SUBMISSION/ RESPONSE FORMS FOR
RFQ 2020-2021 Art on the BeltLine
Open Call for
Exhibition Support Positions

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Family Paint Day Facilitator
SUBMISSION/RESPONSE FORMS REQUIREMENTS

Please legibly print and sign the following forms. Some forms may require notary attestation. Additional forms and/or requirements may be necessary for contract execution for the selected respondents.

- **(Exhibit A)** Insurance Requirements - viewed
- **(Exhibit B)** Ex Parte Communication - viewed
- **(Exhibit C)** ABI Disadvantaged Business Enterprise DBE Program - viewed
- **(Exhibit D)** S.A.V.E. affidavit under O.C.G.A §50-36-1(e)(2) Atlanta Beltline, Inc. Affidavit - completed and included with submittal
- **(Exhibit E)** Subcontractor Affidavit under O.C.G.A. § 13-10-91 – if applies, completed and included with submittal
- **(Exhibit F)** Disadvantaged Business Enterprise (DBE) Utilization Plan – if applies, include with submittal
- **(Exhibit G)** Sample agreement(s) – viewed

Please download required submission forms above with the all required support position qualifications and requirements. Compile and include all documents in one single pdf format for submission at [https://arcg.is/1rbuzL0](https://arcg.is/1rbuzL0).

*Your submittal will be rejected if it does not adhere to these requirements*
EXHIBIT A

Insurance Requirements:
1 – Provide evidence of commercial general liability insurance in the amount of $1M per occurrence and $2M in the aggregate.

2 – Provide evidence of either personal or business auto liability coverage in an amount acceptable to ABI.

3 – Provide evidence of statutory workers comp coverage, if required by law (i.e., if technical positions and/or Art Professional has 3 or more employees).

4 – List Atlanta BeltLine, Inc. (ABI) as the Certificate Holder on the general and auto liability policies.

5 - Name Atlanta BeltLine, Inc. as an Additional Insured on the general and auto liability policies, and include waiver of subrogation.

EXHIBIT B.

Ex Parte Communication:

Please note that to ensure the proper and fair evaluation of a proposal or bid, ABI prohibits ex parte communication initiated by a bidder, respondent or offeror to an ABI employee, consultant, contractor, volunteer, board member, graduate or undergraduate fellow, City of Atlanta official (i.e. city council member, mayor, etc.), or any ABI affiliates, evaluating or considering the proposal or bid prior to the time a selection has been made. Communication includes but is not limited to fax, phone call, email and in-person. Communication between a bidder, respondent, or offeror and ABI must be directed in writing to the Procurement Officer or other contact person designated by ABI only. The ABI Procurement Officer or designated contact person will obtain the information or clarification needed. Ex parte communication may be grounds for disqualifying the offending bidder, respondent, or offeror from consideration or award of a bid or proposal (or any solicitation), and repeat offenders may be disqualified from responding to solicitations for future projects. After this RFQ has been published and until a contract has been fully executed, no respondent shall make direct contact with any member of ABI staff other than the persons listed on the first page of this RFQ. Furthermore, during its pendency, the procurement process is strictly confidential, and no person shall attempt to contact any ABI employee, board member, officer, or director regarding any portion of the process that has not been made public. Notwithstanding the foregoing, all communication regarding any open and/or pending procurement must be directed to the ABI Procurement Manager or the ABI Procurement Officer.
EXHIBIT C

ABI DISADVANTAGED BUSINESS ENTERPRISE (DBE) PROGRAM DBE PARTICIPATION

ABI is committed to the practice of non-discrimination in the selection of team members and relationships with sub-contractors with a desire to reflect diversity in the participation of companies engaged in the Atlanta BeltLine project. ABI strongly encourages participation by Female Business Enterprises ("FBE"), Minority Business Enterprises ("MBE"), Small Disadvantaged Businesses ("SDB"), Women’s Business Enterprise (WBE), and Small Business Enterprises ("SBE") in all contracts issued by ABI. These enterprises shall be collectively referred to herein as Disadvantaged Business Enterprises ("DBEs"). It is anticipated that as a part of a responsive submittal and proposal, DBE participation will be included. The Atlanta BeltLine Project has a DBE goal has been set at 30%.

However, nothing herein should indicate that a DBE may not apply and be selected independently, as DBEs that meet the qualifications of this RFQ are encouraged to submit their qualifications for consideration. In order to participate as a DBE on any contract resulting from this solicitation, said DBE must be certified (as an FBE, MBE, SDB, SBE, WBE, or DBE) through GDOT, the Georgia Minority Supplier Development Council, Women’s Business Enterprise Network Council, and the U.S. Small Business Administration, or the City of Atlanta. SBEs must be registered with the City of Atlanta and are defined in Section 2-1357 of Division 9 of the City of Atlanta Code of Ordinances, as amended. ABI maintains data on the utilization of DBE entities on all contracts with the utilization of ABI’s Subcontractor/Sub-consultant Utilization and DBE Participation Certification.

Each person or firm submitting qualifications or a response to the Support Positions ABI shall list any and all Female, Minority, Small Disadvantaged Business, Small Business Enterprises, Women Business Enterprise and/or Disadvantaged Business Enterprises (FBE, MBE, SDB, SBE, WBE, and/or DBE) that have been or will be utilized on any contract resulting from this solicitation; the amount of revenue received or to be received by the DBE; and the percentage of the overall scope of services the specific DBE will provide under the contract. All invoices should be in a format approved by ABI and reflect the sums to be received by DBEs (FBEs, MBEs, SDBs, WBE, and SBEs) from the total payment to be received by the respondent. The invoices should also reflect a total amount of compensation paid to date to the respondent and each DBE participant along with their corresponding percentage of the total compensation received. Respondent will also be responsible for submitting lien waivers from each of its DBE participants for all payments received, where necessary, and affirm that the respondent is current with all payment obligations due to the DBE participants at the time of the submission of an invoice for payment. Respondent shall be deemed a constructive trustee of the funds paid to it that are to be disbursed to a specific DBE participant. Failure to pay sums due to DBE participants shall be deemed a material breach of the terms of any agreement to which respondent may become a party as a result of its selection as the apparent successful respondent.

Persons or firms interested in obtaining applications for certification should contact one or more of the following organizations:
City of Atlanta: Office of Contract Compliance (FBE/MBE/SBE Certification): 55 Trinity Avenue, Atlanta, Georgia 30303, Tel: (404) 330-6010, Fax: (404) 658-7359.

U.S. Small Business Administration (SDB certification): acceptable provided certification reflects minority or women-owned status. Requirements are found at www.sba.gov.

Georgia Department of Transportation (DBE Certification): One Georgia Center, 600 West Peachtree NW, Atlanta, GA 30308, Tel: (404) 631-1990. DBE Helpdesk: (404) 631-1273.

MARTA (DBE Certification): 2424 Piedmont Road NE, Atlanta, GA 30324, Tel: (404) 848-5270 Fax: (404) 848-4302.

Georgia Minority Supplier Development Council, Inc. (MBE Certification): 759 West Peachtree Street, Suite 107, Atlanta, GA 30308, Tel: (404) 589-4929.

U.S. Department of Transportation (DBE and ACDBE Certifications): The DBE and Airport Concessions Disadvantaged Business Enterprise (ACDBE) Programs require that all U.S. DOT recipients of federal assistance participate in a statewide Uniform Certification Application (UCP). The UCP is a one-stop certification program that eliminates the need to obtain certification from multiple agencies within the State of Georgia. For more information, go to the USDOT website: https://www.transportation.gov/civil-rights/disadvantaged-business-enterprise/uniform-certification-application-english

Women's Business Enterprise Network Council -WBENC (WBE Certification): 1120 Connecticut Ave, NW, Suite 1000, Washington, DC 20036; Tel: 202.872.5515; support@wbenc.org; https://wbenc.wbenclink.org/

A person or firm selected by the respondent can only satisfy one of the three categories. The same person or firm may not, for example, be listed for participation as an MBE organization and an SBE organization even if the level of participation exceeds each category's goal. All persons or firms must be registered or certified prior to the submittal of the proposal, bid, or qualifications, as applicable. A respondent is at risk in that there may be an issue of time to certify or register if it intends to use a person or firm that is not certified or registered at the time the proposal is submitted. Applicants must include copies of MBE, FBE, SDB, WBE, and/or DBE certifications for the contractors and subcontractors listed in their submittal and proposal packages, if any. ABI is an Equal Opportunity Employer.
EXHIBIT D
S.A.V.E. AFFIDAVIT UNDER O.C.G.A §50-36-1(e)(2)
ATLANTA BELTLINE, INC. AFFIDAVIT
VERIFYING STATUS FOR RECEIPT OF PUBLIC BENEFIT

By executing this affidavit under oath, as an applicant for a Consulting Services contract with Atlanta BeltLine, Inc., or other public benefit as provided by O.C.G.A. §50-36-1, and determined by the Attorney General of Georgia in accordance therewith, I verify one of the following with respect to my application for a public benefit from Atlanta BeltLine, Inc.:

1) ___________ I am a United States Citizen.

2) ___________ I am a legal permanent resident 18 years of age or older.

3) ___________ I am an otherwise qualified alien or non-immigrant under the Federal Immigration and Nationality Act with an alien number issued by the Department of Homeland Security or other federal immigration agency.
   
   My alien number issued by the Department of Homeland Security or other federal immigration agency is: ____________________________________.

The undersigned applicant also hereby verifies that he or she is 18 years of age or older and has provided at least one secure and verifiable document as required by O.C.G.A. §50-36-1(e)(1) with this Affidavit. The secure and verifiable document provided with this affidavit is:

______________________________________________________________

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

Executed in __________________ (city), __________________ (state).

______________________________________________________________

Signature of Applicant                                      Date:

______________________________________________________________

Printed Name of Applicant:

Sworn to and subscribed before me
This _____ day of ________________, 20__

______________________________________________________________

Notary Public
My commission expires: ___________________  [NOTARY SEAL]
EXHIBIT E
Subcontractor Affidavit under O.C.G.A. § 13-10-91

By executing this affidavit, the undersigned Subcontractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract with ______________ (insert name of Contractor) on behalf of ATLANTA BELTLINE, INC. has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned Subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the Subcontractor with the information required by O.C.G.A. § 13-10-91. Additionally, the undersigned Subcontractor will forward notice of the receipt of an affidavit from a sub-subcontractor to the Contractor within five business days of receipt. If the undersigned Subcontractor receives notice that a sub-subcontractor has received an affidavit from any other contracted sub-subcontractor, the undersigned Subcontractor must forward, within five business days of receipt, a copy of the notice to the Contractor. Subcontractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number

____________________________________________
Date of Authorization

____________________________________________
Name of Subcontractor

____________________________________________
Name of Project

____________________________________________
Name of Public Employer
I hereby declare under penalty of perjury that the foregoing is true and correct.
Executed on ~~~_______, 20__ in ______________ (city), _____ (state).

By: ______________________________
Signature of Authorized Officer or Agent

____________________________________________
Printed Name and Title of Authorized Officer or Agent

Subscribed and Sworn before me on this the
~~~_______ day of ______________, 20 __.

________________________________
NOTARY PUBLIC
My Commission Expires: 

[NOTARY SEAL]
EXHIBIT F
DISADVANTAGED BUSINESS ENTERPRISE (DBE) UTILIZATION PLAN

Name of Respondent ________________________________________________________

PROPOSAL PERCENTAGE MBE: __________
PROPOSAL PERCENTAGE FBE: __________
PROPOSAL PERCENTAGE SBE: __________

TOTAL DBE PARTICIPATION AS A PERCENT OF TOTAL PROJECT = _________________%

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<th>DBE Firm Name</th>
<th>Description of Work</th>
<th>% Of Project</th>
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Name of Firm: _____________________________________________________________
(Include DBE Certificates)
EXHIBIT G

SAMPLE AGREEMENTS

View the Sample Agreements below at: https://beltline.org/procurement/#solicitations

G1. Exhibition Foreman
G2. Exhibition Conservator
G3. Exhibition Documentation (Photography and Videography)
G4. Family Paint Day Facilitator