



**FULTON  
COUNTY**

**CONTRACT DOCUMENTS FOR**

**23RFP138733K-BKJ**

**Standby Professional Services for Facilities Related  
Planning, Design, Engineering, and Assessments-  
Architectural and Engineering Services**

**For**

**Department of Real Estate and Asset Management  
(DREAM)**

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## CONTRACT AGREEMENT

Consultant: WSP USA ENVIRONMENT & INFRASTRUCTURE INC. (WSP)

Contract No.: 23RFP138733K-BKJ Standby Professional Services for Facilities Related Planning, Design, Engineering, and Assessments-Architectural and Engineering Services

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City, State Kennesaw, GA 30144

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Vice President, PE, CEM, BCxP

This Agreement made and entered into effective the 6<sup>th</sup> day of September, 2024 by and between **FULTON COUNTY, GEORGIA**, a political subdivision of the State of Georgia, hereinafter referred to as “**County**”, and **WSP USA ENVIRONMENT & INFRASTRUCTURE INC**, hereinafter referred to as “**Consultant**”, authorized to transact business in the State of Georgia.

### WITNESSETH

WHEREAS, County through its Department of Real Estate and Asset Management hereinafter referred to as the “Department”, desires to retain a qualified and experienced Consultant to provide Standby Professional Services for Architectural and Engineering Services in support of the Department of Real Estate and Asset Management (DREAM) on an “as needed-task assignment” basis for professional services, hereinafter, referred to as the “Project”.

WHEREAS, Consultant has represented to County that it is experienced and has qualified and local staff available to commit to the Project and County has relied upon such representations.

NOW THEREFORE, for and in consideration of the mutual covenants contained herein, and for other good and valuable consideration, County and Consultant agree as follows:

ARTICLE 1. **CONTRACT DOCUMENTS**

County hereby engages Consultant, and Consultant hereby agrees, to perform the services hereinafter set forth in accordance with this Agreement, consisting of the following contract documents:

- I. Form of Agreement;
- II. Addenda;
- III. Exhibit A: General Conditions;
- IV. Exhibit B: Special Conditions [not applicable];
- V. Exhibit C: Scope of Work
- VI. Exhibit D: Project Deliverables;
- VII. Exhibit E: Compensation;
- VIII. Exhibit F: Purchasing Forms
- IX. Exhibit G: Office of Contract Compliance Forms;
- X. Exhibit H: Insurance and Risk Management Forms

The foregoing documents constitute the entire Agreement of the parties pertaining to the Project hereof and is intended as a complete and exclusive statement of promises, representations, discussions and agreements oral or otherwise that have been made in connection therewith. No modifications or amendment to this Agreement shall be binding upon the parties unless the same is in writing, conforms to Fulton County Purchasing Code §102-420 governing change orders, is signed by the County's and the Consultant's duly authorized representatives, and entered upon the meeting minutes of the Fulton County Board of Commissioners.

If any portion of the Contract Documents shall be in conflict with any other portion, the various documents comprising the Contract Documents shall govern in the following order of precedence: 1) the Agreement, 2) the RFP, 3) any Addenda, 4) change orders, 5) the exhibits, and 6) portions of Consultant's proposal that was accepted by the County and made a part of the Contract Documents.

The Agreement was approved by the Fulton County Board of Commissioners on April 10, 2024, Item Number 24-0242.

ARTICLE 2. **SEVERABILITY**

If any provision of this Agreement is held to be unenforceable for any reason, the unenforceability thereof shall not affect the remainder of the Agreement, which shall remain in full force and effect, and enforceable in accordance with its terms.

ARTICLE 3. **DESCRIPTION OF PROJECT**

County and Consultant agree the Project is to provide Standby Professional Services for

Architectural and Engineering Services in support of the Department of Real Estate and Asset Management (DREAM) on an “as needed-task assignment” basis for professional services. All exhibits referenced in this agreement are incorporated by reference and constitute an integral part of this Agreement as if they were contained herein.

ARTICLE 4. **SCOPE OF WORK**

Unless modified in writing by both parties in the manner specified in the agreement, duties of Consultant shall not be construed to exceed those services specifically set forth herein. Consultant agrees to provide all services, products, and data and to perform all tasks described in Exhibit C, Scope of Work.

ARTICLE 5. **DELIVERABLES**

Consultant shall deliver to County all reports prepared under the terms of this Agreement that are specified in Exhibit D, Project Deliverables. Consultant shall provide to County all deliverables specified in Exhibit D, Project Deliverables. Deliverables shall be furnished to County by Consultant in a media of form that is acceptable and usable by County at no additional cost at the end of the project.

ARTICLE 6. **SERVICES PROVIDED BY COUNTY**

Consultant shall gather from County all available non-privileged data and information pertinent to the performance of the services for the Project. Certain services as described in Exhibit C, Scope of Work, if required, will be performed and furnished by County in a timely manner so as not to unduly delay Consultant in the performance of said obligations. County shall have the final decision as to what data and information is pertinent.

County will appoint in writing a County authorized representative with respect to work to be performed under this Agreement until County gives written notice of the appointment of a successor. The County’s authorized representative shall have complete authority to transmit instructions, receive information, and define County’s policies, consistent with County rules and regulations. Consultant may rely upon written consents and approvals signed by County’s authorized representative that are consistent with County rules and regulations.

ARTICLE 7. **MODIFICATIONS**

If during the course of performing the Project, County and Consultant agree that it is necessary to make changes in the Project as described herein and referenced exhibits, such changes will be incorporated by written amendments in the form of Change Orders to this Agreement. Any such Change Order and/or supplemental agreement shall not become effective or binding unless approved by the Board of Commissioners and entered on the minutes. Such modifications shall conform to the requirements of Fulton County Purchasing Code §102-420 which is incorporated by reference herein.

ARTICLE 8. **SCHEDULE OF WORK**

Consultant shall not proceed to furnish such services and County shall not become obligated to pay for same until a written authorization to proceed (Notice to Proceed) has been sent to Consultant from County. The Consultant shall begin work under this Agreement no later than five (5) days after the effective date of notice to proceed.

## ARTICLE 9. **CONTRACT TERM**

### **MULTI-YEAR CONTRACT TERM**

The period of this Agreement shall consist of a series of Terms as defined below. The County is obligated only to pay such compensation under this Agreement as may lawfully be made from funds budgeted and appropriated for that purpose during the County's then current fiscal year.

#### **a. Commencement Term**

The "Commencement Term" of this Agreement shall begin on the date of execution of the Agreement in the year 2024, the starting date, and shall end absolutely and without further obligation on the part of the County on the 31<sup>st</sup> day of December, 2024. The Commencement Term shall be subject to events of termination and the County's termination rights that are described elsewhere in this Agreement. Notwithstanding anything contained in this Agreement, the County's obligation to make payments provided under this Agreement shall be subject to the County's annual appropriations of funds for the goods, services, materials, property and/or supplies procured under this Agreement by the County's governing body and such obligation shall not constitute a pledge of the County's full faith and credit within the meaning of any constitutional debt limitation.

#### **b. Renewal Terms**

Unless the terms of this Agreement are fulfilled with no further obligation of the part of either party on or before the final date of the Commencement Term as stated above, or unless an event of termination as defined within this Agreement occurs during the Commencement Term, this Agreement may be renewed at the written option of the County upon the approval of the County Board of Commissioners for two (2) one-year ("Renewal Terms"). However, no Renewal Term of this Agreement shall be authorized nor shall any Renewal Term of this Agreement commence unless and until each Renewal Term has first been approved in writing by the County Board of Commissioners for the calendar year of such Renewal Term. If approved by the County Board of Commissioners, the First Renewal Term shall begin on the 1<sup>st</sup> day of January, 2025 and shall end no later than the 31<sup>st</sup> day of December, 2025. If approved by the County Board of Commissioners, the Second Renewal Term shall begin on the 1<sup>st</sup> day of January, 2026 and shall end no later than the 31<sup>st</sup> day of December, 2026. If the County chooses not to exercise any Renewal Term as provided in this Section, then the Term of this Agreement then in effect shall also be deemed the "Ending Term" with no further obligation on the party of either party.

#### **c. Term Subject to Events of Termination**

All "Terms" as defined within this Section are subject to the section of this Agreement which pertain to events of termination and the County's rights upon termination.

#### **d. Same Terms**

Unless mutually agreed upon in writing by the parties, or otherwise indicated herein, all provisions and conditions of any Renewal Term shall be exactly the same as those contained within in this Agreement.

**e. Statutory Compliance Regarding Purchase Contracts.**

The parties intend that this Agreement shall, and this Agreement shall operate in conformity with and not in contravention of the requirements of O.C.G.A. § 36-60-13, as applicable, and in the event that this Agreement would conflict therewith, then this Agreement shall be interpreted and implemented in a manner consistent with such statute.

ARTICLE 10. **COMPENSATION**

Compensation for work performed by Consultant on Project shall be in accordance with the payment provisions and compensation schedule, attached as Exhibit E, Compensation.

The total contract amount for the Project shall not exceed \$400,000.00, Four Hundred Thousand Dollars and no cents, which is full payment for a complete scope of work.

ARTICLE 11. **PERSONNEL AND EQUIPMENT**

Consultant shall designate in writing a person(s) to serve as its authorized representative(s) who shall have sole authority to represent Consultant on all manners pertaining to this contract.

Consultant represents that it has secured or will secure, at its' own expense, all equipment and personnel necessary to complete this Agreement, none of whom shall be employees of or have any contractual relationship with County. All of the services required hereunder will be performed by Consultant under his supervision and all personnel engaged in the work shall be fully qualified and shall be authorized or permitted under law to perform such services.

Written notification shall be immediately provided to County upon change or severance of any of the authorized representative(s), listed key personnel or sub-consultant performing services on this Project by Consultant. No changes or substitutions shall be permitted in Consultant's key personnel or sub-consultant as set forth herein without the prior written approval of the County. Requests for changes in key personnel or sub-consultants will not be unreasonably withheld by County.

ARTICLE 12. **SUSPENSION OF WORK**

**Suspension Notice:** The County may by written notice to the Consultant, suspend at any time the performance of all or any portion of the services to be performed under this Agreement. Upon receipt of a suspension notice, the Consultant must, unless the notice requires otherwise:

- 1) Immediately discontinue suspended services on the date and to the extent

- specified in the notice;
- 2) Place no further orders or subcontracts for material, services or facilities with respect to suspended services, other than to the extent required in the notice; and
  - 3) Take any other reasonable steps to minimize costs associated with the suspension.

**Notice to Resume:** Upon receipt of notice to resume suspended services, the Consultant will immediately resume performance under this Agreement as required in the notice.

#### ARTICLE 13. DISPUTES

Except as otherwise provided in this Agreement, any dispute concerning a question of fact arising under this contract which is not disposed of by agreement shall be decided by the County. The representative shall reduce the decision to writing and mail or otherwise furnish a copy thereof to the Consultant. The Consultant shall have 30 days from date the decision is sent to appeal the decision to the County Manager or his designee by mailing or otherwise furnishing to the County Manager or designee, copy of the written appeal. The decision of the County Manager or his designee for the determination of such appeal shall be final and conclusive. Pending any final decision of a dispute hereunder, Consultant shall proceed diligently with performance of the Agreement and in accordance with the decision of the County's designated representative.

#### ARTICLE 14. TERMINATION OF AGREEMENT FOR CAUSE

- (1) Either County or Consultant may terminate work under this Agreement in the event the other party fails to perform in accordance with the provisions of the Agreement. Any party seeking to terminate this Agreement is required to give thirty (30) days prior written notice to the other party.
- (2) Notice of termination shall be delivered by certified mail with receipt for delivery returned to the sender.
- (3) **TIME IS OF THE ESSENCE** and if the Consultant refuses or fails to perform the work as specified in Exhibit C, Scope of Work and maintain the scheduled level of effort as proposed, or any separable part thereof, with such diligence as will insure completion of the work within the specified time period, or any extension or tolling thereof, or fails to complete said work within such time. The County may exercise any remedy available under law or this Agreement. Failure to maintain the scheduled level of effort as proposed or deviation from the aforesaid proposal without prior approval of County shall constitute cause for termination
- (4) The County may, by written notice to Consultant, terminate Consultant's right to proceed with the Project or such part of the Project as to which there has been delay. In such event, the County may take over the work and perform the same to completion, by contract or otherwise, and Consultant shall be required to provide all copies of finished or unfinished documents prepared by Consultant under this Agreement to the County as stated in Exhibit D, "Project Deliverables".

- (5) Consultant shall be entitled to receive compensation for any satisfactory work completed on such documents as reasonably determined by the County.
- (6) Whether or not the Consultant's right to proceed with the work has been terminated, the Consultant shall be liable for any damage to the County resulting from the Consultant's refusal or failure to complete the work within the specified time period, and said damages shall include, but not be limited to, any additional costs associated with the County obtaining the services of another Consultant to complete the project.

#### ARTICLE 15. **TERMINATION FOR CONVENIENCE OF COUNTY**

Notwithstanding any other provisions, the County may terminate this Agreement for its convenience at any time by a written notice to Consultant. If the Agreement is terminated for convenience by the County, as provided in this article, Consultant will be paid compensation for those services actually performed. Partially completed tasks will be compensated for based on a signed statement of completion to be submitted by Consultant which shall itemize each task element and briefly state what work has been completed and what work remains to be done.

If, after termination, it is determined that the Consultant was not in default, or that the default was excusable, the rights and obligations of the parties shall be the same as if the termination had been issued for the convenience of the government.

#### ARTICLE 16. **WAIVER OF BREACH**

The waiver by either party of a breach or violation of any provision of this Agreement, shall not operate or be construed to be, a waiver of any subsequent breach or violation of the same or other provision thereof.

#### ARTICLE 17. **INDEPENDENT CONSULTANT**

Consultant shall perform the services under this Agreement as an independent Consultant and nothing contained herein shall be construed to be inconsistent with such relationship or status. Nothing in this Agreement shall be interpreted or construed to constitute Consultant or any of its agents or employees to be the agent, employee or representative of County.

#### ARTICLE 18. **PROFESSIONAL RESPONSIBILITY**

Consultant represents that it has, or will secure at its own expenses, all personnel appropriate to perform all work to be completed under this Agreement;

All the services required hereunder will be performed by Consultant or under the direct

supervision of Consultant. All personnel engaged in the Project by Consultant shall be fully qualified and shall be authorized or permitted under applicable State and local law to perform such services. None of the work or services covered by this Agreement shall be transferred, assigned, or subcontracted by Consultant without the prior written consent of the County.

ARTICLE 19. **COOPERATION WITH OTHER CONSULTANTS**

Consultant will undertake the Project in cooperation with and in coordination with other studies, projects or related work performed for, with or by County's employees, appointed committee(s) or other Consultants. Consultant shall fully cooperate with such other related Consultants and County employees or appointed committees. Consultant shall provide within his schedule of work, time and effort to coordinate with other Consultants under contract with County. Consultant shall not commit or permit any act, which will interfere with the performance of work by any other consultant or by County employees. Consultant shall not be liable or responsible for the delays of third parties not under its control nor affiliated with the Consultant in any manner.

ARTICLE 20. **ACCURACY OF WORK**

Consultant shall be responsible for the accuracy of his work and shall promptly correct its errors and omissions without additional compensation. Acceptance of the work by the County will not relieve Consultant of the responsibility of subsequent corrections of any errors and the clarification of any ambiguities. Consultant shall prepare any plans, report, fieldwork, or data required by County to correct its errors or omissions. The above consultation, clarification or correction shall be made without added compensation to Consultant. Consultant shall give immediate attention to these changes so there will be a minimum of delay to others.

ARTICLE 21. **REVIEW OF WORK**

Authorized representatives of County may at all reasonable times review and inspect Project activities and data collected under this Agreement and amendments thereto. All reports, drawings, studies, specifications, estimates, maps and computations prepared by or for Consultant, shall be available to authorized representatives of County for inspection and review at all reasonable times in the main office of County. Acceptance shall not relieve Consultant of its professional obligation to correct, at its expense, any of its errors in work. County may request at any time and Consultant shall produce progress prints or copies of any work as performed under this Agreement. Refusal by Consultant to submit progress reports and/or plans shall be cause for County, without any liability thereof, to withhold payment to consultant until Consultant complies with County's request in this regard. County's review recommendations shall be incorporated into the plans by Consultant.

ARTICLE 22. **INDEMNIFICATION**

**22.1 Professional Services Indemnification.** With respect to liability, damages, costs, expenses (including reasonable attorney's fees and expenses incurred by any of them), claims, suits and judgments that arise or are alleged to arise out of the Consultant's acts, errors, or omissions in the performance of professional services, the Consultant shall indemnify, release, and hold harmless Fulton County, its Commissioners and their respective officers, members, employees and agents (each, hereinafter referred to as an "Indemnified Person"), from and against liability, damages, costs, expenses (including reasonable attorney's fees and expenses incurred by any of them), claims, suits and judgments only to the extent such liability is caused by the negligence of the Consultant in the delivery of the Work under this Agreement, but such indemnity is limited to those liabilities caused by a Negligent Professional Act, as defined below. This indemnification survives the termination of this Agreement and shall also survive the dissolution or to the extent allowed by law, the bankruptcy of Consultant.

For the purposes of the Professional Services Indemnity above, a "Negligent Professional Act" means a negligent act, error, or omission in the performance of Professional Services (or by any person or entity, including joint ventures, for whom Consultant is liable) that causes liability and fails to meet the applicable professional standard of care, skill and ability under similar conditions and like surrounding circumstances, as is ordinarily employed by others in their profession.

Consultant obligation to indemnify and hold harmless, as set forth hereinabove, shall also include, but is not limited to, any matter arising out of any actual or alleged infringement of any patent, trademark, copyright, or service mark, or other actual or alleged unfair competition disparagement of product or service, or other tort or any type whatsoever, or any actual or alleged violation of trade regulations.

Consultant further agrees to indemnify and hold harmless Fulton County, its Commissioners, officers, employees, subcontractors, successors, assigns and agents from and against any and all claims or liability for compensation under the Worker's Compensation Act, Disability Benefits Act, or any other employee benefits act arising out of injuries sustained by any employees of Consultant. These indemnities shall not be limited by reason of the listing of any insurance coverage.

**22.2 Notice of Claim.** If an Indemnified Person receives written notice of any claim or circumstance which could give rise to indemnified losses, the receiving party shall promptly give written notice to Consultant, and shall use best efforts to deliver such written notice within ten (10) Business Days. The notice must include a copy of such written notice of claim, or, if the Indemnified Person did not receive a written notice of claim, a description of the indemnification event in reasonable detail and the basis on which indemnification may be due. Such notice will not stop or prevent an Indemnified Person from later asserting a different basis for indemnification. If an Indemnified Person does not provide this notice within the ten (10) Business Day period, it does not waive any right to indemnification except to the extent that Consultant is prejudiced, suffers loss, or incurs additional expense solely because of the delay.

**22.3 Defense.** Consultant, at Consultant's own expense, shall defend each such action, suit, or proceeding or cause the same to be resisted and defended by counsel designated by the Indemnified Person and reasonably approved by Consultant (provided that in all instances the County Attorney of Fulton County Georgia shall be acceptable, and, for the avoidance of doubt, is the only counsel authorized to represent the County). If any such action, suit or proceedings should result in final judgment against the Indemnified Person, Consultant shall promptly satisfy and discharge such judgment or cause such judgment to be promptly satisfied and discharged. Within ten (10) Business Days after receiving written notice of the indemnification request, Consultant shall acknowledge in writing delivered to the Indemnified Person (with a copy to the County Attorney) that Consultant is defending the claim as required hereunder.

**22.4 Separate Counsel.**

**22.4.1 Mandatory Separate Counsel.** In the event that there is any potential conflict of interest that could reasonably arise in the representation of any Indemnified Person and Consultant in the defense of any action, suit or proceeding pursuant to Section 22.3 above or in the event that state or local law requires the use of specific counsel, (i) such Indemnified Person may elect in its sole and absolute discretion whether to waive such conflict of interest, and (ii) unless such Indemnified Person (and, as applicable, Consultant) elects to waive such conflict of interest, or in any event if required by state or local law, then the counsel designated by the Indemnified Person shall solely represent such Indemnified Person and, if applicable, Consultant shall retain its own separate counsel, each at Consultant's sole cost and expense.

**22.4.2 Voluntary Separate Counsel.** Notwithstanding Consultant's obligation to defend, where applicable pursuant to Section 22.3, a claim, the Indemnified Person may retain separate counsel to participate in (but not control or impair) the defense and to participate in (but not control or impair) any settlement negotiations, provided that for so long as Consultant has complied with all of Consultant's obligations with respect to such claim, the cost of such separate counsel shall be at the sole cost and expense of such Indemnified Person (provided that if Consultant has not complied with all of Consultant's obligations with respect to such claim, Consultant shall be obligated to pay the cost and expense of such separate counsel). Consultant may settle the claim without the consent or agreement of the Indemnified Person, unless the settlement (i) would result in injunctive relief or other equitable remedies or otherwise require the Indemnified Person to comply with restrictions or limitations that adversely affect or materially impair the reputation and standing of the Indemnified Person, (ii) would require the Indemnified Person to pay amounts that Consultant or its insurer does not fund in full, (iii) would not result in the Indemnified Person's full and complete release from all liability to the plaintiffs or claimants who are parties to or otherwise bound by the settlement, or (iv) directly involves the County (in which case the County of Fulton County, Georgia shall be the only counsel authorized to represent the County with respect to any such settlement).

**22.5 Survival.** The provisions of this Article will survive any expiration or earlier termination of this Agreement and any closing, settlement or other similar event which occurs under this Agreement.

ARTICLE 23. **CONFIDENTIALITY**

Consultant agrees that its conclusions and any reports are for the confidential information of County and that it will not disclose its conclusions in whole or in part to any persons whatsoever, other than to submit its written documentation to County, and will only discuss the same with it or its authorized representatives, except as required under this Agreement to provide information to the public. Upon completion of this Agreement term, all documents, reports, maps, data and studies prepared by Consultant pursuant thereto and any equipment paid for by County as a result of this Agreement, shall become the property of the County and be delivered to the User Department's Representative.

Articles, papers, bulletins, reports, or other materials reporting the plans, progress, analyses, or results and findings of the work conducted under this Agreement shall not be presented publicly or published without prior approval in writing of County.

It is further agreed that if any information concerning the Project, its conduct results, or data gathered or processed should be released by Consultant without prior approval from County, the release of the same shall constitute grounds for termination of this Agreement without indemnity to Consultant, but should any such information be released by County or by Consultant with such prior written approval, the same shall be regarded as Public information and no longer subject to the restrictions of this Agreement.

ARTICLE 24. **OWNERSHIP OF INTELLECTUAL PROPERTY AND INFORMATION**

Consultant agrees that Fulton County is the sole owner of all information, data, and materials that are developed or prepared subject to this Agreement. Consultant or any sub-consultant is not allowed to use or sell any information subject to this contract for educational, publication, profit, research or any other purpose without the written and authorized consent of the County. All electronic files used in connection to this Agreement, which are by definition, any custom software files used in connection to this Agreement, (collectively, the "Software"), shall be turned over to the County for its use after termination hereof and Consultant shall have no interest of any kind in such electronic files. Any required licenses and fees for the Software or other required materials shall be purchased and/or paid for by Consultant and registered in the name of the County, if possible. The Software as defined hereunder, specifically excludes all software, documentation, information, and materials in which Consultant has pre-existing proprietary rights and/or has otherwise been licensed to Consultant prior to this Agreement, and any upgrades, updates, modifications or enhancements thereto. Consultant agrees to provide at no cost to County any upgrades to any software used in connection with this Agreement which may be subsequently developed or upgraded for a period of three (3) years from the date of completion of the work under the Agreement, except in the case of commercial Software licensed to the County. Any information developed for use in connection with this Agreement may be released as public domain information by the County at its sole discretion.

ARTICLE 25. **COVENANT AGAINST CONTINGENT FEES**

Consultant warrants that no person or selling agency has been employed or retained to solicit or secure this Agreement upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, excepting bona fide employees maintained by Consultant for the purpose of securing business and that Consultant has not received any non-County fee related to this Agreement without the prior written consent of County. For breach or violation of this warranty, County shall have the right to annul this Agreement without liability or at its discretion to deduct from the Contract Price or consideration the full amount of such commission, percentage, brokerage or contingent fee.

ARTICLE 26. **INSURANCE**

Consultant agrees to obtain and maintain during the entire term of this Agreement, all of the insurance required as specified in the Agreement documents, Exhibit H, Insurance and Risk Management Forms, with the County as an additional insured and shall furnish the County a Certificate of Insurance showing the required coverage. The cancellation of any policy of insurance required by this Agreement shall meet the requirements of notice under the laws of the State of Georgia as presently set forth in the Georgia Code.

ARTICLE 27. **PROHIBITED INTEREST**

Section 27.01 **Conflict of interest:**

Consultant agrees that it presently has no interest and shall acquire no interest direct or indirect that would conflict in any manner or degree with the performance of its service hereunder. Consultant further agrees that, in the performance of the Agreement, no person having any such interest shall be employed.

Section 27.02 **Interest of Public Officials:**

No member, officer or employee of County during his tenure shall have any interest, direct or indirect, in this Agreement or the proceeds thereof.

ARTICLE 28. **SUBCONTRACTING**

Consultant shall not subcontract any part of the work covered by this Agreement or permit subcontracted work to be further subcontracted without prior written approval of County.

ARTICLE 29. **ASSIGNABILITY**

Consultant shall not assign or subcontract this Agreement or any portion thereof without the prior expressed written consent of County. Any attempted assignment or subcontracting by Consultant without the prior expressed written consent of County shall at County's sole option terminate this Agreement without any notice to Consultant of such termination. Consultant binds itself, its successors, assigns, and legal representatives of such other party in respect to all covenants, agreements and obligations contained herein.

ARTICLE 30. **ANTI-KICKBACK CLAUSE**

Salaries of engineers, surveyors, draftsmen, clerical and technicians performing work under this Agreement shall be paid unconditionally and not less often than once a month without deduction or rebate on any account except only such payroll deductions as are mandatory by law. Consultant hereby promises to comply with all applicable "Anti-Kickback" Laws, and shall insert appropriate provisions in all subcontracts covering work under this Agreement.

ARTICLE 31. **AUDITS AND INSPECTORS**

At any time during normal business hours and as often as County may deem necessary, Consultant shall make available to County and/or representatives of the County for examination all of its records with respect to all matters covered by this Agreement.

It shall also permit County and/or representative of the County to audit, examine and make copies, excerpts or transcripts from such records of personnel, conditions of employment and other data relating to all matters covered by this Agreement. Consultant's records of personnel, conditions of employment, and financial statements (hereinafter "Information") constitute trade secrets and are considered confidential and proprietary by Consultant. To the extent County audits or examines such Information related to this Agreement, County shall not disclose or otherwise make available to third parties any such Information without Consultant's prior written consent unless required to do so by a court order. Nothing in this Agreement shall be construed as granting County any right to make copies, excerpts or transcripts of such information outside the area covered by this Agreement without the prior written consent of Consultant. Consultant shall maintain all books, documents, papers, accounting records and other evidence pertaining to costs incurred on the Project and used in support of its proposal and shall make such material available at all reasonable times during the period of the Agreement and for eight years from the date of final payment under the Agreement, for inspection by County or any reviewing agencies and copies thereof shall be furnished upon request and at no additional cost to County. Consultant agrees that the provisions of this Article shall be included in any Agreements it may make with any sub-consultant, assignee or transferee.

ARTICLE 32. **ACCOUNTING SYSTEM**

Consultant shall have an accounting system, which is established, and maintaining in accordance with generally accepted accounting principles. Consultant must account for cost in a manner consistent with generally accepted accounting procedures, as approved by Fulton County.

### ARTICLE 33. VERBAL AGREEMENT

No verbal agreement or conversation with any officer, agent or employee of County either before, during or after the execution of this Agreement, shall affect or modify any of the terms of obligations herein contained, nor shall such verbal agreement or conversation entitle Consultant to any additional payment whatsoever under the terms of this Agreement. All changes to this shall be in writing and the form of a change order in supplemental agreement, approved by the County, and entered on the Minutes of the Board of Commissioners.

### ARTICLE 34. NOTICES

All notices shall be in writing and delivered in person or transmitted by certified mail, postage prepaid.

Notice to County, shall be addressed as follows:

#### **Department of Real Estate and Asset Management (DREAM)**

141 Pryor Street, SW  
Suite G119  
Atlanta, GA 30303

Telephone: 404-612-5900

Email: [timothy.dimond@fultoncountyga.gov](mailto:timothy.dimond@fultoncountyga.gov)

Attention: Timothy Dimond

#### **With a copy to:**

#### **Department of Purchasing & Contract Compliance** Chief Purchasing Agent

130 Peachtree Street, S.W. Suite 1168

Atlanta, Georgia 30303

Telephone: (404) 612-5800

Email: [felicia.strong-whitaker@fultoncountyga.gov](mailto:felicia.strong-whitaker@fultoncountyga.gov)

Attention: Felicia Strong-Whitaker

Notices to Consultant shall be addressed as follows:

WSP Global Inc.  
1075 Big Shanty Rd NW  
Kennesaw, GA 30144  
Telephone : 770-240-5452  
E-Mail- [scott.walters@wsp.com](mailto:scott.walters@wsp.com)  
Attention- Scott Walters

#### ARTICLE 35. **JURISDICTION**

This Agreement will be executed and implemented in Fulton County. Further, this Agreement shall be administered and interpreted under the laws of the State of Georgia. Jurisdiction of litigation arising from this Agreement shall be in the Fulton County Superior Courts. If any part of this Agreement is found to be in conflict with applicable laws, such part shall be inoperative, null and void insofar as it is in conflict with said laws, but the remainder of this Agreement shall be in full force and effect.

Whenever reference is made in the Agreement to standards or codes in accordance with which work is to be performed, the edition or revision of the standards or codes current on the effective date of this Agreement shall apply, unless otherwise expressly stated.

#### ARTICLE 36. **EQUAL EMPLOYMENT OPPORTUNITY**

During the performance of this Agreement, Consultant agrees as follows:

Section 36.01 Consultant will not discriminate against any employee or applicant for employment because of race, creed, color, sex or national origin;

Section 36.02 Consultant will, in all solicitations or advertisements for employees placed by, or on behalf of, Consultant state that all qualified applicants, will receive consideration for employment without regard to race, creed, color, sex or national origin;

Section 36.03 Consultant will cause the foregoing provisions to be inserted in all subcontracts for any work covered by the Agreement so that such provision will be binding upon each sub-consultant, provided that the foregoing provisions shall not apply to contracts or subcontracts for standard commercial supplies or raw materials.

#### ARTICLE 37. **FORCE MAJEURE**

Neither County nor Consultant shall be deemed in violation of this Agreement if either is prevented from performing its obligations hereunder for any reason beyond its control, including but not limited to acts of God, civil or military authority, act of public enemy, accidents, fires, explosions, earthquakes, floods or catastrophic failures of public transportation, provided however, that nothing herein shall relieve or be construed to relieve Consultant from performing its obligations hereunder in the event of riots, rebellions or legal strikes.

#### ARTICLE 38. OPEN RECORDS ACT

The Georgia Open Records Act, O.C.G.A. Section 50-18-70 et seq., applies to this Agreement. The Consultant acknowledges that any documents or computerized data provided to the County by the Consultant may be subject to release to the public. The Consultant also acknowledges that documents and computerized data created or held by the Consultant in relation to the Agreement may be subject to release to the public, to include documents turned over to the County. The Consultant shall cooperate with and provide assistance to the County in rapidly responding to Open Records Act requests. The Consultant shall notify the County of any Open Records Act requests no later than 24 hours following receipt of any such requests by the Consultant. The Consultant shall promptly comply with the instructions or requests of the County in relation to responding to Open Records Act requests.

#### ARTICLE 39. CONSULTANT'S COMPLIANCE WITH ALL ASSURANCES OR PROMISES MADE IN RESPONSE TO PROCUREMENT

Where the procurement documents do not place a degree or level of service relating to the scope of work, M/FBE participation, or any other matter relating to the services being procured, should any Consultant submit a response to the County promising to provide a certain level of service for the scope of work, M/FBE participation, or any other matter, including where such promises or assurances are greater than what is required by the procurement documents, and should this response containing these promises or assurances be accepted by the County and made a part of the Contract Documents, then the degree or level of service promised relating to the scope of work, M/FBE participation, or other matter shall be considered to be a material part of the Agreement between the Consultant and the County, such that the Consultant's failure to provide the agreed upon degree or level of service or participation shall be a material breach of the Agreement giving the County just cause to terminate the Agreement for cause, pursuant to ARTICLE 14 of the Agreement.

#### ARTICLE 40. INVOICING AND PAYMENT

Consultant shall submit monthly invoices for work performed during the previous calendar month, in a form acceptable to the County and accompanied by all support documentation requested by the County, for payment and for services that were completed during the

preceding phase. The County shall review for approval of said invoices. The County shall have the right not to pay any invoice or part thereof if not properly supported, or if the costs requested or a part thereof, as determined by the County, are reasonably in excess of the actual stage of completion.

**Time of Payment:** The County shall make payments to Consultant within thirty (30) days after receipt of a proper invoice. Parties hereto expressly agree that the above contract term shall supersede the rates of interest, payment periods, and contract and subcontract terms provided for under the Georgia Prompt Pay Act, O.C.G.A. 13-11-1 et seq., pursuant to 13-11-7(b), and the rates of interest, payment periods, and contract and subcontract terms provided for under the Prompt Pay Act shall have no application to this Agreement; parties further agree that the County shall not be liable for any interest or penalty arising from late payments.

**Submittal of Invoices:** Invoices shall be submitted as follows:

**Via Mail:**

Fulton County Government  
141 Pryor Street, SW  
Suite 7001  
Atlanta, Georgia 30303  
Attn: Finance Department – Accounts Payable  
OR

**Via Email:**

Email: [Accounts.Payable@fultoncountyga.gov](mailto:Accounts.Payable@fultoncountyga.gov)

At minimum, original invoices must reference all of the following information:

- 1) Vendor Information
  - a. Vendor Name
  - b. Vendor Address
  - c. Vendor Code
  - d. Vendor Contact Information
  - e. Remittance Address
  
- 2) Invoice Details
  - a. Invoice Date
  - b. Invoice Number (uniquely numbered, no duplicates)
  - c. Purchase Order Reference Number
  - d. Date(s) of Services Performed

- e. Itemization of Services Provided/Commodity Units
- 3) Fulton County Department Information (needed for invoice approval)
- a. Department Name
  - b. Department Representative Name

Consultant's cumulative invoices shall not exceed the total not-to-exceed fee established for this Agreement.

**County's Right to Withhold Payments:** The County may withhold payments, not to exceed the total of two months' fees of the applicable SOW, for services that involve disputed costs, involve disputed audits, or are otherwise performed in an inadequate fashion. Payments withheld by the County will be released and paid to the Consultant when the services are subsequently performed adequately and on a timely basis, the causes for disputes are reconciled or any other remedies or actions stipulated by the County are satisfied. If there is a good faith dispute regarding a portion of an invoice, Consultant will notify County and detail the dispute before the invoice date. The County shall promptly pay any undisputed items contained in such invoices. Upon resolution of the dispute, any disputed amounts owed to Consultant will be promptly paid by County.

**Payment of Sub-consultants/Suppliers:** The Consultant must certify in writing that all sub-consultants of the Consultant and suppliers have been promptly paid for work and materials and previous progress payments received. In the event the prime Consultant is unable to pay sub-consultants or suppliers until it has received a progress payment from Fulton County, the prime Consultant shall pay all sub-consultants or supplier funds due from said progress payments within forty-eight (48) hours of receipt of payment from Fulton County and in no event later than fifteen days as provided for by State Law.

**Acceptance of Payments by Consultant; Release.** The acceptance by the Consultant of any payment for services under this Agreement will, in each instance, operate as, and be a release to the County from, all claim and liability to the Consultant for work performed or furnished for or relating to the service for which payment was accepted, unless the Consultant within five (5) days of its receipt of a payment, advises the County in writing of a specific claim it contends is not released by that payment.

#### ARTICLE 41. TAXES

The Consultant shall pay all sales, retail, occupational, service, excise, old age benefit and unemployment compensation taxes, consumer, use and other similar taxes, as well as any other taxes or duties on the materials, equipment, and labor for the work provided by the Consultant which are legally enacted by any municipal, county, state or federal authority, department or agency at the time bids are received, whether or not yet effective. The Consultant shall maintain records pertaining to such taxes as well as payment thereof and shall make the same available to the County at all reasonable times for inspection and copying. The Consultant shall apply for any and all tax exemptions which may be applicable and shall timely request from the County such documents and information as may be necessary to obtain such tax exemptions. The County shall have no liability to the Consultant for payment of any tax from which it is exempt.

ARTICLE 42. **PERMITS, LICENSES AND BONDS**

All permits and licenses necessary for the work shall be secured and paid for by the Consultant. If any permit, license or certificate expires or is revoked, terminated, or suspended as a result of any action on the part of the Consultant, the Consultant shall not be entitled to additional compensation or time.

ARTICLE 43. **NON-APPROPRIATION**

This Agreement states the total obligation of the County to the Consultant for the calendar year of execution. Notwithstanding anything contained in this Agreement, the obligation of the County to make payments provided under this Agreement shall be subject to annual appropriations of funds thereof by the governing body of the County and such obligation shall not constitute a pledge of the full faith and credit of the County within the meaning of any constitutional debt limitation. The Director of Finance shall deliver written notice to the Consultant in the event the County does not intend to budget funds for the succeeding Contract year.

Notwithstanding anything contained in this Agreement, if sufficient funds have not been appropriated to support continuation of this Agreement for an additional calendar year or an additional term of the Agreement, this Agreement shall terminate absolutely and without further obligation on the part of the County at the close of the calendar year of its execution and at the close of each succeeding calendar year of which it may be renewed, unless a shorter termination period is provided or the County suspends performance pending the appropriation of funds.

ARTICLE 44. **WAGE CLAUSE**

Consultant shall agree that in the performance of this Agreement the Consultant will comply with all lawful agreements, if any, which the Consultant had made with any association, union, or other entity, with respect to wages, salaries, and working conditions, so as not to cause inconvenience, picketing, or work stoppage.

**IN WITNESS THEREOF**, the Parties hereto have caused this Contract to be executed by their duly authorized representatives as attested and witnessed and their corporate seals to be hereunto affixed as of the day and year date first above written.

OWNER:

**FULTON COUNTY, GEORGIA**

Signed by:

*Robert L. Pitts*

Robert L. Pitts, Chairman  
Fulton County Board of Commissioners

CONTRACTOR:

**WSP USA ENVIRONMENT & INFRASTRUCTURE INC.**

Signed by:

*Scott Walters*

Scott Walters  
Vice President, PE, CEM, BCxP

ATTEST:

DocuSigned by:

*Tonya R. Grier*

Tonya R. Grier  
Clerk to the Commission

(Affix County Seal)

ATTEST:

Secretary/  
Assistant Secretary

(Affix Corporate Seal)

APPROVED AS TO FORM:

DocuSigned by:

*Patrick O'Connor*

Office of the County Attorney

APPROVED AS TO CONTENT:

Signed by:

*Joseph Davis*

Joseph Davis, Director  
Department of Real Estate and Asset Management

ATTEST:

Signed by:

*Elizabeth A Thompson*

Notary Public

Cherokee

County: \_\_\_\_\_

March 26, 2025

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

Signed by:

(Affix Notary Seal)



ITEM#: <u>xxx</u>	RCS: <u>xxx</u>	ITEM#: <u>24-0242D</u>	RM: <u>4/10/2024</u>
RECESS MEETING		REGULAR MEETING	



# **ADDENDA**

**(Optional)**

**EXHIBIT A  
GENERAL CONDITIONS**

***NOT APPLICABLE***

**EXHIBIT B  
SPECIAL CONDITIONS**

***NOT APPLICABLE***

# **EXHIBIT C SCOPE OF WORK**

## **SCOPE OF WORK**

Fulton County intends to engage Architectural & Engineering firms to provide technical, professional, and other services for various Fulton County projects as broadly described in this RFP. The intent of this project is for one or more firms to provide some, all or any combination of the various and diverse technical, professional, architectural, and engineering planning projects, and related projects for the County on an as needed basis. Whenever services are requested by the County the Successful Proposer(s) will submit a written proposal for the specific project based on the scope of services requested by the County. The County may accept or reject the proposal, or decline such services when it is in the best interest of the County to do so. If the Successful Proposer(s)'s proposal is accepted, the County may issue a Work Authorization and Notice to Proceed that specifies the "not-to-exceed" dollar amount of the Work Authorization (WA) with the begin and completion date. After having received the Notice to Proceed (NTP), including a written approval of the scope of services and estimate of fees for a specific project, the Successful Proposer(s) shall provide the services required for the specific project in accordance with the contract and scope of service.

The County may rescind a NTP or WA at any time at the County's convenience if it is in the best interest of Fulton County. When a Notice to Proceed is rescinded, the County will pay the Successful Proposer(s) for any authorized work that has been satisfactorily performed up to, and through the date of cancellation. In the event of cancellation, the Successful Proposer(s) will not be entitled to any additional compensation for unauthorized work or anticipated lost profits due to such cancellation. All work products for which compensation is received by the Successful Proposer(s) from the County shall be submitted to the County. Further, all authorized work shall be submitted to the County before final payment is approved by the County.

It is understood and agreed by the Successful Proposer(s) that services performed under the Scope of Services as stated in this RFP shall include, but not be limited to those services described below and to the extent desired by Fulton County.

Basic Services shall include the provision of various professional services as hereinafter stated that include civil, mechanical, electrical, architectural, geotechnical, and structural engineering, contract administration, prequalification, bidding, and construction inspection services incidental thereto. Services also include preparation of engineering studies, modeling process and hydraulics, and assistance with regulatory requirements, citizen participation involvement, pre-design and pre-construction support and partnering.

The County may request all, some, any combination of or none of the services identified in this Scope of Services. When the County desires any services contemplated under this RFP, the County will contact the Successful Proposer(s) and request a written proposal, estimate of costs and preliminary schedule for the work to be performed on each specific project based on the Scope of Services desired by the County.

### **A. ENGINEERING STUDIES**

Certain projects may be assigned to the Successful Proposer(s) that requires the only deliverable to be technical memorandums and/or a final report. Such projects will usually be for planning purposes or consist of an environmental study. These projects will not require additional design, bid and construction services as outlined elsewhere in this document.

Engineering studies will require the use of engineering and scientific specialists proficient in the subject area of the project. These specialists will be considered local for billing purposes with no reimbursement for travel and lodging expenses. The Successful Proposer(s) will be required to maintain a project schedule and budget for each engineering study assigned. A minimum of two (2) weeks shall be provided in the project schedule for County review of each deliverable unless otherwise directed by the County.

Services may include, but not be limited to the following:

- A. A kick-off meeting;
- B. Progress meetings as determined by the county;
- C. Information gathering;
- D. Preparation of draft technical memorandums on specific subject areas of the project;
- E. Review meetings and coordination of review comments;
- F. Preparation of the final report; and
- G. Presentation of the results at private and public forums when requested and directed by the County.

## **B. CONSULTATIVE, ADVISORY, INVESTIGATIVE AND PRE-DESIGN SERVICES**

The Successful Proposer(s) may be requested to provide various services including, but not limited to, the following:

- A. Expert testimony;
- B. Utility rate structure and tariff studies;
- C. Inspections, explorations, surveys, testing, or other services concerning the collection, analysis, evaluation, and interpretation of data leading to specialized conclusions and recommendations;
- D. Feasibility studies on proposed projects, including studies of clients' needs, analysis of conditions or methods of operation, development of alternative concepts, economic analyzes, environmental studies, and site location studies;
- E. Development of preliminary design reports, including outline specifications, preliminary cost estimates; and
- F. Schematic design and design development for building projects.

## **C. PRE-DESIGN AND PRE-CONSTRUCTION ACTIVITIES**

The Successful Proposer(s) may be requested by the County form various Land Acquisition functions and to provide scheduling and coordination on all Pre-Design and Pre-Construction activities including, but not limited to the following:

- A. Land Acquisition:
  - 1. Title research and survey;
  - 2. Appraisals, legal descriptions, and plats.
- B. Scheduling and Coordination
  - 1. Site disturbance and building permits;
  - 2. Geotechnical, archeological, and environmental permits and surveys;
  - 3. Storm water and NPDES permits;
  - 4. EPNEPD; Corps of Engineers, Georgia DOT, railroad, or other permitting agencies; and
  - 5. Easement documentation, negotiation, and support of "on time"acquisition.

## **D. PARTNERING**

The Successful Proposer(s) will be required to support partnering requirements of this RFP and any other related contracts. The Successful Proposer(s) will be responsible for, but not limited to the following:

- A. Partnering scheduling and reports;
- B. Providing e-mail meeting notices and meeting minutes;
- C. Tracking Partnering Goal Measurements;
- D. Distributing Project Report Cards and compiling results; and
- E. Coordinating meetings and other sessions.

#### **E. PROJECT MANAGEMENT SERVICES**

The Successful Proposer(s) may be required to provide Project Management Services including, but not limited to the following:

- A. Meeting the County requirements related to the project intent, quality, schedule and budget;
- B. Selecting consultants;
- C. Performing conceptual studies including economic feasibility;
- D. Planning, scheduling, monitoring, controlling, estimating, budgeting and cash control for specific projects;
- E. Engineering and design;
- F. Procurement;
- G. Risk management;
- H. Construction management;
- I. Commissioning testing and start-up of new facilities;
- J. Quality assurance;
- K. Project closeout;
- L. Maintaining a document tracking and control system through the duration of the project; and
- M. **LEED** certification.

#### **F. DETAILED DESIGN SERVICES**

The successful Proposer(s) may be requested to perform Detailed Design Services (utilizing Fulton County's Standard Specifications and Details where applicable) based on previously established project requirements. These services may include, but not be limited to the following:

- a. Development and preparation of detailed calculations, engineering designs, drawings, cost estimates, technical specifications, and special conditions for use with the county standard contract documents;
- b. Resolving detailed problems;
- c. Developing specifications and selecting equipment;
- d. Coordinating engineers and/or other design service groups;
- e. Preparing, or collaborating with others responsible for preparing, estimates of the cost of the work;
- f. Providing assistance and advice to the county in bid evaluation and contract award immediately preceding construction;
- g. Developing additional standards for use in the project and for separate submittal to the County for incorporation into the County's standard specifications and details in the absence of such; and
- h. Maintaining a document tracking and control system.

#### **G. CONTRACT ADMINISTRATION AND GENERAL REVIEW DURING CONSTRUCTION**

The successful Proposer(s) may be requested to provide these services to assist the County in construction administration and engineering review following award of the contract and during construction of a specific project. These services may include, but not be limited to the following:

- a. Providing advice on the interpretation of contract documents to the County;
- b. Issuing supplementary details and instructions as required;
- c. Reviewing shop drawings for general compliance with design requirements and contract documents;
- d. Reviewing contractor's progress claims, including the validity of additions or deletions;
- e. Reviewing progress certificates and change orders for the client's acceptance;
- f. Making periodic site visits to assess progress generally and conformity of the of the work contract documents;
- g. Reporting to the County on the progress of construction;
- h. Arranging for, and attending, regular site meetings;
- i. Carrying out final review;
- j. Participating in the testing and start-up at the conclusion of the construction contract;
- k. Issuing a substantial performance and/or completion certificate to the County;
- l. Ensuring that the contractor's as-built record drawings are accurate and up to date on a periodic basis and upon completion of the project; and
- m. Maintaining the document tracking and control system.

#### **H. CONSTRUCTION MANAGEMENT SERVICES**

The successful Proposer(s) may be requested to provide Construction Management Services that may include, but not be limited to the following:

- a. Contract strategy, administration and expediting;
- b. Construction logistics, planning, scheduling and personnel forecasts;
- c. Field office management;
- d. Construction facilities and equipment provisions;
- e. Progress monitoring, trending and reporting;
- f. Cost performance monitoring;
- g. Trending and claims processing;
- h. Safety program compliance; and
- i. Maintaining the document control and tracking system as required.

#### **I. ADDITIONAL SERVICES**

The County may request additional services from the A and E other than those specifically detailed in this RFP's "basic/services" and these requests will vary according to the County needs any given time. These service requests may include, but are not limited to the following:

- a. Extended commissioning and start-up assistance for equipment or facilities;
- b. Preparing plant specific operating and maintenance manuals;
- c. Determining deficiencies during the warranty period;
- d. Preparing the final acceptance document at the end of the warranty
- e. period;
- f. Assisting with facility management and/or operations after commissioning and start-up;
- g. Providing assistance in as-built drawing verification;
- h. Facility requirements and utilization studies;
- i. Feasibility studies for new, renovation and alteration projects;
- j. Preparation of program documents;

- k. Preparation of schematic, preliminary, design development, contract documents, and specifications;
- l. Studies and audits for compliance with federal, state, and local regulations;
- m. Services related to minor and/or new construction, renovation, and alteration projects to include planning, handicapped accessibility (ADA), project evaluation, electrical, mechanical, structural, and civil engineering;
- n. Additional services which may be required or requested;
- o. Master Planning, building systems surveys;
- p. Facility programming;
- q. Construction administration;
- r. Development of design documents for the Fast-Track Construction Project System (Job Order Contract); and
- s. Provide cost estimates.



# **EXHIBIT D PROJECT DELIVERABLES**

## PROJECT DELIVERABLES

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Deliverables may be requested at 30%, 60%, 90%, 95% and 100% milestones of deliverables associated with each task order that is issued.

All applicable Federal, State laws; and County ordinances, codes, rules and regulations of all authorities having jurisdiction over the construction of the project shall be followed.

The Prosper shall utilize CADD; object-based drawing formats for the preparation of drawings. This format will be used for architectural and engineering disciplines.

Drawings for each task order/scope of work, shall be printed on 30-inch x 42- inch paper drawing sheets for full size documents, to an appropriate scale.

Additionally, drawings must be transmitted electronically in PDF file format when requested by the County.

Specifications and reports required in each task order/scope of work shall be 8 1/2" inches X 11 inches except as indicated otherwise and must be transmitted in PDF file format when requested by the County.

# **EXHIBIT E COMPENSATION**

## COMPENSATION

---

The County agrees to compensate the Consultant as follows:

County agrees to compensate Consultant for all services performed under this Agreement in an amount not to exceed four hundred thousand dollars (\$400,000.00). The detailed costs are provided herein:



# Cost

## Fulton County

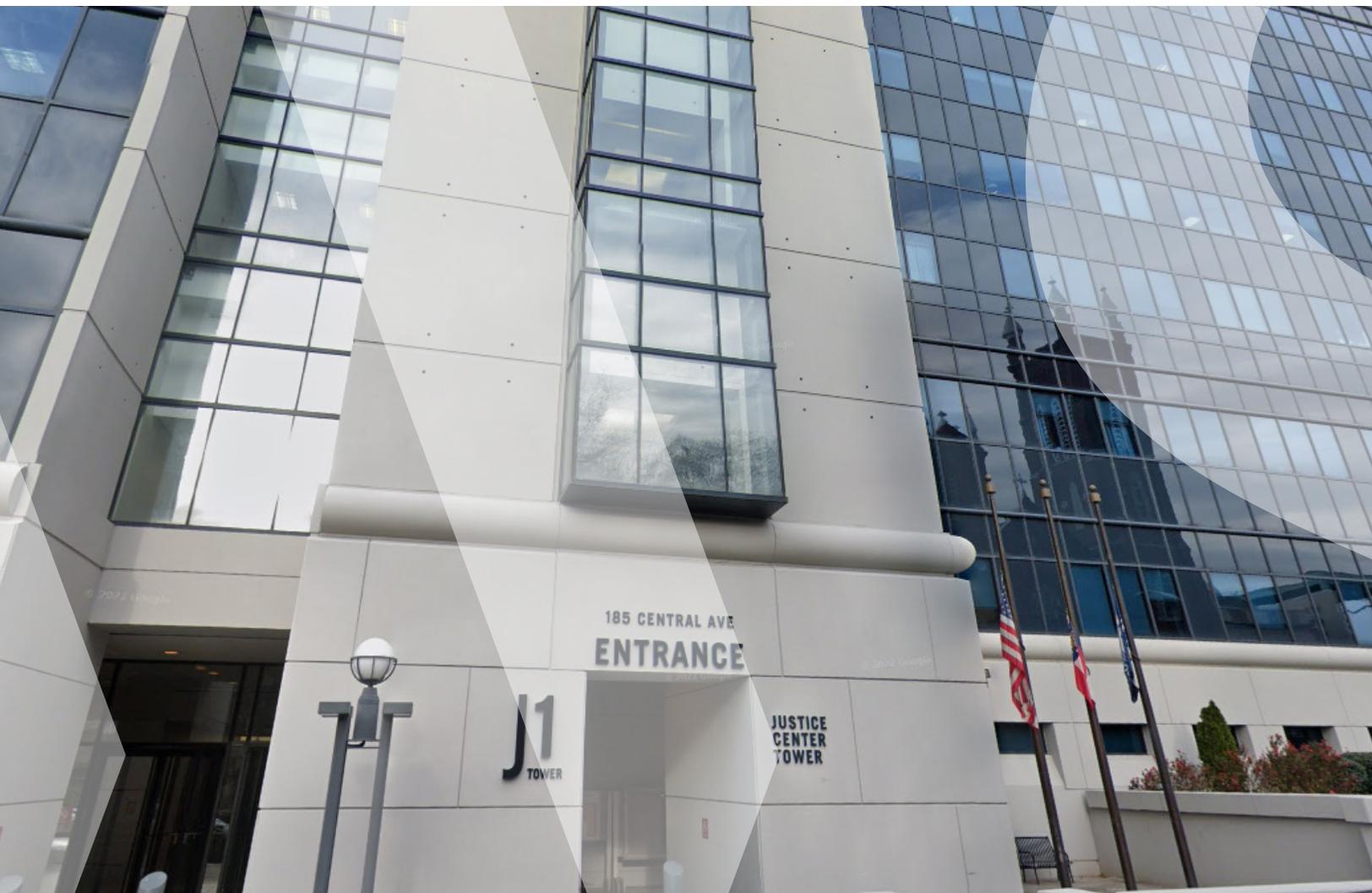
Standby Professional Services for Facilities Related Planning, Design, Engineering and Assessments-Architectural & Engineering Services for  
DEPARTMENT OF REAL ESTATE AND ASSET MANAGEMENT

### Original

RFP No. 23RFP138733K-BKJ

Date: July 19, 2023

Time: 11:00 a.m.





## Section 1 Introduction

As requested, WSP USA Environment & Infrastructure Inc. (WSP) Schedule of Fees for various labor categories is included in Section 2.

## Section 2 Completed Cost Proposal Forms

WSP's completed forms are presented in the following pages.

**EXHIBIT 1  
COST PROPOSAL FORM**

**SCHEDULE OF FEES**

This form shall be completed and submitted as the cost proposal. The complete Cost Proposal is to be submitted separately from the Technical Proposal in a sealed envelope.

**GROUP 1 - ARCHITECTURAL/ENGINEERING TEAM SERVICES:** Position Hourly Rate  
(Incl. OH&P)

**ARCHITECTURAL SERVICES:**

Position	Hourly Rate	OH&P	Total Rate (includes OH &P)
Principals, Licensed	\$ <u>95</u>	\$ <u>170</u>	\$ <u>265</u>
Project Manager, Licensed	\$ <u>75</u>	\$ <u>150</u>	\$ <u>225</u>
Project Architect, Licensed	\$ <u>75</u>	\$ <u>150</u>	\$ <u>225</u>
Project Architect, Non-Licensed	\$ <u>60</u>	\$ <u>104</u>	\$ <u>164</u>
Interior Designer	\$ <u>50</u>	\$ <u>91</u>	\$ <u>141</u>
Intern Architect	\$ <u>30</u>	\$ <u>75</u>	\$ <u>105</u>
Draftsman/CADD	\$ <u>30</u>	\$ <u>75</u>	\$ <u>105</u>
Specification Writer	\$ <u>60</u>	\$ <u>104</u>	\$ <u>164</u>
Cost Estimator	\$ <u>65</u>	\$ <u>120</u>	\$ <u>185</u>
Administrative /Clerical	\$ <u>30</u>	\$ <u>72</u>	\$ <u>102</u>
<b>TOTAL HOURLY RATE – ARCHITECT SERVICES</b>			<b>\$ <u>1,681</u></b>

**CIVIL ENGINEERING SERVICES:**

Position	Hourly Rate	OH&P	Total Rate (includes OH &P)
Principals, Registered	\$ <u>95</u>	\$ <u>170</u>	\$ <u>265</u>
Project Engineer, Registered	\$ <u>75</u>	\$ <u>150</u>	\$ <u>225</u>
Project Engineer, E.I.T.	\$ <u>60</u>	\$ <u>104</u>	\$ <u>164</u>

Designer	\$ 50	\$ 91	\$ 141
Draftsman/CADD	\$ 30	\$ 75	\$ 105
Administrative/Clerical	\$ 30	\$ 72	\$ 102
<b>TOTAL HOURLY RATE – CIVIL ENGINEERING SERVICES</b>			<b>\$ 1,002</b>

**STRUCTURAL ENGINEERING SERVICES:**

Position	Hourly Rate	OH&P	Total Rate (includes OH &P)
Principals, Registered	\$ 95	\$ 170	\$ 265
Project Engineer, Registered	\$ 75	\$ 150	\$ 225
Project Engineer, E.I.T.	\$ 60	\$ 104	\$ 164
Designer	\$ 50	\$ 91	\$ 141
Draftsman/CADD	\$ 30	\$ 75	\$ 105
Administrative/Clerical	\$ 30	\$ 72	\$ 102
<b>TOTAL HOURLY RATE – STRUCTURAL ENGINEERING SERVICES</b>			<b>\$ 1,002</b>

**MECHANICAL ENGINEERING SERVICES:**

Position	Hourly Rate	OH&P	Total Rate (includes OH &P)
Principals, Registered	\$ 95	\$ 170	\$ 265
Project Engineer, Registered	\$ 75	\$ 150	\$ 225
Project Engineer, E.I.T.	\$ 60	\$ 104	\$ 164
Designer	\$ 50	\$ 91	\$ 141

Draftsman/CADD	\$ 30	\$ 75	\$ 105
Administrative/Clerical	\$ 30	\$ 72	\$ 102
<b>TOTAL HOURLY RATE – MECHANICAL ENGINEERING SERVICES</b>			\$ 1,002

**ELECTRICAL ENGINEERING SERVICES:**

Position	Hourly Rate	OH&P	Total Rate (includes OH &P)
Principals, Registered	\$ 95	\$ 170	\$ 265
Project Engineer, Registered	\$ 75	\$ 150	\$ 225
Project Engineer, E.I.T.	\$ 60	\$ 104	\$ 164
Designer	\$ 50	\$ 91	\$ 141
Draftsman/CADD	\$ 30	\$ 75	\$ 105
Administrative/Clerical	\$ 30	\$ 72	\$ 102
<b>TOTAL HOURLY RATE – ELECTRICAL ENGINEERING SERVICES</b>			\$ 1,002

**PLUMBING and FIRE PROTECTION ENGINEERING SERVICES:**

Position	Hourly Rate	OH&P	Total Rate (includes OH &P)
Principals, Registered	\$ 95	\$ 170	\$ 265
Project Engineer, Registered	\$ 75	\$ 150	\$ 225
Project Engineer, E.I.T.	\$ 60	\$ 104	\$ 164
Designer	\$ 50	\$ 91	\$ 141
Draftsman/CADD	\$ 30	\$ 75	\$ 105
Administrative/Clerical	\$ 30	\$ 72	\$ 102

<b>TOTAL HOURLY RATE – PLUMBING ENGINEERING SERVICES</b>		<b>\$ 1,002</b>
--	--	-----------------

<b>TOTAL HOURLY RATE – ALL SERVICES:</b>	<b>\$</b>	<b>6,691</b>
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# **EXHIBIT F PURCHASING FORMS**

STATE OF GEORGIA  
COUNTY OF FULTON

FORM A: GEORGIA SECURITY AND IMMIGRATION CONTRACTOR 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 engaged in the physical performance of services<sup>1</sup> under a contract with [insert name of prime contractor] WSP USA Environment & Infrastructure Inc. on behalf of Fulton County Government has registered with and is participating in a federal work authorization program<sup>\*,2</sup> 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 to this contract with Fulton County Government, 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 a substantially similar form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the Fulton County Government at the time the subcontractor(s) is retained to perform such service.

1486470  
EEV/Basic Pilot Program\* User Identification Number

BY: Authorized Officer of Agent (Insert Contractor Name)  
Vice President

Title of Authorized Officer or Agent of Contractor  
Mirsada Ilic

Printed Name of Authorized Officer or Agent  
Sworn to and subscribed before me this 05<sup>th</sup> day of July, 2023.

Notary Public: [Signature]

County: Cobb

Commission Expires: 04/07/2025

Kayla Jimmerson  
NOTARY PUBLIC  
Cobb County, GEORGIA  
My Commission Expires 04/07/2025

<sup>1</sup>O.C.G.A. § 13-10-90(4), as amended by Senate Bill 160, provides that "physical performance of services" means any performance of labor or services for a public employer (e.g., Fulton County) using a bidding process (e.g., ITB, RFQ, RFP, etc.) or contract wherein the labor or services exceed \$2,499.99, except for those individuals licensed pursuant to title 26 or Title 43 or by the State Bar of Georgia and is in good standing when such contract is for service to be rendered by such individual.

<sup>2</sup>[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].

STATE OF GEORGIA  
COUNTY OF FULTON

**FORM B: GEORGIA SECURITY AND IMMIGRATION 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<sup>3</sup> under a contract with **[insert name of prime contractor]** \_\_\_\_\_ behalf of **Fulton County Government** has registered with and is participating in a federal work authorization program\*,<sup>4</sup> in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

1347491

EEV/Basic Pilot Program\* User Identification Number

 Hammond Engineering, Inc.

BY: Authorized Officer of Agent (Insert Subcontractor Name)

President

Title of Authorized Officer or Agent of Subcontractor

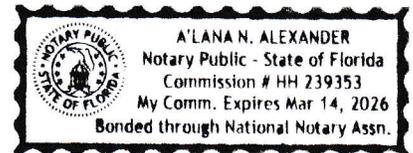
Nathaniel Hammond, PE

Printed Name of Authorized Officer or Agent

**Sworn to and subscribed before me,**

This 6th day of July, 2023

  
\_\_\_\_\_  
(Notary Public) (Seal)



Commission Expires: March 14, 2026  
(Date)

<sup>3</sup>O.C.G.A. § 13-10-90(4), as amended by Senate Bill 160, provides that "physical performance of services" means any performance of labor or services for a public employer (e.g., Fulton County) using a bidding process (e.g., ITB, RFQ, RFP, etc.) or contract wherein the labor or services exceed \$2,499.99, except for those individuals licensed pursuant to title 26 or Title 43 or by the State Bar of Georgia and is in good standing when such contract is for service to be rendered by such individual.

<sup>4</sup>\*[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].

**FORM C: OFFEROR'S DISCLOSURE FORM AND QUESTIONNAIRE**

1. Please provide the names and business addresses of each of the Offeror's firm's officers and directors.

For the purposes of this form, the term "Offeror" means an entity that responds to a solicitation for a County contract by either submitting a proposal in response to a Request for Proposal or a Request for Qualification or a Bid in response to an Invitation to Bid. Describe accurately, fully and completely, their respective relationships with said Offeror, including their ownership interests and their anticipated role in the management and operations of said Offeror.

See attached.

2. Please describe the general development of said Offeror's business during the past five (5) years, or such shorter period of time that said Offeror has been in business.

Wood Environment & Infrastructure Solutions, Inc. was incorporated in the state of Nevada on June 1, 1994 under the name of AGRA Earth & Environmental, Inc. On September 6, 2000, AGRA Earth & Environmental, Inc. changed its name to AMEC Earth & Environmental, Inc. On November 1, 2011, AMEC Earth & Environmental, Inc. changed its name to AMEC Environment & Infrastructure, Inc. On January 1, 2015, AMEC Environment & Infrastructure, Inc. changed its name to Amec Foster Wheeler Environment & Infrastructure, Inc. On April 16, 2018, Amec Foster Wheeler Environment & Infrastructure, Inc. changed its name to Wood Environment & Infrastructure Solutions, Inc. On September 21, 2022, Wood Environment & Infrastructure Solutions, Inc. changed its name to WSP USA Environment & Infrastructure Inc.

3. Please state whether any employee, agent or representative of said Offeror who is or will be directly involved in the subject project has or had within the last five (5) years: (i) directly or indirectly had a business relationship with Fulton County; (ii) directly or indirectly received revenues from Fulton County; or (iii) directly or indirectly receives revenues from the result of conducting business on Fulton County property or pursuant to any contract with Fulton County. Please describe in detail any such relationship.

WSP currently holds two standby contracts with Fulton County.

**WSP USA Environment & Infrastructure Inc.**  
**1075 Big Shanty Road NW Suite 100**  
**Kennesaw, GA 30144**  
**770-421-3400**

**Directors and Officers**

**Directors**

<u>Name</u>	<u>Address</u>
Lou Cornell	1100 Town and Country Road, Suite 200 Orange, CA 92868
Stephen Dale	One Penn Plaza, 4 <sup>th</sup> Floor, New York, NY 10119
Andrew Esposito	1100 Town and Country Road, Suite 200 Orange, CA 92868
Lytle C. Troutt, Jr.	1075 Big Shanty Road, Suite 100 Kennesaw, GA 30144
Joseph J. Sczurko	1075 Big Shanty Road, Suite 100 Kennesaw, GA 30144

**Officers**

Lytle C. Troutt, Jr., President	Hillary Jassey, Asst. Secretary
Joseph J. Sczurko, CEO	Alex Volterano, Asst. Secretary
David B. Goershel, SVP	Jeffrey A. Barrett, AVP
Jason Wits, SVP	Charles B. Gardiner, AVP
Raymond M. Steege, SVP	Fred E. Lusk III, AVP
Deborah J. Barrow, VP & Asst. Secretary	Charles K. Conner, AVP
Bradley J. Knight, VP & Secretary	Jay M. Martin, AVP
Kendall H. Sherrill, VP & Treasurer	Mark A. Murphy, AVP
Mark C. Diblin, VP	Francis P. Wiegand, AVP
Jennifer C. Lewis, VP	Victor A. Fisher, AVP
Andrew J. Lynn, VP	Nicholas Mitrakis, Controller
Joseph F. Farrell, VP	
Jason Fanelli, Asst. Secretary	

**LITIGATION DISCLOSURE:**

Failure to fully and truthfully disclose the information required, may result in the disqualification of your bid or proposal from consideration or termination of the Contract, once awarded.

1. Please state whether any of the following events have occurred in the last five (5) years with respect to said Offeror. If any answer is yes, explain fully the following:

(a) whether a petition under the federal bankruptcy laws or state insolvency laws was filed by or against said Offeror, or a receiver fiscal agent or similar officer was appointed by a court for the business or property of said Offeror;

Circle One: YES  NO

(b) whether Offeror was subject of any order, judgment, or decree not subsequently reversed, suspended or vacated by any court of competent jurisdiction, permanently enjoining said Offeror from engaging in any type of business practice, or otherwise eliminating any type of business practice; and

Circle One: YES  NO

(c) whether said Offeror's business was the subject of any civil or criminal proceeding in which there was a final adjudication adverse to said Offeror, which directly arose from activities conducted by the business unit or corporate division of said Offeror which submitted a bid or proposal for the subject project. If so please explain.

Circle One: YES  NO

2. Have you or any member of your firm or team to be assigned to this engagement ever been indicted or convicted of a criminal offense within the last five (5) years?

Circle One: YES  NO

3. Have you or any member of your firm or team been terminated (for cause or otherwise) from any work being performed for Fulton County or any other Federal, State or Local Government?

Circle One: YES  NO

4. Have you or any member of your firm or team been involved in any claim or litigation adverse to Fulton County or any other federal, state or local government, or private entity during the last three (3) years?

Circle One:

YES

NO

5. Has any Offeror, member of Offeror's team, or officer of any of them (with respect to any matter involving the business practices or activities of his or her employer), been notified within the five (5) years preceding the date of this offer that any of them are the target of a criminal investigation, grand jury investigation, or civil enforcement proceeding?

Circle One:

YES

NO

If you have answered "YES" to any of the above questions, please indicate the name(s) of the person(s), the nature, and the status and/or outcome of the information, indictment, conviction, termination, claim or litigation, the name of the court and the file or reference number of the case, as applicable. Any such information should be provided on a separate page, attached to this form and submitted with your proposal.

**NOTE: If any response to any question set forth in this questionnaire has been disclosed in any other document, a response may be made by attaching a copy of such disclosure. (For example, said Offeror's most recent filings with the Securities and Exchange Commission ("SEC") may be provided if they are responsive to certain items within the questionnaire.) However, for purposes of clarity, Offeror should correlate its responses with the exhibits by identifying the exhibit and its relevant text.**

Disclosures must specifically address, completely respond and comply with all information requested and fully answer all questions requested by Fulton County. Such disclosure must be submitted at the time of the bid or proposal submission and included as a part of the bid/proposal submitted for this project. Disclosure is required for Offerors, joint venture partners and first-tier subcontractors.

Failure to provide required disclosure, submit officially signed and notarized documents or respond to any and all information requested/required by Fulton County can result in the bid/proposal declared as non-responsive. This document must be completed and included as a part of the bid/proposal package along with other required documents.

[SIGNATURES ON NEXT PAGE]

Under penalty of perjury, I declare that I have examined this questionnaire and all attachments hereto, if applicable, to the best of my knowledge and belief, and all statements contained hereto are true, correct, and complete.

On this 05<sup>th</sup> day of July, 2023

WSP USA Environment & Infrastructure Inc.  
(Legal Name of Proponent) (Date)

[Signature] 07/05/23  
(Signature of Authorized Representative) (Date)

Vice President  
(Title)

Sworn to and subscribed before me,

This 5<sup>th</sup> day of July, 2023

[Signature]  
(Notary Public)

(Seal) **Kayla Jimmerson  
NOTARY PUBLIC  
Cobb County, GEORGIA  
My Commission Expires 04/07/2025**

Commission Expires 04/07/2025  
(Date)

**FORM D: GEORGIA PROFESSIONAL LICENSE CERTIFICATION**

**NOTE: Please complete this form for the work your firm will perform on this project.**

Contractor's Name: WSP USA Environment & Infrastructure Inc.

Performing work as: Prime Contractor   x   Subcontractor/Sub-Consultant       

Professional License Type:  
Professional Engineer

Professional License Number:  
PEF000213

Expiration Date of License:  
6/30/2024

I certify that the above information is true and correct and that the classification noted is applicable to the Bid for this Project.

Signed: 

Date: 

**(ATTACH COPY OF LICENSE)**



# PROFESSIONAL LICENSING

GEORGIA SECRETARY OF STATE BRAD RAFFENSPERGER

CORPORATIONS • ELECTIONS • LICENSING • CHARITIES

## Licensee Details

### Licensee Information

<b>Name:</b> WSP USA Environment & Infrastructure Inc.	<b>Owner:</b>
<b>Address:</b> Suite 300 1105 Lakewood Pkwy Alpharetta GA 30009	

### Primary Source License Information

<b>Lic #:</b> PEF000213	<b>Profession:</b> Engineers / Land Surveyors	<b>Type:</b> Engineer Firm
<b>Secondary:</b>	<b>Method:</b> Application	<b>Status:</b> Active
<b>Issued:</b> 01/07/1992	<b>Expires:</b> 30/06/2024	<b>Last Renewal Date:</b> 27/04/2022

### Associated Licenses

<b>Relationship:</b> Employment			
<b>Licensee:</b> Ilic, Mirsada Zeljkovic	<b>License Type:</b> Professional Engineer		
<b>License #:</b> PE027867	<b>License Status:</b> Active		
<b>Established:</b>	<b>Association Date:</b> 02/06/2014		<b>Expiry:</b>
<b>Type:</b> Prerequisite User			
<b>Relationship:</b> Employment			
<b>Licensee:</b> Modlin, Brandt L	<b>License Type:</b> Professional Engineer		
<b>License #:</b> PE033579	<b>License Status:</b> Active		
<b>Established:</b>	<b>Association Date:</b> 02/06/2014		<b>Expiry:</b>
<b>Type:</b> Prerequisite User			
<b>Relationship:</b> Employment			
<b>Licensee:</b> Ott, David Edward	<b>License Type:</b> Professional Engineer		
<b>License #:</b> PE023250	<b>License Status:</b> Active		
<b>Established:</b> 18/05/2006	<b>Association Date:</b>		<b>Expiry:</b> 20/05/2019
<b>Type:</b> Prerequisite User			
<b>Relationship:</b> Employment			
<b>Licensee:</b> Reese, Andrew John	<b>License Type:</b> Professional Engineer		
<b>License #:</b> PE023433	<b>License Status:</b> Inactive		
<b>Established:</b> 18/05/2006	<b>Association Date:</b>		<b>Expiry:</b>

**FORM D: GEORGIA PROFESSIONAL LICENSE CERTIFICATION**

**NOTE: Please complete this form for the work your firm will perform on this project.**

Contractor's Name: Hammond Engineering, Inc

Performing work as: Prime Contractor \_\_\_\_\_ Subcontractor/Sub-Consultant X

Professional License Type: Professional Engineer

Professional License Number: 007361

Expiration Date of License: 06/30/2024

I certify that the above information is true and correct and that the classification noted is applicable to the Bid for this Project.

Signed: 

Date: 6/28/2023

**(ATTACH COPY OF LICENSE)**



**STATE OF GEORGIA**  
**BRAD RAFFENSPERGER, Secretary of State**  
State Board of Registration for Professional Engineers and  
Land Surveyors  
LICENSE NO. PEF007361  
Hammond Engineering, Inc.  
6961 Peachtree Industrial Blvd.  
Suite 208  
Peachtree Corners GA 30092  
**Engineer Firm**

EXP DATE - 06/30/2024 Status: Active  
Issue Date: 09/11/2018

A pocket-sized license card is below. Above is an enlarged copy of your pocket card.

Please make note of the expiration date on your license. It is your responsibility to renew your license before it expires. Please notify the Board if you have a change of address.

Wall certificates suitable for framing are available at cost, see board fee schedule. To order a wall certificate, please order from the web site – [www.sos.ga.gov/plb](http://www.sos.ga.gov/plb).

Please refer to Board Rules for any continuing education requirements your profession may require.

Georgia State Board of Professional Licensing  
237 Coliseum Drive  
Macon GA 31217  
Phone: (404) 424-9966  
[www.sos.ga.gov/plb](http://www.sos.ga.gov/plb)

Hammond Engineering, Inc.  
6961 Peachtree Industrial Blvd.  
Suite 208  
Peachtree Corners GA 30092



**STATE OF GEORGIA**  
**BRAD RAFFENSPERGER, Secretary of State**  
Georgia State Board of Registration for Professional Engineers and  
Land Surveyors  
License No. PEF007361  
Hammond Engineering, Inc.  
6961 Peachtree Industrial Blvd.  
Suite 208  
Peachtree Corners GA 30092  
**Engineer Firm**

EXP DATE - 06/30/2024 Status: Active  
Issue Date: 09/11/2018

**STATE OF GEORGIA  
COUNTY OF FULTON**

**FORM E: Local Preference AFFIDAVIT OF BIDDER/OFFEROR**

I hereby certify that pursuant to Fulton County Code Section 102-377, the Bidder/Offeror WSP USA Environment & Infrastructure Inc. is eligible to receive local preference points and has a staffed, fixed, physical, place of business located within Fulton County and has had the same for at least one (1) year prior to the date of submission of its proposal or bid and has held a valid business license from Fulton County or a city within Fulton County boundaries for the business at a fixed, physical, place of business, for at least one (1) year prior to the date of submission of its proposal or bid.

Affiant further acknowledges and understands that pursuant to Fulton County Code Section 102-377, in the event this affidavit is determined to be false, the business named herein shall be deemed "non-responsive" and shall not be considered for award of the applicable contract.

WSP USA Environment & Infrastructure Inc.  
(BUSINESS NAME)

3340 Peachtree Road NE, Suite 240, Atlanta, GA 30326  
(FULTON COUNTY BUSINESS ADDRESS)

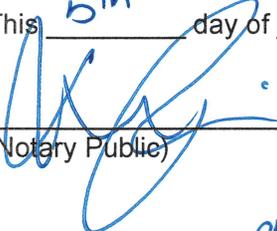
Vice President  
(OFFICIAL TITLE OF AFFIANT)

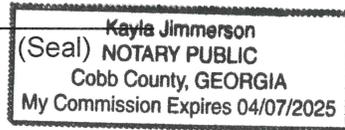
Mirsada Ilic  
(NAME OF AFFIANT)

  
(SIGNATURE OF AFFIANT)

**Sworn to and subscribed before me,**

This 5<sup>th</sup> day of July, 2023

  
(Notary Public)



Commission Expires: 04/07/2025  
(Date)



**CITY OF ATLANTA**

55 Trinity Avenue SW  
Suite 1350  
Atlanta GA 30303

**OCCUPATION TAX REGISTRATION CERTIFICATE**

**VALID ONLY WHEN OCCUPATION REGISTRATION TAX  
REQUIREMENTS ARE PAID**

**Business Name:** WSP USA INC  
**Business Location:** 3340 PEACHTREE RD NE STE 2400  
ATLANTA, GA 30326  
**Owner:**  
**License Number:** LGB-058547-2020  
**Issued Date:** 2/20/2023  
**Expiration Date:** 12/31/2023

**Business Type(s):** 541330 Engineering Services  
**Mailing Address:** 3340 PEACHTREE RD NE STE 2400  
ATLANTA, GA 30326  
**License Type:** General Business License  
**Classification:** Professional/Scientific/Technical Services

*Mohamed Balla*

Mohamed Balla, Chief Financial Officer

DISPLAY THIS CERTIFICATE IN A CONSPICUOUS PLACE AT BUSINESS LOCATION. NOT VALID IF BUSINESS LOCATION DOES NOT COMPLY TO CITY ZONING REQUIREMENTS. NOT VALID UNLESS ACCOMPANIED BY STATE OF GEORGIA LICENSE(S) IS REQUIRED. CERTIFICATE NOT TRANSFERABLE IF BUSINESS TERMINATES OR CHANGES OWNERSHIP DURING CERTIFICATE PERIOD. CALL THE BUSINESS LICENSE OFFICE AT 404-330-6270 THIS CERTIFICATE IS SUBJECT TO ALL APPLICABLE ORDINANCES AND LAWS.

**TO BE POSTED IN A CONSPICUOUS PLACE**

**NOT APPLICABLE**

**STATE OF GEORGIA  
COUNTY OF FULTON**

**FORM F: SERVICE DISABLED VETERAN Preference AFFIDAVIT OF  
BIDDER/OFFEROR**

I hereby certify that pursuant to Fulton County Code Section 102-378, the Bidder/Offeror \_\_\_\_\_ is eligible to receive Service Disabled Veteran Business Enterprise preference points and is independent and continuing operation for profit, performing a commercially useful function, and is 51 percent owned and controlled by one or more individuals who are disabled as a result of military service who has been honorably discharged, designated as such by the United States Department of Veterans Affairs.

Affiant further acknowledges and understands that pursuant to Fulton County Code Section 102-378, in the event this affidavit is determined to be false, the business named herein shall be deemed "non-responsive" and shall not be considered for award of the applicable contract.

\_\_\_\_\_  
(BUSINESS NAME)

\_\_\_\_\_  
(FULTON COUNTY BUSINESS ADDRESS)

\_\_\_\_\_  
(OFFICIAL TITLE OF AFFIANT)

\_\_\_\_\_  
(NAME OF AFFIANT)

\_\_\_\_\_  
(SIGNATURE OF AFFIANT)

**Sworn to and subscribed before me,**

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
(Notary Public) (Seal)

Commission Expires: \_\_\_\_\_  
(Date)

**EXHIBIT G**  
**OFFICE OF CONTRACT COMPLIANCE**  
**FORMS**

**EXHIBIT A – PROMISE OF NON-DISCRIMINATION**

“Know all persons by these presents, that I/We ( Mirsada Ilic ),  
Name

Vice President  
Title

WSP USA Environment & Infrastructure Inc.  
Company Name

Hereinafter “Company”, in consideration of the privilege to bid on or obtain contracts funded, in whole or in part, by Fulton County, hereby consent, covenant and agree as follows:

- 1) No person shall be excluded from participation in, denied the benefit of, or otherwise discriminated against on the basis of race, color, national origin or gender in connection with any bid submitted to Fulton County for the performance of any resulting there from,
- 2) That it is and shall be the policy of this Company to provide equal opportunity to all businesses seeking to contract or otherwise interested in contracting with this Company without regard to the race, color, gender or national origin of the ownership of this business,
- 3) That the promises of non-discrimination as made and set forth herein shall be continuing in nature and shall remain in full force and effect without interruption,
- 4) That the promise of non-discrimination as made and set forth herein shall be made a part of, and incorporated by reference into, any contract or portion thereof which this Company may hereafter obtain,
- 5) That the failure of this Company to satisfactorily discharge any of the promises of non-discrimination as made and set forth herein shall constitute a material breach of contract entitling the Board to declare the contract in default and to exercise any and all applicable rights and remedies, including but not limited to cancellation of the contract, termination of the contract, suspension and debarment from future contracting opportunities, and withholding and/or forfeiture of compensation due and owing on a contract; and
- 6) That the bidder shall provide such information as may be required by the Director of Purchasing & Contract Compliance pursuant to Section 102.436 of the Fulton County Non-Discrimination in Purchasing and Contracting Policy.

NAME: Mirsada Ilic  TITLE: Vice President

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

ADDRESS: 1075 Big Shanty Road NW, Suite 100, Kennesaw, GA 30144

PHONE NUMBER: 770-421-3400 EMAIL: mirsada.ilic@wsp.com

**EXHIBIT B1 - SCHEDULE OF INTENDED SUBCONTRACTOR UTILIZATION**

This form **must be** completed and **submitted with the bid/proposal**. All prime bidders/proposers **must** submit this form which lists all intended subcontractors/suppliers who will be utilized under the scope of work/services.

**Prime Bidder/Proposer Company Name** WSP USA Environment & Infrastructure Inc.

**ITB/RFP Name & Number:** 23RFP138733K-BKJ Standby Professional Services for Facilities Related Architectural & Engineering Services

1. My firm, as **Prime Bidder/Proposer** on this scope of work/service(s) is **NOT** , is  a minority or female owned and controlled business enterprise.  **African American (AABE)**;  **Asian American (ABE)**;  **Hispanic American (HBE)**;  **Native American (NABE)**;  **White Female American (WFBE)**;  **Small Business (SBE)**;  **Service Disable Veteran (SDVBE)**  **Disadvantage Business (DBE)** **\*\*If yes, Prime must submit a copy of recent certification.**

Male or  Female (Check the appropriate boxes).

Indicate below the portion of work, including, percentage of bid/proposal amount that your firm will carry out directly as the Prime Contractor:

Or \$  
75%

2. This information below must be completed and submitted with the bid/proposal if a **joint venture (JV)** approach is to be undertaken. Please provide JV breakdown information below and attach a copy of the executed Joint Venture Agreement.

JV Partner(s) information:

<u>Business Name</u>		<u>Business Name</u>	
(a.)		(b.)	
<b>% of JV</b>		<b>% of JV</b>	
<b>Ethnicity</b>		<b>Ethnicity</b>	
<b>Gender</b>		<b>Gender</b>	
<b>Certified (Y or N)</b>		<b>Certified (Y or N)</b>	
<b>Agency</b>		<b>Agency</b>	
<b>Date Certified</b>		<b>Date Certified</b>	

3. Lists all Sub-Contractor/suppliers participating on the project. **(COMPLETE Exhibit B2 FORM)**

Total Dollar Value of Certified Subcontractors: (\$) TBD

Total Percentage of Certified Subcontractors: (%) 25

**CERTIFICATION:** The undersigned certifies that he/she has read, understands and agrees to be bound by the Bid/Proposer provisions, including the accompanying Exhibits and other terms and conditions regarding sub-contractor utilization. The undersigned further certifies that he/she is legally authorized by the Bidder/Proposer to make the statement and representation in this Exhibit and that said statements and representations are true and correct to the best of his/her knowledge and belief. The undersigned understands and agrees that if any of the statements and representations are made by the Bidder/Proposer knowing them to be false, or if there is a failure of the intentions, objectives and commitments set forth herein, then in any such event the Contractor's acts or failure to act, as the case may be, shall constitute a material breach of the contract, entitling the County to terminate the Contract for default. The right to so terminate shall be in addition to, and in lieu of, any other rights and remedies the County may have for other defaults under the contract.

By submitting this form, it is understood that every firm listed as a subcontractor has been properly notified and will participate.

Signature:  Title: Vice President

Business or Corporate Name: WSP USA Environment & Infrastructure Inc.

Address: 1075 Big Shanty Road NW, Suite 100, Kennesaw, GA 30144

Telephone: ( ) 770-421-3400

Fax Number: ( ) NA

Email Address: mirsada.ilic@wsp.com





**EXHIBIT H**  
**INSURANCE AND RISK MANAGEMENT**  
**FORMS**



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
8/8/2024

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<b>PRODUCER</b> Arthur J. Gallagher Risk Management Services, LLC 300 Madison Avenue 28th Floor New York NY 10017	<b>CONTACT NAME:</b> AJG Service Team <b>PHONE (A/C. No. Ext):</b> 212-994-7020 <b>FAX (A/C. No):</b> <b>E-MAIL ADDRESS:</b> GGB.WSPUS.CertRequests@ajg.com														
<b>INSURED</b> WSPGLOB-01 WSP USA Environment & Infrastructure Inc. 1075 Big Shanty Rd. Suite 100 Kennesaw, GA 30144	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: center;">NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A : Liberty Insurance Corporation</td> <td style="text-align: center;">42404</td> </tr> <tr> <td>INSURER B : Zurich American Insurance Company</td> <td style="text-align: center;">16535</td> </tr> <tr> <td>INSURER C : American Guarantee and Liability Ins Co</td> <td style="text-align: center;">26247</td> </tr> <tr> <td>INSURER D : AXIS Surplus Insurance Company</td> <td style="text-align: center;">26620</td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </tbody> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : Liberty Insurance Corporation	42404	INSURER B : Zurich American Insurance Company	16535	INSURER C : American Guarantee and Liability Ins Co	26247	INSURER D : AXIS Surplus Insurance Company	26620	INSURER E :		INSURER F :	
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**COVERAGES      CERTIFICATE NUMBER: 1530140611      REVISION NUMBER:**

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INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
B	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b>  <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			GLO 9835819-11	5/1/2024	5/1/2025	EACH OCCURRENCE \$ 3,500,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 3,500,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 3,500,000 GENERAL AGGREGATE \$ 7,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000 \$
A D	<input checked="" type="checkbox"/> <b>AUTOMOBILE LIABILITY</b>  <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			AS7-621-094060-034 P-001-001008908-03	5/1/2024 5/1/2024	5/1/2025 5/1/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 5,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ XS COMB. SINGLE LIMIT \$ 5,000,000
C	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 250,000			AUC 00144386-08	5/1/2024	5/1/2025	EACH OCCURRENCE \$ 3,000,000 AGGREGATE \$ 3,000,000 \$
A A	<input checked="" type="checkbox"/> <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			WA7-62D-094060-014 WA7-62D-095609-074 WC7-621-094060-914	5/1/2024 5/1/2024 5/1/2024	5/1/2025 5/1/2025 5/1/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 2,000,000 E.L. DISEASE - EA EMPLOYEE \$ 2,000,000 E.L. DISEASE - POLICY LIMIT \$ 2,000,000

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)**  
 THIRTY (30) DAYS NOTICE OF CANCELLATION.  
 RFP #23RFP138733K-BKJ Standby Professional Services, Architecture & Engineering Services for DREAM | Standby Professional Services

Fulton County Government, its officials, officers and employees are included as Additional Insured with respect to the General Liability, Automobile Liability and Umbrella Liability policies as required by written agreement, pursuant to and subject to the policy's terms, definitions, conditions and exclusions. The coverage provided by the General Liability, Automobile Liability and Umbrella Liability policies is primary and any other coverage shall be excess only, not contributing. Waiver of Subrogation applies to Additional Insured with respect to the General Liability, Automobile Liability, Umbrella Liability and Workers Compensation / Employers Liability policies as required by written agreement, pursuant to and subject to the policy's terms, definitions, conditions and exclusions.

<b>CERTIFICATE HOLDER</b>  Fulton County Government Attn: Purchasing Department 130 Peachtree Street, S.W. Suite 1168 Atlanta GA 30303-3459	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
8/8/2024

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<b>PRODUCER</b> Arthur J. Gallagher Risk Management Services, LLC 300 Madison Avenue, 28th Floor New York NY 10017	<b>CONTACT NAME:</b> AJG Sevice Team <b>PHONE (A/C. No. Ext):</b> 212-994-7020 <b>FAX (A/C. No):</b> 212-994-7074 <b>E-MAIL ADDRESS:</b> GGB.WSPUS.CertRequest@ajg.com														
<b>INSURED</b> WSPGLOB-01 WSP USA Environment & Infrastructure Inc. 1075 Big Shanty Rd. Suite 100 Kennesaw, GA 30144	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: center;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: center;">NAIC #</th> </tr> <tr> <td>INSURER A : QBE Specialty Insurance Company</td> <td style="text-align: center;">11515</td> </tr> <tr> <td>INSURER B :</td> <td></td> </tr> <tr> <td>INSURER C :</td> <td></td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : QBE Specialty Insurance Company	11515	INSURER B :		INSURER C :		INSURER D :		INSURER E :		INSURER F :	
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**COVERAGES**      **CERTIFICATE NUMBER: 1183141744**      **REVISION NUMBER:**

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INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED    RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y/N    N/A (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Professional Liability CLAIMS-MADE			QPL0022630	11/1/2023	10/31/2024	Per Claim Aggregate \$1,000,000 \$3,000,000

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)**  
 THIRTY (30) DAYS NOTICE OF CANCELLATION  
 RFP #23RFP138733K-BKJ Standby Professional Services, Architecture & Engineering Services for DREAM | Standby Professional Services

<b>CERTIFICATE HOLDER</b>  Fulton County Government Attn: Purchasing Department 130 Peachtree Street, S.W. Suite 1168 Atlanta GA 30303-3459	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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**COVERAGES**      **CERTIFICATE NUMBER: 1183141744**      **REVISION NUMBER:**

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A	Professional Liability CLAIMS-MADE			QPL0022630	11/1/2023	10/31/2024	Per Claim Aggregate \$1,000,000 \$3,000,000

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**Certificate Of Completion**

Envelope Id: 5E00606596174606A270F28F350CF8E1	Status: Completed
Subject: Please Sign 23RFP138733K-JA, Standby Professional Services for Design, Archicctectural, & Engineering	
Parcel ID:	
Source Envelope:	
Document Pages: 70	Signatures: 3
Certificate Pages: 5	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Janett L. Adams
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	141 Pryor Street
	Purchasing & Contract Compliance, Suite 1168
	Atlanta, GA 30303
	janett.adams@fultoncountyga.gov
	IP Address: 73.237.244.225

**Record Tracking**

Status: Original	Holder: Janett L. Adams	Location: DocuSign
9/5/2024 3:01:03 PM	janett.adams@fultoncountyga.gov	
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: Fulton County Government	Location: DocuSign

**Signer Events**

Patrick O'Connor  
patrick.oconnor@fultoncountyga.gov  
Security Level: Email, Account Authentication (None)

**Signature**

DocuSigned by:  
*Patrick O'Connor*  
68048F0EDCEC451...  
  
Signature Adoption: Pre-selected Style  
Using IP Address: 75.58.45.186

**Timestamp**

Sent: 9/5/2024 3:05:32 PM  
Viewed: 9/5/2024 5:35:45 PM  
Signed: 9/6/2024 8:15:37 AM

**Electronic Record and Signature Disclosure:**

Accepted: 9/5/2024 5:35:45 PM  
ID: 15108f02-227f-4b85-b78b-8e6f6d1a0789

Nikki Peterson  
nikki.peterson@fultoncountyga.gov  
Chief Deputy Clerk to the Board of Commissioners  
Fulton County Government  
Security Level: Email, Account Authentication (None)

**Completed**

Using IP Address: 68.208.197.4

Sent: 9/6/2024 8:15:40 AM  
Viewed: 9/6/2024 9:18:27 AM  
Signed: 9/6/2024 2:51:28 PM

**Electronic Record and Signature Disclosure:**

Accepted: 11/27/2017 1:39:37 PM  
ID: b7ce88ee-0c66-4f3a-bfee-705e0af602d8

Robert L. Pitts  
harriet.thomas@fultoncountyga.gov  
Chairman  
Security Level: Email, Account Authentication (None)

Signed by:  
*Robert L. Pitts*  
14E1B4AA5F6A44A...  
  
Signature Adoption: Pre-selected Style  
Using IP Address: 166.137.19.25  
Signed using mobile

Sent: 9/6/2024 2:51:30 PM  
Viewed: 9/6/2024 5:18:52 PM  
Signed: 9/6/2024 5:19:15 PM

**Electronic Record and Signature Disclosure:**

Accepted: 9/6/2024 5:18:52 PM  
ID: 426e002f-303f-46c9-8cb1-b746a8fff67c

Tonya R. Grier  
tonya.grier@fultoncountyga.gov  
Clerk to the Commission  
Fulton County  
Security Level: Email, Account Authentication (None)

DocuSigned by:  
*Tonya R. Grier*  
EEC476CA4837648D...  
  
Signature Adoption: Pre-selected Style  
Using IP Address: 99.96.24.191

Sent: 9/6/2024 5:19:18 PM  
Viewed: 9/6/2024 6:40:42 PM  
Signed: 9/6/2024 6:40:49 PM

Signer Events	Signature	Timestamp
<b>Electronic Record and Signature Disclosure:</b>		
Accepted: 3/16/2018 10:54:59 AM ID: f3f241e8-3027-4447-9476-6cf20ae25dd4		
Janett L. Adams janett.adams@fultoncountyga.gov Assistant Purchasing Agent Fulton County Government Security Level: Email, Account Authentication (None)	<b>Completed</b>  Using IP Address: 73.237.244.225 Signed using mobile	Sent: 9/6/2024 6:40:52 PM Viewed: 9/6/2024 6:41:16 PM Signed: 9/6/2024 6:41:44 PM
<b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign		

In Person Signer Events	Signature	Timestamp
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Editor Delivery Events	Status	Timestamp
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Agent Delivery Events	Status	Timestamp
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Intermediary Delivery Events	Status	Timestamp
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Certified Delivery Events	Status	Timestamp
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Carbon Copy Events	Status	Timestamp
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Dian DeVaughn dian.devaughn@fultoncountyga.gov Security Level: Email, Account Authentication (None)	<b>COPIED</b>	Sent: 9/6/2024 6:41:47 PM Viewed: 9/9/2024 11:24:45 AM
<b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign		

Khandi Flowers khandi.flowers@fultoncountyga.gov Security Level: Email, Account Authentication (None)	<b>COPIED</b>	Sent: 9/6/2024 6:41:48 PM Viewed: 9/6/2024 9:51:34 PM
<b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign		

Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Envelope Sent	Hashed/Encrypted	9/5/2024 3:05:33 PM
Envelope Updated	Security Checked	9/5/2024 3:22:38 PM
Envelope Updated	Security Checked	9/5/2024 3:22:38 PM
Envelope Updated	Security Checked	9/5/2024 3:22:38 PM
Envelope Updated	Security Checked	9/5/2024 3:22:38 PM
Envelope Updated	Security Checked	9/5/2024 3:22:38 PM
Envelope Updated	Security Checked	9/5/2024 3:22:39 PM
Certified Delivered	Security Checked	9/6/2024 6:41:16 PM
Signing Complete	Security Checked	9/6/2024 6:41:44 PM
Completed	Security Checked	9/6/2024 6:41:48 PM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure
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PDF Reader:	Acrobat® or similar software may be required to view and print PDF files
Screen Resolution:	800 x 600 minimum
Enabled Security Settings:	Allow per session cookies

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