

**REQUEST FOR  
QUOTE**

**Cartersville Parks  
and Recreation  
Master Plan**

**Release Date:**

**January 10, 2024**

**Deadline for**

**Questions:**

**January 18,  
2024**

**RFQ Due Date:**

**January 23, 2024**

**CITY OF CARTERSVILLE**

**REQUEST FOR QUOTE  
CARTERSVILLE PARKS AND RECREATION  
MASTER PLAN UPDATE**

The City of Cartersville, Georgia (pop approx. 23,000) is now accepting proposals from professional firms to update the current City of Cartersville Parks and Recreation Master Plan and to develop a comprehensive plan for the next 10 years. The previous Master Plan was dated March 2008, prepared by Ross and Associates. The previous Master Plan is available for viewing prior to submission of a proposal for the Master Plan update. The Master Plan will become an element of the City of Cartersville Comprehensive Plan and will require the approval of the Mayor and City Council.

Bid documents shall be obtained at no cost from the city website or by requesting the package via email from [sroberts@cartersville.org](mailto:sroberts@cartersville.org). Response to this RFQ must be in the form of a formal proposal with two printed copies and a flash drive. The envelope containing the bids must be sealed and designated on the outside of the envelope as “**RFQ – RECREATION MASTER PLAN**” to be considered. Any bid received after the date and time specified shall not be considered. The City of Cartersville reserves the right to reject any or all proposals, waive informalities, or accept any proposal, which appears to serve their best interest in the sole determination and judgment of the City of Cartersville. Submit sealed proposals to Steve Roberts Director of Parks and Recreation, 100 Pine Grove Rd., Cartersville, Georgia, 30120 no later than January 23, 2024, 3:00pm local time.

**BACKGROUND**

Cartersville is located in south-central Bartow County, 42 miles northwest of downtown Atlanta and 76 miles southeast of Chattanooga, Tennessee.

The City of Cartersville has a population of approximately 23,100 residents that consist of a diverse community.

Cartersville is governed by a City Council-City Manager form of government. The current Parks and Recreation department budget is approximately 4.8 million dollars, annually.

Listed below are our current 11 neighborhood parks.

Dellinger Park	Sam Smith Park	Cartersville Sports Complex
Cartersville Soccer Complex	Hicks Park	Clarence Benham Park
Deerfield Park	Matthew Hill Park	Northtowne Park
Rotary Park	Pine Mountain Recreation Area	

Dellinger Park is an active park, approximately 114 acres with 6 baseball/softball fields and one concession building, two standalone restrooms, two playgrounds, tennis clubhouse with twelve tennis courts and six pickleball courts. Dellinger Park also has one football stadium, one swimming pool with a splash pad and concession, two outdoor basketball courts and four pavilions. Our main Administrative Office Building is located in Dellinger Park as well. The building consists of office space, lobby, restroom and break area. The parks maintenance shop

and barn are located behind the pool area. There are also over 3.5 miles of trails at Dellinger Park.

Sam Smith Park is a 202-acre park that consists of 2.4 miles of asphalt walking trails. Sam Smith is home to the Senior Aquatic Center. The Senior Aquatic Center has a therapeutic pool, offices, men's and women's locker rooms and a lobby area. Sam Smith Park will soon be home to a new boat launch and parking lot.

Cartersville is home to over 30 miles of trails. Pine Mountain is the crown jewel of the trail system. Pine Mountain has two trail heads and 6.85 miles of trails.

## **OBJECTIVE**

The objective of the Parks and Recreation Master Plan is to express the community's objectives, needs and priorities for leisure space, programs, services, and facilities. This plan will act as a guide for local policy formulation, decisions and discussion-making process for future Parks and Recreation Department green space and programs, to meet the needs of the residents of Cartersville.

## **SCOPE OF WORK**

**Work Plan- The Consultant will provide the City with a final work plan within 10 days of the award of the contract by the Mayor and City Council.**

### **1. Community Profile:**

Research and identify unique qualities, geography, demographics, and trends specific to the Cartersville community that will affect Master Plan considerations for the future.

### **2. Inventory and Assessment- Parks System Resources:**

- A. Develop strategies and information needs with staff, then prepare and conduct a scientific community-wide needs assessment (including public opinion profile) and other public input surveys to determine current interests and levels of park use, future parks development needs and interests, public priorities and willingness to support different funding levels and funding options now and in the future; identify and discuss major issues/concerns specific to Cartersville; survey process should be statistically valid and meet professional standards;
- B. Evaluate community access to parks, facilities, and services; establish local planning guidelines and standards based on state and national standards for adequate access to recreation facilities and parks (consider pertinent park types i.e.: neighborhood, community, regional as well as greenways, open space, and parkland corridors); prepare an analysis of existing and future neighborhood areas, projected service populations, and parkland allocation recommendations within the anticipated urban growth boundary over a ten-year period based on growth, transportation, and safety; identify and discuss current and anticipated access issues including barriers to participation; make specific

recommendations addressing access solutions and future needs including park land acquisition and development;

- C. Identify, inventory, and rank unique natural and other open space resources for potential park system acquisition and/or parks development including “trail networks,” re-evaluate the “criteria for park land acquisition” policy which defines acquisition priorities, satisfies long range maintenance objectives, and accomplishes parks system master plan goals and implementation schedules toward establishing an integrated network of park resources and facilities within the fiscal limitations of the community;
- D. Review Cartersville’s current planning and economic development ordinances pertinent to parks development issues; propose amendments and/or new ordinances as needed to accomplish parks development goals and objectives; and
- E. Provide evaluation and analysis of current management and operations practices giving specific attention to parks maintenance and staffing with recommendations pertinent to future growth of parklands. Continued consideration should be given to parkland buildings and facilities, and related services. Project cost-effective funding levels necessary to adequately sustain recommended levels of maintenance and service in these areas. GRPA and/or NRPA “levels of maintenance standards” should be used to help define recommendations.

### **3. Inventory and Assessment: (Recreation Programs and Services)**

- A. Inventory available recreation programs, recreation facilities, and related services;
- B. To work with staff to evaluate existing levels of recreation program services and determine adequacy of current recreation opportunity for all city residents. Includes community center, activities, programs and services;
- C. Conduct a scientific community-wide needs assessment (can be combined w/parks assessment) to determine current levels of participation, and public satisfaction with existing programs, recreation facilities, and services. Determine public interests, desires, expectations, and priorities for the future including the public’s willingness to fund expanded programs and services. Project future participation trends, needs, and issues of “equitable distribution of service, additional parks feature and opportunity” for all ages and income levels. Survey process should be statistically valid and meet professional standards;
- D. Identify specific areas of public need and community interest with regard to program types (sports, outdoor, aquatic, cultural arts, special events, etc.) and populations served (children, teens, adult, senior, and family, disabled. Include issues of ethnic diversity);
- E. Analyze and discuss access and opportunity to participate in programs and services with regard to daily/weekly time-frames and schedules, seasonal adjustments and other factors affecting participation choices. Make recommendations to improve planning and scheduling effectiveness to maximize opportunity and participation; and

- F Review and evaluate current public relations, publicity, marketing, and other promotional efforts to determine effectiveness within the community. Recommend cost effective methods and practices that will improve public awareness of programs and services.

#### **4. Funding:**

- A. Provide a thorough analysis of existing funding practices, sources of funds, and funding levels for both “parks and facilities” and “recreation programs and services;”
- B. Project long-range funding levels required to support Master Plan goals and objectives relative to anticipated growth, development, and long-term maintenance; describe methodologies and models used to determine projected costs;
- C. Identify new or alternative sources of funds that might reasonably be developed to supplement existing funding methods; Identify and discuss new funding practices (i.e.: inter-agency or public-private partnerships, other) that might present long-term funding stability; and
- D. Recommend a long-term funding strategy(s) that combines and incorporates a diversity of funding options and techniques that will effectively support and achieve Master Plan goals and objectives for both parks development and recreational services.

#### **5. Community Involvement:**

Involve as many Cartersville residents in the development of the Master Plan as possible. To encourage community-wide involvement, utilize several public input methodologies (neighborhood meetings, community forums, questionnaires, presentations, focus groups, newsletters, displays, and telephone surveys). *Public involvement is a critical component to the study.*

#### **6. Comparative Analysis:**

- A. Compare findings and recommendations for Cartersville to recognized national and state standards as well as adopted “levels of service” from similar size cities in Georgia.
- B. Based on citizen input and community profile, identify and address major issues, concerns, and challenges specific to Cartersville that will affect parks, open space, and recreation service decisions now and in the future.
- C. Propose parks, recreation, and open space recommendations that are progressive while remaining prudent for communities with like resources.

#### **7. Master Plan Document:**

- A. Compile findings and recommendations from above study components into one or more documents, which together identify community priorities and define Cartersville’s comprehensive Park, Recreation, and Open Space Master Plan for the future (10 yrs.).

- B. A separate “executive summary” of the Master Plan report shall be provided. An executive summary narrative will be included within all study component documents.
- C. A separate plan and design for Sam Smith Park using the findings and conclusions in the Master Plan. This would not include design documents, but a concept design of the property.

**The Master Plan shall include:**

A long-range vision for the Cartersville Parks and Recreation Department including specific goals and priorities that incorporate all findings from each of the above study components and particularly reflect community interest and significant levels of support based on survey results;

A well defined, long-range plan for an integrated network of parks, community facilities, bikeways, open spaces, and recreational corridors for the future; community parks and facilities resource maps that graphically identify the existing and proposed components of this system (this should include identification of park types, future acquisition and development plans, solutions addressing neighborhood and community access issues; and guidelines and proposals for creative uses of floodplain and/or other unique natural areas for low intensity recreation, resource protection, trails, connecting corridors, etc.)

A framework for maximizing citizen use and enjoyment of existing parks, facilities, and recreation services.

A framework for meeting future needs and achieving long-range parks system development and recreation program services goals.

A specific action plan for the next 10 years that implements standards, guidelines, policies, and recommendations of the Master Plan, particularly the Capital Improvement Plan (CIP) for parks system development. This plan should also address administration and management as well as maintenance and operations for both parks development and recreation program services.

Specific funding recommendations and strategies which support immediate (5yrs.) and long range (10 yrs) parks development and recreation program development needs while responding to the community’s attitudes and priorities as identified in the survey instrument. Recommendations should be based on specific cost projections identified under parks development goals (particularly the CIP) and projected growth of and demand for recreational services.

Maintenance and operations standards and guidelines for providing quality, safe and cost-effective maintenance operations, and practices. Determine funding and staffing levels required commensurate with maintenance and operations responsibilities.

Recommendations for improved public relations and communications to maximize community awareness and utilization of Parks and Recreation Department programs services.

*Firms submitting proposals are encouraged to revise and improve the request for proposal, including the work items as necessary, and to make subsequent modifications to the proposal before submission, as a*

*demonstration of their expertise and competence with quality consulting work and procedures.*

## **General Requirements of Consultant**

### **PUBLIC/STAFF INVOLVEMENT**

The consultant team will develop and utilize cost effective methods to generate and maximize public participation in the development of an updated Parks, Recreation and Open Space Master Plan. In addition, the consultant team will work with public officials and agencies.

The following meetings, surveys and reports are suggested as the minimum requirements to complete the Updated Master Plan:

1. One (1) orientation meeting with City staff and review the work plan, timeline, and details of the master plan process.
2. The consultant will hold regular meetings with city staff and review progress, present information, and recommend directions for the remaining portions of the project. These meetings will occur as needed but not less than once a month throughout the project period.
3. A minimum of one (1) meeting with the Parks and Recreation Advisory Board.
4. A minimum of one (1) random telephone survey of at least 500 city residents.
5. The consultant will plan and facilitate at least four (4) Community meetings to provide broad-based community input. The consultant will prepare and make presentations before the Mayor and City Council as necessary to accomplish support for and successful adoption of the Master Plan recommendations. This will include presentation of the draft as well as final Master Plan documents for approval.

The consultant shall review with the Director (s) of Parks and Recreation all prepared information for the public meetings at least three (3) days prior to the scheduled meeting.

### **DELIVERABLES**

The consultant shall deliver the following items:

1. Detailed Summary of existing conditions, inventories, and analysis
2. A citizen telephone survey that the City will own and administer.
3. Draft Master Plan, which will include the information in the scope of work.
4. Five (5) copies of the Draft Master Plan to be used for distribution and review plus one (1) flash drive to digitally distribute.

5. Appropriate written material and graphics (maps, slides, etc.) to be used for public presentations, to include a Current Map and a Final Map Plan outlining future Facility/Park development opportunities
6. Final Master Plan to include all elements listed in the scope of work.
7. Five (5) copies of the Final Master Plan and Five (5) copies of the Executive Summary Report of the Final Master Plan along with three (3) sets of slides and color graphs to be used by the City for reproduction. Two (2) flash drives of the Final Master Plan and Executive Summary Report so the Plan can be updated periodically.
8. Final Parks and Recreation Master Plan Map, which includes all parks, open space, and recreation facilities.

All written materials, graphics and data shall be delivered on paper, camera ready and in digital format consistent with the City's software.

The consultant shall insure the local adoption of the Cartersville Parks, Recreation and Open Space Master Plan within one hundred eighty (180) days of the award of the contract or other mutually agreed upon alternative deadline date based on time frames outlined in the firm's proposal.

#### **Items to be provided by the City of Cartersville**

1. The City will provide the use of existing city maps, aeriels and ARC View base map for review and reproduction purposes.
2. The City will provide existing studies and reports including Cartersville Comprehensive Plan, Urban Growth Plan, Transportation Plan, Land Use Inventory, Downtown Master Plan documents, and other pertinent community development plans, which may affect Master Plan decisions and recommendations.
3. The City will provide Cartersville Comprehensive plan policies, zoning ordinances, and land division ordinances pertinent to the Master Plan study.
4. The City will provide current financial and other parks development and recreational programs services data as necessary.
5. The City will schedule and facilitate City Council and Master Plan advisory committee meetings and prepare agendas as needed.
6. The City will perform other tasks related to the scope of work as negotiated with Consultant and the City will also provide copy of the previous Recreation and Parks Master Plan to help Consultant eliminate duplication of work that could result in savings to the City.

#### **Proposal Evaluation Criteria**

Submitted proposals will be evaluated by City staff following the closing date for submission. The review committee will use the following evaluation criteria and scoring system, total of 100 points.



1. The firm's overall qualifications and experience related to similar projects and their technical competence and resources to carry out the project successfully. (25 pts)
  - Provide a thorough background and qualifications summary;
  - Provide a list of the Project Manager and all key personnel to be utilized on the study, including a description of their qualifications and skills (include same for any sub-consultants on the project);
  - Describe the firm's understanding of community parks and recreation services and the issues commensurate to the provision of such services;
  - Include a thorough example of successful Park and Recreation Master Planning experience. Expertise with successful SDC studies must also be stated; and
  - References from three or more Master Plan projects of a similar nature are required (include owner's name, name of project, project contact person and phone number).
2. A demonstrated understanding of the project and the work required as well as the thoroughness and conciseness of the firm's proposal. (25 pts)
  - Provide a brief narrative indicating full understanding of the project and related work required;
  - Provide detailed narrative specifically describing how the Cartersville Parks, Recreation, and Open Space Master Plan study will be conducted (please address each component described in the scope of the project). Describe key work phases and a detailed description of specific tasks.
  - Describe anticipated person-hours by staff category applied to each task. This will demonstrate how consultant will focus effort within the project;
  - Project goals, anticipated outcomes, and time frames for completion including work Plan schedule (target completion date is one hundred eighty days (180) from award of the contract) proposers may suggest alternative. Key provisions of the proposal should be clearly identified with time frames.
3. Record of completing projects on time and within budget. (10 pts)
4. Positive record of working successfully with local government staff and advisory committee members and providing effective leadership within public forums in similar studies. (25 pts)
  - Include a discussion of roles for City staff, Master Plan advisory committee members, and consultants during the study period.
  - Provide an outline of how the Master Plan advisory committee can be most effective throughout the study period and how often they should meet during this period.

- Discuss strategies when requesting recommendation approvals from City councils and Planning Commissions.

5. Cost (15 pts)

Selection of a Consultant may be made directly from submitted proposals or the City may conduct supplemental interviews. If interviews are held, the City will schedule approximately 45 minutes for each interview. The selection criteria will remain the same as above.

### **Budget**

A budget of approximately \$120,000 has been established for the Cartersville Parks, Recreation, and Open Space Master Plan Update. If the consultant feels the scope of work for this project exceeds the available budget, the consultant will suggest where the scope may be reduced to meet budgetary constraints without compromising the utility of the Update for the City’s long-range decision-making process. As an alternative, the consultant may indicate the amount of additional funds required to complete the study.

### **Project Compensation Submission Requirements**

1. Please state your firm’s total compensation requirement, including reimbursable
2. Please provide a breakdown of the *total compensation requirement* and indicate what portion of the *total compensation requirement* is assigned to each Master Plan Study component as follows:
  - Community Profile
  - Inventory and Assessment: Parks System Resources
  - Recreation programs and Services
  - Funding
  - Community Involvement
  - Comparative Analysis
  - Sam Smith Conceptual Design based off of Master Plan needs
  - Master Plan Document

### **Submission of RFQ**

Response to this RFQ must be in the form of a formal proposal with two printed copies and a flash drive, no later than January 23, 2024, 3:00 PM local time. The envelope containing the bids must be sealed and designated on the outside of the envelope as “**RFQ – RECREATION MASTER PLAN**” to be considered. Any bid received after the date and time specified shall not be considered. The City of Cartersville reserves the right to reject any or all proposals, waive informalities, or accept any proposal, which appears to serve their best interest in the sole determination and judgment of the City of Cartersville.

**Submit sealed proposals to:**  
Steve Roberts

Director of Parks and Recreation  
City of Cartersville  
100 Pine Grove Rd  
Cartersville, Georgia 30120

## **PROPOSAL REQUIREMENTS**

**Note: For a Proposal to be considered the following must be returned by the Proposal Closing Time of 3:00 pm on Tuesday, January 23, 2024:**

- 1. Completed Proposal Form**
- 2. Certification of Liability Insurance**
- 3. Completed List of References**
- 4. Completed Contractor/Vendor Affidavit and Agreement**
- 5. Completed Subcontractor Affidavit (if applicable)**
- 6. Completed SAVE Document**

# City of Cartersville, Georgia

## PARKS AND RECREATION MASTER PLAN

### PROPOSAL FORM

TO: Steve Roberts  
Director of Parks and Recreation  
City of Cartersville  
100 Pine Grove Rd  
Cartersville, Georgia 30120

**PROPOSERS:**

IN ACCORDANCE WITH REQUIREMENTS OF YOUR INVITATION TO PROPOSERS, INSTRUCTIONS TO PROPOSERS, AND PROJECT SPECIFICATION, AND SUBJECT TO THE CONDITIONS THEREOF, I, THE UNDERSIGNED, HEREBY PROPOSE TO PROVIDE A PARKS AND RECREATION MASTER PLAN FOR MONETARY CONSIDERATIONS.

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A. LUMP SUM PROPOSAL PRICE FOR WORK SCOPE ITEMS, LISTED HEREIN, FOR ANY OR ALL OF THE PROJECTS LISTED UNDER SCOPE OF WORK AND PROJECT SPECIFICATIONS

\$ \_\_\_\_\_

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PROPOSER(S): \_\_\_\_\_ BY: \_\_\_\_\_

TITLE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

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

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PHONE NUMBER: \_\_\_\_\_

EMAIL: \_\_\_\_\_

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## REFERENCES

NAME, ADDRESS, AND PHONE NUMBER OF THREE (3) SUCCESSFUL PROJECTS THE PROPOSERS HAS COMPLETED:

1. COMPANY NAME: \_\_\_\_\_

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

CONTACT PERSON: \_\_\_\_\_ PHONE NO. \_\_\_\_\_

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

2. COMPANY NAME: \_\_\_\_\_

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

CONTACT PERSON: \_\_\_\_\_ PHONE NO. \_\_\_\_\_

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

3. COMPANY NAME: \_\_\_\_\_

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

CONTACT PERSON: \_\_\_\_\_ PHONE NO. \_\_\_\_\_

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

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## **Contract Agreement**

### **CARTERSVILLE PARKS AND RECREATION MASTER PLAN UPDATE**

This Contract Agreement made and entered into on the \_\_\_\_\_ day of \_\_\_\_\_, 2024, by and between the CITY OF CARTERSVILLE, party of the first part (hereinafter called the "Owner"), and \_\_\_\_\_, party of the second part, (herein called the "Contractor").

#### **Witnesseth:**

That the Contractor, for the consideration hereinafter fully set out, hereby agrees with the Owner as follows:

That the Contractor will furnish all products, tools, construction equipment, skill labor of every description necessary to carry out and to complete in a good, firm, substantial workmanlike manner for the Parks and Recreation Master Plan and will complete work in strict conformity with the Specifications, together with the foregoing Proposal made by the Contractor, the Invitation to Proposal, Instructions to Proposers, Project Specifications and Proposal Form and all hereto incorporated (if applicable) which form essential parts of this Contract Agreement, as if fully contained herein.

That the Contractor shall commence the work to be performed under this Contract Agreement on a date to be specified in a written Notice to Proceed and shall fully complete all work hereunder of the agreed upon start date. Time is of the essence and is an essential element of this Contract, and the Contractor may be subject to pay the Owner, not as a penalty, but as liquidated damages, the sum of \$250.00 for each calendar day that there is default of completing the work within the time limit named herein. If the Contractor abandons the Contract before commencement of the work or defaults in completion of all the work after commencement thereof, the Contractor shall be liable for such liquidated damages. These fixed liquidated damages are not established as a penalty but are calculated and agreed upon in advance by the Owner and the Contractor due to the uncertainty and impossibility of deciding as to the actual and consequential damages incurred by the Owner and the public of City of Cartersville, Georgia because of the failure on the part of the Contractor to complete the work on time. Such liquidated damages referred to herein are intended to be and are cumulative and shall be in addition to every other remedy now or hereafter enforceable at law, in equity, by statute, or under the Contract.

The Owner hereby agrees to pay the Contractor for the faithful performance of this Contract Agreement, subject to additions and deductions as provided in the Specifications and Proposal, in lawful money of the United States of America, the sum \_\_\_\_\_ (\_\_\_\_\_) which sum shall also pay for loss or damage arising out of the nature of the work aforesaid, or from the action of the elements, or from unforeseen, or from the action of the elements, or from unforeseen obstructions or difficulties encountered in the prosecution of the work, and for all expenses incurred by, or in consequence of the work, its suspension or discontinuance and for well and faithfully completing the work and the whole thereof, as herein provided, and for replacing defective work or products for a period of two –(2) years after completion.

The Owner shall make payments to the Contractor in accordance with the provisions of the Contract Documents. Final payment on account of this Contract Agreement shall be made within thirty – (30) days after the completion by the Contractor of all work covered by this Contract Agreement and the acceptance of such work by the Owner, in accordance with the provisions of the Contract Documents.

**IN WITNESS WHEREOF, the parties hereto executed this Contract Agreement under their respective seals on the day and date first above written.**

**OWNER:** City of Cartersville, Georgia

By: \_\_\_\_\_  
Matthew J. Santini  
Title: Mayor

**WITNESS:** By: \_\_\_\_\_ (SEAL)  
Julia Drake  
Title: City Clerk

**CONTRACTOR:** \_\_\_\_\_

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
(Please Print)  
Title: \_\_\_\_\_

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Notary Public  
My Commission Expires:  
\_\_\_\_\_

## CONTRACTOR/VENDOR AFFIDAVIT AND AGREEMENT

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm, or corporation which is contracting with City of Cartersville has registered with and is participating in a federal work authorization program\* [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603], in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with City of Cartersville, contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. 13-10-91 on the Subcontractor Affidavit provided in Rule 300-10-01-.08 or substantially similar form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the City of Cartersville at the time the subcontractor(s) is retained to perform such service.

The undersigned Contractor is using and will continue to use the federal work authorization program throughout the contract period.

\_\_\_\_\_  
EEV/Basic Pilot Program\* User Identification Number

\_\_\_\_\_  
BY: Authorized Officer or Agent  
(Contractor Name)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contractor/Entity Name

\_\_\_\_\_  
Title of Authorized Officer or Agent of Contractor

\_\_\_\_\_  
Contractor Address

\_\_\_\_\_  
Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN  
BEFORE ME ON THIS THE

\_\_\_\_ DAY OF \_\_\_\_\_, 20 \_\_\_\_

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

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

\* As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the "EEV/Basic Pilot Program" operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).



**SUBCONTRACTOR AFFIDAVIT**

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 \_\_\_\_\_ (name of contractor) on behalf of City of Cartersville has registered with and is participating in federal work authorization program being\* [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603], in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

The undersigned subcontractor is using and will continues to use the federal work authorization program throughout the contract period.

\_\_\_\_\_  
EEV/Basic Pilot Program\* User Identification Number

\_\_\_\_\_  
BY: Authorized Officer or Agent  
(Subcontractor Name)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title of Authorized Officer or Agent of Subcontractor

\_\_\_\_\_  
Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN  
BEFORE ME ON THIS THE  
\_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Notary Public  
My Commission Expires:  
\_\_\_\_\_

\* As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the "EEV/Basic Pilot Program" operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).

**AFFIDAVIT VERIFYING STATUS FOR  
CITY OF CARTERSVILLE BENEFIT APPLICATION**

By executing this affidavit under oath, as an applicant for a City of Cartersville, Georgia Occupation Tax Certificate, Alcohol License, or other public benefits as referenced in O.C.G.A. Section 50-36-1, I am stating the following with respect to my application for City of Cartersville, Georgia Occupational Tax Certificate, Alcohol License, or other benefit (circle one) for

\_\_\_\_\_  
[Name of natural person applying on behalf of individual, business, corporation, partnership, or other private entity]

\_\_\_\_\_  
[Name of business, corporation, partnership]

- 1) \_\_\_\_\_ I am a United States citizen
  
- 2) \_\_\_\_\_ I am a legal permanent resident 18 years of age or older or I am an otherwise qualified alien or non-immigrant under the Federal Immigration and Nationality Act 18 years of age or older and lawfully present in the United States.\*

In making the above representation under oath, I under 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 Code Section 16-10-20 of the Official Code of Georgia.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\* \_\_\_\_\_  
Alien Registration number for non-citizens

SUBSCRIBED AND SWORN BEFORE ME  
ON THIS THE

\_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Notary Public  
My Commission Expires: \_\_\_\_\_

\* Note: O.C.G.A. § 50-36-1(e)(2) requires that aliens under the federal Immigration and Nationality Act, Title 8 U.S.C., as amended, provide their alien registration number. Because legal permanent residents are included in the federal definition of "alien", legal permanent residents must also provide their alien registration number. Qualified aliens that do not have an alien registration number may supply another identifying number below:

\_\_\_\_\_