



## MEMORANDUM

TO: Prospective Proposers

FROM: Becky Smyth, Purchasing Director

RE: Request for Proposal - #035-20 Between The Rivers Historic District Historic Resources Survey

DATE: September 28, 2020

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Enclosed you will find the necessary information for preparing and submitting your proposal for a qualified consulting firm with the experience and resources necessary to complete the **Between The Rivers Historic District Historic Resources Survey** for the City of Rome, Georgia.

The deadline for submitting your proposal is **October 22, 2020 at 10:00 a.m.**

Interested parties may receive a copy of the proposal request by logging on to the City of Rome Georgia Website at [www.romefloyd.com](http://www.romefloyd.com). All questions regarding the proposal should be sent to Jackson Abercrombie, [jabercrombie@romega.us](mailto:jabercrombie@romega.us) no later than **October 14, 2020 at 5:00 p.m.** All questions and answers will be posted on the City of Rome website. It is the responsibility of interested parties to visit the site regularly to insure receipt of any new information that may be provided.

If you have further questions, please do not hesitate to call my office at 706-236-4410.

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Becky Smyth  
Purchasing Director

## INSTRUCTIONS FOR PROPOSERS

I. Proposals must be received by **October 22, 2020 at 10:00 a.m.**

II. Proposals must be delivered to:

City of Rome  
601 Broad Street  
Rome, GA 30161

III. Proposals must be sealed and marked:

**“Proposal # 035-20 Between The Rivers Historic District Historic Resources Survey”**

IV. Proposals must be complete and include:

- A. Completed Proposal Form
- B. Executed Proposer’s Declaration
- C. Executed Certificate of Non-Discrimination
- D. Executed Affidavit of Non-Collusion
- E. Prompt Payment Affidavit
- F. Request for Taxpayer I.D. Number
- G. Completed Drug-Free Certificate
- H. SAVE Affidavit
- I. E-Verify Affidavit

All Proposals submitted shall be subject to acceptance or rejection and the City of Rome specifically reserves the right to accept or reject any or all proposals, to waive any technicalities and formalities in the RFP process.

Proposer shall submit all required forms and information simultaneously with sealed proposals, which forms and information become a part of the property of the City of Rome and will not be returned to Proposers unless a written request to withdraw is received prior to **October 22, 2020 at 10:00 a.m.**

V. Payment:

When contracts are awarded, payment by the City of Rome will be the normal 30-day cycle. However, the City does make every effort to honor all discounts.

## **RFP # 035-20 Between The Rivers Historic District Historic Resources Survey**

### **Introduction**

The Rome-Floyd Planning / Zoning Department is issuing a request for proposals (RFP) from firms interested in securing a contract for a Historic Resources Survey of the Between The Rivers Historic District. Your submittal should respond to, and be based on, the information included in this Request for Proposal.

This Request for Proposal is being offered to the general public for qualified firms. The Planning Department along with the project committee will make a selection based on the proposals provided. You are welcome to establish a team of firms in connection with this RFP.

Any interested qualified firm(s) and/or party is requested to make a response to accomplish the Scope of Services described herein. The response is to be signed by a duly authorized official of the firm and must be submitted in the time, manner, and form prescribed.

### **Questions and Amendments**

Any questions regarding this RFP shall be submitted by email to [jabercrombie@rome.ga.us](mailto:jabercrombie@rome.ga.us) by **October 14, 2020 at 5:00 p.m. EST**. All questions will be answered and made publicly available. The City of Rome reserves the right to amend the RFP for any reason.

### **Proposal Submission**

Proposals must be received no later than **10:00 a.m. EST on October 22, 2020**. Proposals received after this time will not be accepted or opened. The City of Rome reserves the right to contract in its best interests and to reject any and all proposals at any time prior to award. The City of Rome will only accept proposals submitted in hard copy. All responses to this RFP must be made in accordance with the specifications as set forth herein. Failure to adhere to any specifications contained herein may be cause for your proposal to be rejected.

Contractors shall submit one (1) original and four (5) paper copies of the proposal. Proposals must be sealed in a package marked with the name and address of the contractor. The City of Rome will date stamp the package with the submission date and submission time when it is received. Additionally, the sealed package in which the proposal is submitted should be labeled "**035-20 Between The Rivers Historic District Historic Resources Survey**". Proposals that are faxed will not be accepted.

All completed proposals should be mailed or delivered to:

City of Rome  
601 Broad Street  
Rome, GA 30161

## Required Information

Each respondent is required to submit one (1) marked original and seven (7) copies and one (1) electronic file on a flash drive of a written proposal containing the information listed below. Failure to provide all of the required information will affect the evaluation of the proposal. The proposal should include the following:

1. **History and Background of the Firm** – This should give a brief history of the firm, identify the principals and their qualifications, and describe the firm’s areas of expertise.
2. **Approach to the Project and Time Schedule** – This should describe how the firm proposes to fulfill the responsibilities outlined in the work scope. It should also provide an estimated schedule for completing the project.
3. **Project Personnel** – Provide the names, resumes and relevant experience of personnel who would be assigned to the project. Please include a description of their experiences with historic resource surveys.

Please note that the minimum qualifications for key professional personnel assigned to the project are the same as those set forth in 36 CFR Part 61. Key personnel should also possess the following:

- A. A thorough knowledge of and familiarity with American architectural history;
  - B. Demonstrated experience in researching and describing historic resources, conducting architectural surveys, and writing historic contexts;
  - C. A thorough knowledge of and familiarity with identifying and evaluating Georgia’s historic resources including architectural styles and types, the GNAHRGIS database, and survey procedures;
  - D. Demonstrated writing skills; and
  - E. Experience with digital photography.
4. **Project Budget** – Outline the fee the firm would charge for work included in the scope of work. Be specific in enumerating professional fees, clerical and technical support, overhead costs, and any incidental expenses. Please enclose the fee structure for this project.
  5. **Description and References on Similar Projects** – Provide a description of similar projects completed by the firm in the last three years. Include contact information (name, address, phone number, e-mail address) for clients on similar projects.

## **Proposal Evaluation Process**

Proposals will be evaluated by a committee comprised of City representatives and the Project Steering Committee. The evaluation process will include review of qualifications, proposed schedule and costs, and other information submitted with the proposal. Non-responsive or incomplete proposals will be rejected for further consideration.

The City of Rome reserves the right to waive any informality or irregularity in any proposal, to reject any and all proposals, to award a proposal wholly or in part, to call for re-bid, and to negotiate with any contractor, if it is deemed in the best interest of the City of Rome to do so. As part of the evaluation process, the contractor may be required to attend one or more meetings with the City of Rome for the purpose of clarifying materials, products, services, and pricing. The selection process may include requests for additional information from individual contractors regarding the proposed materials, products, scope of services, pricing, and product specifications.

## **REQUIREMENTS FOR PROPOSERS**

These items apply to and become a part of the terms and conditions of the proposers proposal. Any exceptions must be in writing.

Notice is hereby given that the City of Rome will receive sealed proposals from interested parties until **October 22, 2020 at 10:00 a.m.** at its offices located at 601 Broad Street, Rome, Georgia 30161.

Any proposals received thereafter will not be considered.

Proposals will be publicly opened and read at the City of Rome Purchasing Department located at 601 Broad Street on the day and at the hour specified.

The purchaser may consider as non-responsive, any proposal in which there is an alteration of, or departure from the proposal form hereto attached.

The City of Rome will review and evaluate the RFP responses, and determine the firm that demonstrates the greatest capabilities and relevant experience, proposes a reasonable cost, and is the most advantageous in fulfilling the City's goals for this project. The City of Rome reserves the right to accept, reject, and/or negotiate any or all proposals as determined by them to be in the City's best interest. The proposer to whom award is made will be notified at the earliest possible date. The purchaser reserves the right to reject the proposal of a proposer who has previously failed to perform properly or complete on time, contracts of a similar nature, or the proposal of a proposer who, in the sole opinion and discretion of the purchaser is not in a position to perform the contract, or whose name appears on the United States Comptroller General's list of ineligible contractors.

Proposals may be withdrawn by written or faxed request, provided such withdrawals are received prior to proposal opening date.

NOTE: Unless stated on the proposal form the proposal submitted will assume all specifications will be met. Please note on the proposal form all exceptions.

### **NOTICE TO PROPOSERS**

It is the sole responsibility of the proposer(s) to ensure that proposals reach the Purchasing Department on or before the closing date and time. The City of Rome shall not be held responsible for delays caused by any situation. Offers by telephone, facsimile, or email will not be accepted.

The City of Rome will not be responsible for late deliveries or delayed mail. The proposal opening time shall be strictly observed. Under no circumstances shall proposals delivered after the specified time be considered.

Failure to restrict contacts or discussion regarding this RFP to the City of Rome Purchasing Department will be considered a serious breach of process and may, at the sole discretion of the City of Rome, result in disqualifying the violating party's firm from further consideration in this RFP opportunity. Additionally, any unauthorized contact with members of the City Commission or City employees by a proposer or a proposer's representative concerning this proposal may result in the disqualification of the proposer.

The City of Rome reserves the right to accept or reject any and all proposals, to waive any irregularity in proposals received, to award the entire proposal to one contractor or to make awards by group or by line item whichever is in the best interest of the City of Rome. Additionally, the City of Rome may unilaterally terminate this contract in whole or in part, for its convenience, availability of unobligated funds, or because of failure of the proposer to fulfill the contract obligations in any respect.

**EXHIBIT A**  
**SCOPE OF WORK & BUDGET**  
**CITY OF ROME**  
**BETWEEN THE RIVERS HISTORIC DISTRICT**  
**HISTORIC RESOURCES SURVEY**

The CONSULTANT will conduct a comprehensive historic resources survey of the area outlined in appendix B, which will include buildings, structures, sites, and objects, constructed before 1980, and located within the Between The Rivers Historic District of Rome, Georgia. The survey area will include the Between The Rivers Historic District limits which is defined on the map attached to this contract as Exhibit B.

All project work shall conform to the Secretary of the Interior's *Standards for Archaeology and Historic Preservation*, which include the *Standards for Evaluation, Identification, and Registration*. The project work will be prepared in accordance to (a) *National Register Bulletin: Guidelines for Local Surveys: A Basis for Preservation Planning*; (b) the Historic Preservation Division's guidance materials for identifying and documenting Georgia's historic resources, including the "Georgia Historic Resources Manual, November 2019" and "Tips for Using GNAHRGIS as part of a Georgia Historic Resources Survey," available online; and (c) the DEPARTMENT'S Georgia's Natural, Archaeological, and Historic Resources Geographic Information System (GNAHRGIS) web-based GIS database.

The consultant(s) must meet professional requirements according to the Secretary of the Interior's Professional Qualification Standards (36 CFR Part 61) and possesses the following:

1. A thorough knowledge of and familiarity with American architectural history;
2. Demonstrated experience in researching and describing historic resources, conducting architectural surveys, and writing historic contexts;
3. A thorough knowledge of and familiarity with identifying and evaluating Georgia's historic resources including architectural styles and types, the GNAHRGIS database, and survey procedures;
4. Demonstrated writing skills; and
5. Experience with digital photography.

The CONSULTANT(s) must be familiar with data categories and procedures for the GNAHRGIS system and is aware of the information contained in **Exhibit C**.

The CONSULTANT will ensure that all survey data and digital photographs are entered in the GNAHRGIS online database within the contract period. All data groups in GNAHRGIS will be completed for each resource surveyed and a minimum of two (2) digital photographs, dating to within six (6) months of the survey date, per surveyed resource will be uploaded. Resource information is entered and stored via the GNAHRGIS website. Printed (hard copy) resource "forms" are not required and are not reimbursable as part of this grant.

The CONSULTANT will provide a survey area map delineating surveyed parcels. The map will indicate the survey area boundary, any relevant local or National Register of Historic Places-listed historic district boundaries, ALL addresses, legal parcels, and ALL street names, and be at a scale of 1" = 200'. The map will include a key explaining boundaries.

The CONSULTANT will provide five (5) final copies and four (4) electronic copies (CD/DVD/USB) of the survey report, and the survey map, to the DEPARTMENT within the contract period.

The survey report is to include at a minimum:

- **Executive summary**, which includes the total number of surveyed resources;
- **Project description**, including how the survey was funded, who sponsored the survey, the name of the surveyor, and a general description of the survey area, including a clear statement and justification of the boundaries of the Phase One area surveyed, and the total number of surveyed resources for Phase One;
- **Summary of previous preservation projects**, including previous survey efforts, local designations, National Register listings, and other historic preservation planning efforts;
- **Developmental history**, a brief written account of how the area developed over time and how it reflects distinctive aspects of Georgia's history;
- **Survey methodology**, including the fieldwork techniques and research methods employed while conducting the survey references to previous surveys and any re-survey completed as part of this project;
- **Recommendations for future preservation activities**, including: potential National Register nominations for individual resources and/or historic districts with basic boundary justification(s) for any proposed historic districts, as applicable; potential updates and/or amendments to existing National Register historic district listings, as applicable; designation recommendations for potential local historic districts, as applicable; and potential economic development, heritage tourism, and other preservation planning activities;
- **Survey results and architectural analysis**, including the total number of surveyed resources divided into appropriate categories; a table listing all of the building types and all of the architectural styles as identified in GNAHRGIS, as well as narrative defining these; local architectural character; some general observations (such as integrity and condition of resources, character-defining features, and apparent developmental trends), and local landmarks and eccentricities;
- **Appendix 1**: table listing all GNAHRGIS ID numbers associated with the survey paired with the address of the resource that each GNAHRGIS ID number represents.

All project development by the CONSULTANT shall be reviewed by the CITY and the Georgia Historic Preservation Division (HPD). The HPD is involved with reviewing and approving consultant selection, the consultant contract, GNAHRGIS data, first draft of the survey report and map, subsequent drafts of the survey report and map, final draft of the survey report and map, and other materials determined necessary during project development.

Prior to review by HPD, the CITY will review drafts of the survey report and map. The consultant shall provide GNAHRGIS survey data point documentation at the 25%, 50%, and 75% data entry due dates for review and comment.

The CONSULTANT will complete project work by the following due dates.

- November 1, 2020**      **Approximately 25% of surveyed resource data entered into GNAHRGIS. Documentation spreadsheet submitted with Second Quarterly Report.**
- January 1, 2021**      **Approximately 50% of surveyed resource data entered into GNAHRGIS. Documentation spreadsheet submitted.**
- March 1, 2021**      **Approximately 75% of surveyed resource data entered into GNAHRGIS. Documentation spreadsheet submitted with Third Quarterly Report.**
- April 1, 2021**      **First Draft of Survey Report submitted in hard copy (1 unbound copy) or electronic format (MS Word) and map to the DEPARTMENT for review and comment**
- June 1, 2021**      **Second Draft of Survey Report submitted in hard copy format to the DEPARTMENT for review and comment, as necessary  
Final version of one (1) set of survey map(s) submitted for approval by the DEPARTMENT**
- August 15, 2021**      **Final Survey Report submitted to the DEPARTMENT in hard copy format three (3) copies and two (2) electronic copies (CD/DVD/USB)  
Final Survey Map Submitted to the DEPARTMENT (1 copy)  
All GNAHRGIS data and digital photographs for each resource completed**

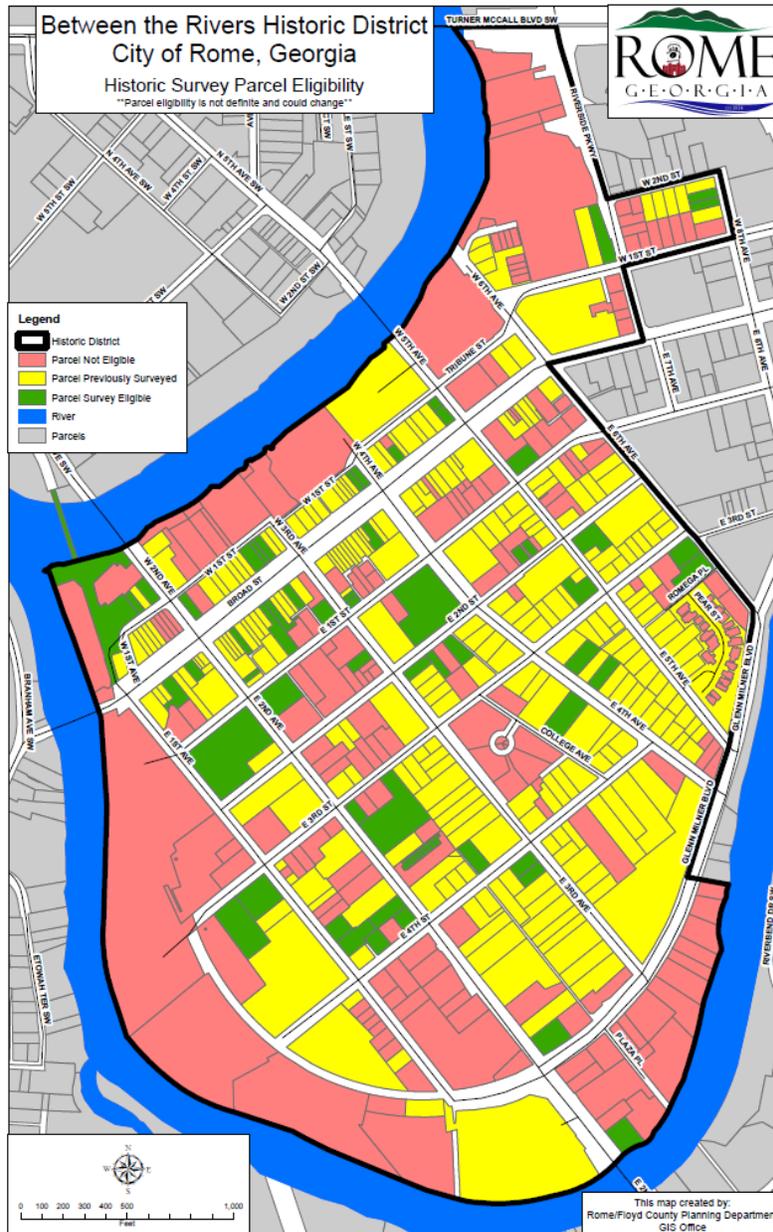
**BUDGET**

<b>FEDERAL SHARE</b>	<b>\$12,000.00</b>
<b>MATCHING SHARE</b>	<b><u>\$12,275.00</u></b>
<b>TOTAL PROJECT COST</b>	<b>\$24,275.00</b>

**EXHIBIT B**  
**MAP**  
**CITY OF ROME**  
**BETWEEN THE RIVERS HISTORIC DISTRICT**  
**HISTORIC RESOURCES SURVEY**

Map delineating boundaries of FFY2020 HPF grant-funded, historic resources survey for the Between The Rivers Historic District, City of Rome identified as area within black boundary lines.

If funds allow for survey of additional resources outside of these boundaries, the consultant and the RECIPIENT should work with the DEPARTMENT to define additional survey area boundaries in a systematic manner.



**EXHIBIT C**  
**NOTE ON RESURVEY OF RESOURCES**  
**CITY OF ROME**  
**BETWEEN THE RIVERS HISTORIC DISTRICT**  
**HISTORIC RESOURCES SURVEY**

Include the following language in the Request for Proposal, as budgeting for resurvey of resources can impact cost and time allowances:

In 1998, the Between The Rivers Historic District was surveyed, and resources documented through this survey were later entered into GNAHRGIS. Therefore, the 2020-2021 City of Rome, Between The Rivers Historic District survey will likely have a high number of resurveyed resources. This means the surveyor will need to identify previously-surveyed points in GNAHRGIS and link new survey data (or resurveyed resources) to the previous entry to avoid duplicate entries for the same resource.

The surveyor will need to find the previous point or GNAHRGIS ID number via an address search, by locating the resource geographically using the GNAHRGIS map, or by exporting survey data from the GNAHRGIS Public website and filtering the points to identify those within the current survey area boundary.

These processes are discussed in detail in the GNAHRGIS Quick Tips document provided by the Historic Preservation Division and also demonstrated in the GNAHRGIS website's GNAHRGIS Editing Basics – Webinar, accessed here: [https://www.itos.uga.edu/nahrgis/moreinfo\\_training.html](https://www.itos.uga.edu/nahrgis/moreinfo_training.html).

The address search method for locating previously surveyed resources will likely be the most helpful within municipalities or when a resource's address is clearly defined. In more rural areas of the county, where an exact address may not be immediately apparent, the method of geographically locating the resources using the GNAHRGIS map will likely be more effective.

Account for this process in determining time and budget allowances for this survey.

**PRPOSAL FORM**

TO: City of Rome – Purchasing Department  
601 Broad Street  
Rome, Georgia 30161  
Attn: Becky Smyth

**RFP. “035-20 Between The Rivers Historic District Historic Resources Survey”**

**TOTAL COST** \_\_\_\_\_

**\*\*Please include the Fee Structure for the overall project\*\***

All proposals submitted shall be subject to acceptance or rejection and the City of Rome specifically reserves the right to accept or reject any or all proposals, to waive any technicalities and formalities in the procurement process.

The undersigned understands that any conditions stated above, clarifications made to the above or information other than that requested should be under separate cover and to be considered only at the discretion of the Purchasing Department.

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

\_\_\_\_\_  
Company

\_\_\_\_\_  
Title

\_\_\_\_\_  
Address

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

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Company phone number

Please Attach Company Contact’s Business Card:

PROPOSERS DECLARATION

The proposer understands, agrees and warrants:

- That the proposer has carefully read and fully understands the full scope of the specifications.
- That the proposer has the capability to successfully undertake and complete the responsibilities and obligations in said specifications.
- That the proposer has liability insurance and a declaration of insurance form is included in the proposal package.
- That this proposal may be withdrawn by requesting such withdrawal in writing at any time prior to **October 22, 2020 10:00 a.m.** but may not be withdrawn after such date and time.
- That the City of Rome reserves the right to reject any or all proposals and to accept that proposal which will, in its opinion, best serve the public interest. The City of Rome reserves the right to waive any technicalities and formalities in the procurement process.
- That by submission of this proposal the proposer acknowledges that the City of Rome has the right to make any inquiry or investigation it deems appropriate to substantiate or supplement information supplied by the proposer.
- If a partnership, a general partner must sign.
- If a corporation, the authorized corporate officer(s) must sign and the corporate seal must be affixed to this proposal.

PROPOSER:

\_\_\_\_\_

Name

\_\_\_\_\_

Title

\_\_\_\_\_

Name

\_\_\_\_\_

Title

AFFIX CORPORATE SEAL (If Applicable)

**CERTIFICATE OF NON-DISCRIMINATION**

In connection with the performance of work under this contract, the proposer agrees as follows:

The proposer agrees not to discriminate against any employee or applicant for employment because of race, creed, color, sex, national origin, ancestry or disability. The vendor shall take affirmative action to ensure that employees are treated without regard to their race, creed, color, sex, national origin, ancestry or disability. Such action shall include, but not be limited to the following: employment, upgrading, demotion, transfer, recruiting or recruitment, advertising, lay-off or termination, rates of pay or other compensation and selection for training, including apprenticeship.

In the event of the proposer's non-compliance with this non-discrimination clause, the contract may be canceled or terminated by the City of Rome. The proposers may be declared, by the City of Rome, ineligible for further contracts with the City of Rome until satisfactory proof of intent to comply shall be made by the vendor.

The proposer agrees to include this non-discrimination clause in any sub-contracts connected with the performance of this agreement.

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PROPOSER

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SIGNATURE

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TITLE

**NON-COLLUSION AFFIDAVIT**

The following affidavit is to accompany the proposal:

STATE OF

COUNTY OF

Owner, Partner or Officer of Firm

Company Name, Address, City and State

Being of lawful age, being first duly sworn, on oath says that he/she is the agent authorized by the proposer to submit the attached proposal. Affidavit further states as proposer, that they have not been a party to any collusion among proposers in restraint of competition by agreement to proposal at a fixed price or to refrain from proposing; or with any office of the City of Rome or any of their employees as to quantity, quality or price in the prospective contract; or any discussion between proposers and any official of the City of Rome or any of their employees concerning exchange of money or other things of value for special consideration in submitting a sealed proposal for:

FIRM NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_

TITLE \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC

**STATE OF GEORGIA PROMPT PAY ACT AFFIDAVIT**

THIS AFFIDAVIT IS TO ACCOMPANY THE PROPOSAL

GEORGIA PROMPT PAY ACT: The Georgia Prompt Pay Act was enacted by the General Assembly in 1994 and took effect January 1, 1995. This act requires owners to pay contractors within 15 days of receipt of a pay request by the owner or the owner's representative. If payment is not made the owner shall pay the contractor 1% per month interest on the delayed payment. Additionally, the contractor must pay subcontractors within 15 days of receipt of payment from the owner.

This Act is Code Section 13-11-1 (Georgia Laws of 1994, p. 1398 par. 4)

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

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

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

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

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



**CITY OF ROME**

**DRUG-FREE WORKPLACE CERTIFICATE**

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By signature on this certificate, the Proposer certifies that the provisions of O.C.G.A. Section 50-24-1 through 50-24-6 related to the “Drug-Free Workplace Act” will be complied with in full. The Proposer further certifies that:

1. A drug-free workplace will be provided for the Proposer’s employees during the performance of the contract; and
2. Each contractor who hires a subcontractor to work in a drug-free workplace shall secure from that subcontractor the following written certification: “As part of the subcontracting agreement with (contractor’s name), (subcontractor’s name) certifies to the contractor that a drug-free workplace will be provided for the subcontractor’s employees during the performance of this contract pursuant to O.C.G.A. Section 50-24-3(b)(7).”

By signature on this certificate, the Proposer further certifies that it will not engage in the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana during the performance of the contract.

Proposer: \_\_\_\_\_

By: \_\_\_\_\_

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

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

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

CITY OF ROME, GEORGIA  
**E-VERIFY COMPLIANCE AFFIDAVIT**

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 engaged in the physical performance of services on behalf of the City of Rome, Georgia 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 contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A, § 13-10-91 (b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

\_\_\_\_\_  
Federal Work Authorization User Identification number  
(Not Required if Less than 10 Employees)

\_\_\_\_\_  
Signature (if less than 10 employees)

\_\_\_\_\_  
Date of Authorization

\_\_\_\_\_  
Name of Contractor

\_\_\_\_\_  
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).

\_\_\_\_\_  
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:

CITY OF ROME, GEORGIA

SAVE COMPLIANCE AFFIDAVIT

O.C.G.A § 50-36-1(e) (2) Affidavit

By executing this affidavit under oath, as an applicant for a (n) Contract or Services, as referenced O.C.G.A. C. § 50-36-1, from the City of Rome, Georgia, the undersigned applicant verifies one of the following with respect to my application for a public benefit:

- 1) \_\_\_\_\_ I am a United State citizen.
- 2) \_\_\_\_\_ I am a legal permanent resident of the United States
- 3) \_\_\_\_\_ I am a 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 can best be classified as:

\_\_\_\_\_.

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

\_\_\_\_\_  
Printed Name of Applicant

SUBSCRIBED AND SWORN

BEFORE ME ON THIS THE

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

\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires: