construction conference on an as-needed basis		Per House	
Lead-Based Paint Inspection		Per House	
Lead-Based Paint Risk Assessment and Project Design with costs		Per House	
Lead Clearance Report		Per House	
Asbestos testing		Per House	
Asbestos testing when additional samples are needed		Per Sample	
Asbestos clearance report		Per House	

**Authorization:**

I authorize the Southern Georgia Regional Commission to contact references and verify the above information. I certify that the above information is true and complete.

**Declaration:**

Proposer has carefully read and fully understands the full scope of the Specifications. Proposer has the capability to successfully undertake and complete the responsibilities and obligations of the Specifications.

This proposal may be withdrawn by requesting such withdrawal in writing at any time prior to proposal opening but may not be withdrawn after proposal opening date and time.

SGRC reserves the right to award or reject any or all proposals and to accept the proposal, which will, in its opinion, best serve the public interest. SGRC reserves the right to waive any technicalities and formalities in the Proposal.

I acknowledge that all additional questions and RFP addenda the SGRC has posted has been reviewed prior to submission of this proposal.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2024.

Being duly sworn deposes and says that he/she is \_\_\_\_\_ (Title) and that the answers to the foregoing questions and all statements herein contained are true and correct.

By:

\_\_\_\_\_  
Name of Corporation or Firm

\_\_\_\_\_  
Authorized Signature

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

Subscribed and sworn before me on this \_\_\_\_\_ day of \_\_\_\_\_ 2024.

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

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

**Appendix B, 49 CFR PART 20**  
**CERTIFICATION REGARDING LOBBYING**  
**Certification for Contracts, Grants, Loans, and Cooperative Agreements**

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for making lobbying contacts to an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form--LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions [as amended by "Government wide Guidance for New Restrictions on Lobbying," 61 Fed. Reg. 1413 (1/19/96). Note: Language in paragraph (2) herein has been modified in accordance with Section 10 of the Lobbying Disclosure Act of 1995 (P.L. 104-65, to be codified at 2 U.S.C. 1601, et seq.)]
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.
- (4) This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

*[Note: Pursuant to 31 U.S.C. § 1352(c)(1)-(2)(A), any person who makes a prohibited expenditure or fails to file or amend a required certification or disclosure form shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such expenditure or failure.]*

The undersigned certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the undersigned understands and agrees that the provisions of 31 U.S.C. A 3801, et seq., apply to this certification and disclosure, if any.

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*Signature of Proposer or Proposer's Authorized Agent*

*Date*

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*Printed Name*

*Title*

---

*Name of Individual, Partnership or Corporation*

## Certifications Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions

### Instructions for Certification

By signing and submitting this bid or proposal, the prospective lower tier participant is providing the signed certification set out below.

1. It will comply and facilitate compliance with U.S. DOT regulations, “Nonprocurement Suspension and Debarment,” 2 CFR part 1200, which adopts and supplements the U.S. Office of Management and Budget (U.S. OMB) “Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement),” 2 CFR part 180.
2. To the best of its knowledge and belief, its Principals and Subrecipients at the first tier:
  - a. Are eligible to participate in covered transactions of any Federal department or agency and are not presently:
    1. Debarred
    2. Suspended
    3. Proposed for debarment
    4. Declared ineligible
    5. Voluntarily excluded
    6. Disqualified
  - b. Its management has not within a three-year period preceding its latest application or proposal been convicted of or had a civil judgment rendered against any of them for:
    1. Commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction, or contract under a public transaction,
    2. Violation of any Federal or State antitrust statute, or,
    3. Commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making any false statement, or receiving stolen property,
  - c. It is not presently indicted for, or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with the commission of any of the offenses listed in the preceding subsection 2.b of this Certification
  - d. It has not had one or more public transactions (Federal, State, or local) terminated for cause or default within a three-year period preceding this Certification
  - e. If, at a later time, it receives any information that contradicts the statements of subsections 2.a – 2.d above, it will promptly provide that information to FTA
  - f. It will treat each lower tier contract or lower tier subcontract under its Project as a covered lower tier contract for purposes of 2 CFR part 1200 and 2 CFR part 180 if it:
    1. Equals or exceeds \$25,000
    2. Is for audit services
    3. Requires the consent of a Federal official

g. It will require that each covered lower-tier contractor and subcontractor:

1. Comply and facilitate compliance with the Federal requirements of 2 CFR parts 180 and 1200, and
2. Assure that each lower-tier participant in its Project is not presently declared by any Federal department or agency to be:
  - (i) Debarred from participation in its federally funded Project,
  - (ii) Suspended from participation in its federally funded Project,
  - (iii) Proposed for debarment from participation in its federally funded Project,
  - (iv) Declared ineligible to participate in its federally funded Project,
  - (v) Voluntarily excluded from participation in its federally funded Project, or
  - (vi) Disqualified from participation in its federally funded Project, and
3. It will provide a written explanation as indicated on a page attached in FTA's TrAMS platform or the Signature Page if it or any of its principals, including any of its first-tier Subrecipients or its ThirdParty Participants at a lower tier, is unable to certify compliance with the preceding statements in this Certification Group.

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*Signature of Proposer or Proposer's Authorized Agent*

*Date*

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*Printed Name*

*Title*

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*Name of Individual, Partnership or Corporation*

**PROPOSER CERTIFICATIONS O.C.G.A. sect 45-10-20– CONFLICT OF INTEREST**

This document must be fully completed, signed by an authorized representative of the Proposer, notarized and submitted with the Proposer’s technical proposal.

1. I certify that, if awarded a contract, the Proposer will deliver goods and services, which will meet or exceed the specifications set forth in this RFP, the Proposal and the terms of the final contract between the Proposer and TRRC.
2. I certify on behalf of the Proposer that this Proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a proposal for the same materials, supplies, equipment or services and is in all respects, fair and without collusion or fraud. I understand that collusive behavior surrounding formal solicitations is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards. I agree to abide by all conditions of the Proposal and certify that I am authorized to sign this Proposal for the Proposer.
3. I certify that the Proposer has not violated and will not violate the provisions of the Official Code of Georgia Annotated, Section 45-10-20 et. seq.
4. I certify that this Proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a Proposal for the same materials, supplies, services, or equipment and is in all respects, fair and without collusion or fraud. I understand collusive behavior surrounding formal solicitations is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards. I agree to abide by all conditions of this RFP and certify that I am authorized to sign this Proposal for the Proposer.

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

\_\_\_\_\_  
*Proposer Name*

\_\_\_\_\_  
*Proposer Title*

\_\_\_\_\_  
*Proposer Signature*

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

**CERTIFICATION REGARDING A DRUG-FREE WORKPLACE**

The undersigned certifies that it will or will continue to provide a drug-free workplace by:

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (b) Establishing an ongoing drug-free awareness program to inform employees about:
  - 1) The dangers of drug abuse in the workplace;
  - 2) The contractor's policy of maintaining a drug-free workplace;
  - 3) Any available drug counseling, rehabilitation, and employee assistance programs; and
  - 4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (c) Making it a requirement that each employee to be engaged in the performance of the contract be given a copy of the statement required by paragraph (a);
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:
  - 1) Abide by the terms of the statement; and
  - 2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- (e) Notifying the agency in writing, within ten calendar days after receiving notice under paragraph (d)(2) from an employee or otherwise receiving actual notice of such conviction.
- (f) Taking one of the following actions, within 30 calendar days of receiving notice under paragraph (d)(2), with respect to any employee who is so convicted:
  - 1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended;  
**or**
  - 2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).

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*Signature of Proposer or Proposer's Authorized Agent*

*Date*

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*Printed Name*

*Title*

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*Name of Individual, Partnership or Corporation*

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*Individual, Partnership or Corporation Address*

## AUTHORIZATION FOR INFORMATION

The undersigned hereby authorized and requests any person, firm, or corporation to furnish any information requested by SGRC in verification of the recitals comprising this Statement of Proposer's Qualifications that I, being duly sworn deposes and says that the answers to the foregoing questions and all statements contained and true and correct.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Name of Individual, Partnership or Corporation

\_\_\_\_\_  
Signature of Proposer or Proposer's Authorized Agent

State of \_\_\_\_\_ County of ( \_\_\_\_\_ )

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

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

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