



REQUEST FOR PROPOSALS– (RFP 22-04) FOR CONSULTING SERVICES STUDY OF THE POLICE DEPARTMENT

PROPOSALS DUE: No later than **Tuesday, May 17, 2022, at 2:00 PM (Eastern Standard Time)** in **hard copy**.
Electronic submissions via e-mail or fax will **NOT** be accepted.

Submit Proposals to:
City of Dunwoody
Office of Purchasing, Finance Department
4800 Ashford Dunwoody Rd. NE
Dunwoody, Georgia 30338

Direct questions in writing to John B. Gates, Jr, Purchasing Manager, via e-mail
at: john.gates@dunwoodyga.gov . All questions must be submitted by, **May 3, 2022-COB.**

REQUEST FOR PROPOSALS (RFQ 22-04)

1.1 General Background

Dunwoody, Georgia, is a wonderful residential community known as an urban center for dining and premier shopping near Atlanta; anchored by the Perimeter Mall. The area was officially recognized as the City of Dunwoody in December 2008, when Dunwoody was formally incorporated following a community-led initiative.

There are six Council Members and one Mayor who make up Dunwoody's City Council. In Dunwoody, the Mayor is elected by the voters city-wide. Each council member represents one of three districts (called posts) in Dunwoody. Posts 1, 2, and 3 are positions that citizen vote upon from within the district the Council Member will be representing. Posts 4, 5, and 6 are elected by the city at-large, with each Council Member being selected to represent a given district. Elections are held on a four-year cycle and are staggered, with only half of the Council coming up for vote in any given cycle.

The City of Dunwoody has a Council-Manager form of government. The City Manager is appointed by the Mayor and City Council and is responsible for the effective administration and operation of all services for the City of Dunwoody. The City Manager manages the day-to-day activities of city departments and maintains necessary intergovernmental relationships with federal, state, and other local governments. The City Manager appoints the Police Chief and all other department directors.

The City provides municipal services to its citizens and businesses with City employees and through contract services provided by private firms.

For additional information about the City of Dunwoody, the Mayor and City Council, City Manager and other city departments, please visit the City's website at <http://www.dunwoodyga.gov> and the Code of the City of Dunwoody, in which the City Charter may be reviewed. Within the Charter, several sections reference and thereby delineate some of the roles and responsibilities assigned to the Municipal Court Judge, a position to which the Mayor and City Council by formal action make the appointment.

Department Overview

The Police Department's mission statement is: ***"To work in partnership with the residents and businesses of Dunwoody to provide a safe and secure environment through the delivery of fair and impartial police services, proactive problem solving and increased community partnerships. Will operate in a transparent manner maintaining the highest level of integrity while working to improve the quality of life for all those who live, work, and play in Dunwoody"***.

The Department's current Operating Budget \$10,271,201 and is made up of 78 employees (64 sworn and 14 civilians). The Department operates from one station. There are 51 patrol units and 3 patrol zones. Over the last 3+ years, the department has averaged around 61,000 calls a year, with about 75 of them being Part 1-Violent Cases each year.

1.2 Purpose of this Request for Proposals (RFP)

This RFP is being issued by the City of Dunwoody ("City") to seek proposals from qualified consultants to

study the city police department. The City desires to enter into a professional services contract with a qualified Proposer who can demonstrate competency and experience in the required areas of work.

The intent of this request is to secure a consultant capable of conducting a professional police department study that can be relied upon to facilitate the police department’s role as the lead public safety component of the City by being community oriented, effectively organized, and well managed. The study should solidify the department’s ability to conduct effective master planning for its current and future criminal justice environment. In addition, the study findings should assist the City to make informed decisions for prioritization and allocation of resources.

The City seeks specific information on efficiency, staffing, deployment schedules, and department operations. The study will provide an independent assessment of organizational strengths and weaknesses, forming the basis for the city’s overall goal to be a model for community policing and a safe welcoming community.

The City is also interested in study projections, inferences, or recommendations for managing the working relationship with other City departments and allied government agencies (City Attorney’s Office, Prosecutor’s Office, Jail, Records, 9-1-1 Communications, etc.).

SECTION II -- RFQ INSTRUCTIONS

2.1 Definitions

- “City” and “city” is the City of Dunwoody.
- “RFP Response” and “Proposal” shall mean the same.
- “Consultant” and “Proposer” may be used interchangeable in this RFP

2.2 Overview of The Major Schedule of Events

Event	Date
RFP Issue Date	April 19, 2022
Deadline for Receipt of Written Questions	May 3, 2022, at 5:00 PM
Due Date and Time for Submission of RFP Response	May 17, 2022, at 2:00 PM

2.3 Single Point of Contact

From the date this Request for Proposals (“RFP”) is issued until a Proposer is selected, Proposers shall not communicate with any staff (other than the designee below) nor communicate with city of Dunwoody elected officials regarding this solicitation. Any unauthorized contact may disqualify the Proposer from further consideration.

Contact information for the single point of contact is as follows:

Designated Single Point of Contact

Address:

4800 Ashford Dunwoody Rd., NE
Office of Purchasing,
Department of Finance
Dunwoody, GA 30338

Telephone:

678-382-6750

In efforts to eliminate the spread of COVID-19 staff may divide their time between on-site and working remotely, therefore please do not call. Use email for the quickest communication.

E-Mail Address:

john.gates@dunwoodyga.gov

2.4 Required Review

2.4.1 Review RFP: Proposers should carefully review this RFP in its entirety including all instructions, requirements, specifications, and terms/conditions and promptly notify the Single Point of Contact, identified above, in writing or via e-mail of any ambiguity, inconsistency, unduly restrictive specifications, or error that may be discovered upon examination of this RFP.

2.4.2 Addenda

The City may revise this RFP by issuing an addendum prior to its opening. The addendum will be posted on the City's website alongside the posting of the RFP at <http://www.dunwoodyga.gov>. Addenda will become part of the proposal documents and subsequent contract. Proposers must sign and return acknowledgement of any addendum with their RFP response. Failure to propose in accordance with an addendum may be cause for rejection of the proposal.

2.4.3 Pre-Proposal Conference

There is no pre-proposal conference scheduled for this RFP.

2.4.4 Form of Questions

Proposers with questions or requiring clarification or interpretation of any section within this RFP must address these questions in writing or via e-mail to the Single Point of Contact referenced above on or before May 3, 2022. Each question must provide clear reference to the section, page, and item of this RFP in each question.

2.4.5 City's Answers

The City will provide an official written answer to all questions received. The City's response will be by formal written addendum. Several questions may be answered in a single addendum, depending on when questions are received. Any other form of interpretation, correction, or change to this RFP will not be binding upon the City. Any formal written addendum will be posted on the City's website alongside the posting of the RFP at <http://www.dunwoodyga.gov>. Proposers must sign and return an acknowledgment form for any addendum with their RFP response. A blank acknowledgement form may be found in Section IX of this RFP.

2.5 Submitting a Sealed Proposal

Each Proposer is required to submit a two-part proposal. Part One (I) of the proposal, referred to as the "technical proposal" shall respond to the Scope of Services and other information requested, and Part Two (II) shall be a fee proposal, which shall indicate the Proposer's cost to be charged to provide such services as indicated in the technical proposal.

2.5.1 Organization of Proposal

Each proposal shall be prepared simply and economically, provide straight-forward, concise delineation of the Proposer's capabilities to satisfy the requirements of this RFP. Fancy bindings, colored displays, and promotional material are not required. Emphasis in each proposal shall be on completeness and clarity of content.

To expedite the evaluation of proposals, it is essential that Proposers follow the format and instructions contained herein. Proposers failing to comply with these instructions may be subject to elimination from consideration at the sole discretion of the City. The City may choose not to evaluate, may deem non-responsive, and/or may disqualify from further consideration any proposals that do not follow this RFP format, are difficult to understand, are difficult to read, or are missing any requested information.

All proposals must be received in sealed packaging which shall be clearly marked **PURCHASING RFP 22-04**. The technical proposal and the fee proposal must be submitted at the same time but in two separate envelopes.

2.5.2 Content of Proposal Envelopes

Proposers must organize their proposals into two sealed envelopes. Both envelopes must be submitted at the same time by the deadline date and time.

Sealed Envelope #1 (Purchasing RFP 22-04 Technical Proposal)

In the order listed with tabs separating each section and labeled as follows:

- **Proposal Letter** – The Proposer shall complete and sign the Proposal Letter. In Section IX of this RFP is the blank letter to be completed by the Proposer and return it as the first section in the Proposal.
- **Acknowledgement of Addendum Form** -- The Proposer shall complete and sign the Addendum Acknowledgement Form in Section IX of this RFP and return it as the second section in the Proposal.
- **Scope of Services** – The Proposer shall respond comprehensively and clearly to the requirements of Section VI of this RFP and shall include all documents, information, exceptions, clarifications, etc., as requested therein.
- **Appendix** – All other required documents and information requested such as, list of references, so forth are to be included in this section, with section headings as to the nature of the content.

Sealed Envelope #2 (Purchasing RFP 22-04 Fee Proposal)

- **Fee Proposal** – The Proposer shall respond comprehensively and clearly to the requirements of Section VII of this RFP and shall include all documents, information, exceptions, clarifications, etc., as requested therein. The Proposer shall provide a proposed rate of compensation, detailing a comprehensive fee and payment schedule.

2.5.3 Copies Required and Deadline for Receipt of the Sealed Technical and Fee Proposals

Proposers must submit the following number of copies of both the technical and the fee proposals.

- One (1) unbound hard copy marked “Original” with signatures of the Technical and the Fee Proposals; and
- **One (1) electronic copy. The electronic copy shall be submitted by USB flash drive in PDF format (OCR) and organized in the same manner as the original hard-copy submission with each section of the Technical Proposal only. Do not include an electronic version of the Fee Proposal.**

Proposals must be received sealed and at City Hall--the Office of the Purchasing Manager **prior to 2:00 PM (EST), on May 17, 2022**. Facsimile or e-mail proposals to Requests for Proposals are NOT accepted.

2.5.4 Late Proposal

It shall be the Proposer’s sole responsibility to assure delivery to City Hall--the Office of the Purchasing Manager by the designated time. Regardless of cause, late proposals will not be accepted and will automatically be disqualified from further consideration.

2.5.5 Proposal Withdrawal

A Proposer requesting to withdraw its proposal prior to the RFP due date and time may submit a letter to the Single Point of Contact requesting to withdraw. The letter must be on the Proposer’s letterhead and signed by Proposer.

2.5.6 Proposal Correction

If an obvious clerical error is discovered after the proposal has been opened; the Proposer may submit a letter to the Single Point of Contact within two business days of opening, requesting that the error be corrected. The letter must be on the letterhead and signed by the Proposer. The Proposer must present clear and convincing evidence that an unintentional error was made. The Single Point of Contact will review the correction request and a judgment will be made in the City’s sole discretion. Generally, modifications to opened proposals for reasons other than obvious clerical errors are not permitted.

2.5.7 Cost of Preparing a Proposal

The costs for developing and delivering responses to this RFP and any subsequent presentations of the proposal as requested by the City are entirely the responsibility of the Proposer. The City is not liable for any expense incurred by the Proposer in the preparation and presentation of its proposal.

2.5.8 All Timely Submitted Materials Become City’s Property

All materials submitted in response to this RFP become the property of the City and are to be appended to any formal documentation, which would further define or expand any contractual relationship between the City and Proposer resulting from this RFP process.

SECTION III -- RFP RECEIPT

3.1 Authority

This RFP is issued under the authority of the City of Dunwoody.

3.2 Receipt of Proposals and Public Inspection

During the opening of sealed proposals, only the name of each Proposer shall be announced. No other information will be disclosed nor shall the proposals be considered open record until after the contract award. All information received in response to this RFP, including any copyrighted material is deemed public information and may be made available for public viewing and copying shortly after the City Council award.

SECTION IV -- EVALUATION PROCESS

4.1 Classification and Evaluation of Proposals

4.1.2 Initial Classification of Proposals as Responsive or Nonresponsive

All proposals will initially be classified as either “responsive” or “nonresponsive”. Proposals may be found nonresponsive at any time during the evaluation process or negotiations if: any of the required information is not provided; the submitted price is found to be excessive or inadequate as measured by the City; or the proposal is not within the plans and specifications described and required in the RFP. Proposals found nonresponsive may not be considered further.

The Single Point of Contact will determine whether a Proposer has met the standards of responsibility. Such a determination may be made at any time during the evaluation process and through negotiation if information surfaced that would result in a determination of non-responsibility. If a Proposer is found non-responsible, the determination will be made a part of the procurement file and the Proposer will be so notified.

4.1.3 Evaluation of Proposals

Each proposal deemed responsive and responsible will be evaluated.

The City, at its sole discretion, may short-list individuals that are deemed to best meet the City’s requirements, taking into consideration all criteria listed in the RFP. The City may, at its sole discretion, ask for formal interviews with each of the responsive and responsible proposers, or only from those individuals that are short-listed, if short-listing is determined to be in the best interest of the City.

Proposers should be prepared to attend an interview in person, following all the City’s COVID prevention protocols or through a Zoom Video Conference to discuss technical and contractual aspects of his or her proposal. Any cost incurred by the Proposer for its interview, if conducted, shall be at the Proposer’s expense.

4.2 Criteria

The evaluators will consider how well the consultant’s abilities and methodologies meets the needs of the City as described in the consultant’s response to each requirement. It is important that the responses be clear, concise and complete so the evaluators can adequately understand all aspects of the proposal in a succinct fashion. The evaluation process is not designed to simply award the contract to the lowest cost proposal. Rather, it is intended to help the City select the right consultant with the best combination of professional attributes, experience and relevant skill sets, including that of price, based on the evaluation factors.

Responsive proposals will be evaluated guided by the stated evaluation criteria specified below. The

criteria are not listed in any relative hierarchy of importance. No specific score is affixed to each factor and necessarily weighed as determinative of a contract award. Rather, the criteria in totality will guide the City in making an intelligent award decision based on the City's requirements and the best value proposal (offer) received.

Criteria

- Demonstrated understanding of the City's requests for services matched with the Proposer's approach to meet the RFP requirements.
- Experience, expertise and knowledge of municipal policing, awareness of effective management of police departments, and police department processes and procedures to ensure best practices.
- Demonstrated knowledge, experience to provide progressive and implementable recommendations to fulfill the intent of the RFP.
- General familiarity with the State of Georgia accreditation and national professional standards
- Proposal's presented ability, and capacity to deliver services in a timely manner
- Fee Proposal

In evaluating proposals, other factors may be considered such as a comparative evaluation of all other qualified RFP responses in terms of differing quality, approach to service offerings, pricing, and other factors.

4.3 Negotiations

Upon direction of the City Manager, the designated City Official may begin negotiations with the recommended Proposer. The "best and final offer" is an option available to the City under the RFP process which permits the City of Dunwoody to request a "best and final offer" from one or more Proposers if additional information is required to make a final decision. The decision to seek "best and final offer" is at the sole discretion of the City. Proposers may be contacted asking that they submit their "best and final offer," which must include any and all discussed and/or negotiated changes. If negotiation is unsuccessful with an originally identified Proposer, or the Proposer fails to provide necessary documents or information in a timely manner, or fails to negotiate in good faith, the City may terminate negotiations and begin negotiations with the next highest considered Proposer.

4.3.1 Contract Award

The contract award, if any, will be made to the responsible and responsive proposer who provides all required documents and successfully completes the negotiation process and is deemed in the City's sole discretion to be the most advantageous to the City.

SECTION V -- CITY OF DUNWOODY RIGHTS RESERVED

The following rights reserved to the City are not all inclusive, but only represent certain rights that may be of interest to potential proposers in deciding whether or not to submit a proposal.

- The City reserves the right to waive any information or irregularities of proposals, to request clarifications on information in any proposal, to request additional information from any proposer,

or to reject any or all proposals, and to re-advertise for proposals. The City also reserves the right to extend the date or time scheduled for the opening of proposals.

- While the City has every intention to make an award as a result of this RFP, issuance of the RFP in no way constitutes a commitment by the City to award and execute a contract. Upon a determination such actions would be in its best interest, the City, in its sole discretion, reserves the right to cancel or terminate this RFP at any time. A notice of cancellation will be issued on the City's website. If the RFP is cancelled, the City will not reimburse any Proposer for the preparation of its proposal. Proposals may be returned upon request if unopened.
- The City may make such investigations as deemed necessary to determine the ability of the Proposer to perform the services specified. Further, the City reserves the right to contact Proposer's references, including references not provided by the Proposer.
- The City may enter into further discussions with one or more Proposers.
- The City may waive and/or amend any undesirable, inconsequential, or inconsistent provisions/specifications of this RFP which would not have significant impact on any proposal.

SECTION VI -- SCOPE OF WORK

6.1 Conduct a professional police department study that can be relied upon to enable the City and Police Department to develop effective master planning for its current and future public safety environment with the express objective of achieving the Mayor and City Council's goal of reduced Dunwoody crime, safety and fair and just treatment of all City residents and visitors and businesses.

(Note: The bold print in this section of the RFP captures the essence of the scope of work in conceptual terms and the regular font helps to provide further explanations but does not confine the actual work expected of the consultant.)

- **Key Strategic Initiatives; Organization and Department Goals and Strategic Priorities; Overall Effectiveness of the Work, in the Context of the Goals and Strategic Priorities**

Identify and define critical issues facing the police department over the next five years.

- **Adherence to best practices and Operational Efficiency**

Determine whether the allocation of resources of the Uniform Patrol Division and the Administrative Services/Criminal Investigations Division are efficient and adequate for the needs of the City. Review the current workload data such as: calls for police service, received and dispatched; the breakdown of calls for service by type, frequency, distribution and relative priority; alternatives to traditional police response; proactive activities; non-criminal service requests; response times; and mutual aid agreements.

Identify tasks that can be completed in a more efficient and/or economical method, such as by using civilians, reassignment of staff, consolidation of the organizations structure, regionalization strategies, or other resources.

Review the patrol operation for effectiveness and efficiency to consider things such as: number of and availability of units; workload at various times and locations; deployment of allocated units; scheduling of staff, and; effectiveness of community service programs.

- **Technology Strategy (both public-facing and internal)**

Evaluate the effects of emerging trends in technology on the range of services and delivery. Assess and recommend enhanced crime analysis and “force multiplier” technologies.

- **Organizational Structure**

Review the number, type and purpose of the department's various organizational components (divisions, sections, and units), and interrelationships that exist between them. Determine if similar or compatible functions are assembled in logical groupings and the extent to which authority and responsibility is properly allocated between them. Assess the manner in which the efforts of all components are planned, directed, coordinated, and supervised.

- **Management Systems and HR Processes; Identify Current Metrics Around Business Practices Compared to Other Baseline Entities**

Classify services and operations into a systematic organization that allows costs and effectiveness to be understood and differentiated. These services and operations shall include those expected of a modern municipal police department matching the size and workload of the department and does not necessarily conform to those currently being provided by the Dunwoody Police Department. Possible services and issues should include the identification of services that may be added, eliminated, combined, regionalized, or privatized to provide appropriate levels of service for the City of Dunwoody.

Review administrative functions for effectiveness and efficiency, such as utilization of available funds; coordination and scheduling of training functions; the current state of equipment and facility needs; the planning of future capital needs and implementation, and; how well the department complies with various requirements, such as ADA, FMLA, FLSA, EEO, and officer safety standards.

- **Customer Service (both public-facing and internal) and Community-oriented policing; and the Use of Force**

Review trends in community policing. Compare “best practices” community policing programs in communities of similar size and demographics with Dunwoody’s approach to policing.

- **Staffing/Talent and Budget(s)**

Based on historical data and the current tenure of existing officers, project the department’s attrition for the next ten years. Compare attrition rates due to retirements and transfers to rates in similar sized Georgia cities.

Review, compare, and contrast the department’s recruitment and retention efforts and methods (including diversity recruiting) with other Georgia law enforcement agencies of similar size and demographics.

- **Summary of Findings & Final Report**

The result of the Consultant's work shall be a report, which describes the current Police Department, documents current practices that are working well, recommends detailed actions to improve the efficiency and effectiveness of the Police Department's services, identifies specific areas that would benefit from a more in-depth analysis, and provides an Implementation Plan to execute the Consultant's recommendations.

The Consultant shall provide a compilation of review in a summary memorandum for the Police Department, with observations and preliminary recommendations of specific actions and strategies to increase efficiency and effectiveness in service delivery upon the completion of all phases.

The written Summary of Findings effectively shall contain all information compiled, received and produced as part of the assessment, identify key issues and opportunities for improvement, and formulate recommendations identifying any additional areas for in-depth analysis. Additionally, consultant shall provide a written comprehensive Final Report.

The Final Report shall include but not be limited to a comprehensive summary of findings, identifiable key issues, best practices, risk factors, recommendations and a written comprehensive Implementation Plan with priorities clearly identified in the executive summary.

The Consultant shall provide a written Implementation Plan that incorporates recommendations and sets out the steps required for implementation, assigns responsibility for action, and assigns a priority level (immediate, near-term, or long-term) for initiating each recommendation. Implementation Plan shall include, but not be limited to:

- Staff within the Police Department, as well as other departments, needed to aid in the implementation of recommendations
- Any applicable cost estimates for the proposed change(s)
- Key related performance indicators for changes, if applicable, along with any baseline estimates;
- Outline sequencing of implementation of recommendations if some are dependent on others
- Any risks associated with the proposed recommendations

6.2 Proposer's Work Plan

A detailed work plan will be required for this project. As part of the proposal, a draft work plan is needed, with the understanding that it may be modified during negotiations with the successful proposer. It must include, but not be limited to the following to address how you intend to approach each of these points.

- ✓ The Police Department and other City staff's responsibilities
- ✓ Consultant responsibilities
- ✓ Length of time to complete its work
- ✓ Project milestones with target dates
- ✓ Critical decision points
- ✓ Data and resource needs from the City
- ✓ Any assumptions or constraints identified by the consultant.
- ✓ Any other information that provides a full overview of the consultant's anticipated plan of

action

6.3 Additional Proposal Required Content

- To enable the evaluation process, the technical proposal shall include a statement on the understanding of the Scope of Services requirements, how the Proposer plans to fulfill the Scope of Services and all of the following:
- Proposer Qualifications and Expertise. This should include overall Proposer's experience and resume of key staff that will be assigned to the project, along with identifying the project leader.
- Describe the nature and scope of the Proposer's experience in providing the Services described in the Scope of Work. Include list of professional references.
- Name and address of the individual that will be the party to the proposed contract and the Proposer's telephone number, and e-mail address.
- Disclose whether the Proposer is presently a party to any pending litigation or has received notice of any threatened litigation or claim; provided.
- Explanation of any exceptions to this RFP requested by the Proposer. If exceptions are requested, cite the activity involved, the exception taken, and alternate language. If no exceptions are requested, please state so.

SECTION VII -- FEE PROPOSAL

7.1 Fees for Scope of Services

The Proposer shall provide a proposed rate of compensation, marked as "Fee Proposal", detailing a comprehensive fee schedule that designates the total flat rate of compensation for completion of work.

Payments to the successful Proposer will be based on submitted detailed invoices. The fee proposal should indicate the desired payment timing, i.e., no more frequent than monthly or quarterly, associated with certain milestones tied to the progress of the schedule for the completed work.

SECTION VIII – INDEMNIFICATION AND INSURANCE

8.1 Indemnification Requirement

The selected Proposer shall defend, indemnify and hold harmless the City of Dunwoody, its officers, agents and employees from any and all claims and costs of any nature whether for personal injury, property damage or any other liability arising out of or in any way connected with the Municipal Court Judge's negligent acts or omissions. Indicate in the Proposal an understanding and willingness to indemnify the city.

8.2 Insurance Requirement

Detail in the Proposal the Proposer's current or willingness to obtain insurance coverage applicable to the services described within the Proposal. Such coverage must include at a minimum, general liability insurance coverage.

SECTION IX -- FORMS TO COMPLETE

- Completed Resume Supplemental Questionnaire Form
- Proposal Letter
- Format for Listing Primary References

PROPOSAL LETTER

(Failure to include this signed proposal letter will result in the rejection of your proposal.)

I propose to furnish and deliver any and all of the deliverables and services named in the attached Legal services Request for Proposals (“RFP”) for the City of Dunwoody (“City”) for which fees have been set. The fee(s) offered herein shall apply for the period of time stated in the RFP.

It is understood and agreed that this proposal constitutes a good faith offer. As such, if it is accepted in writing by the City Manager of Dunwoody, then a contract will be negotiated by the two parties in accordance with the terms and conditions outlined in the proposal.

It is understood and agreed that I have read the City’s specifications shown or referenced in the RFP and that this proposal is made in accordance with the provisions of such specifications. By my written signature on this proposal, I guarantee and certify that all items included in this proposal meet or exceed any and all such City specifications described in this RFP. I further agree, if awarded a contract, to deliver goods and services which meet or exceed the specifications. The City reserves the right to reject any or all proposals, waive technicalities, and informalities, and to make an award in the best interest of the City.

PROPOSAL SIGNATURE AND CERTIFICATION

I _____ Certify that this proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a proposal (“Proposer”) for the same materials, supplies, equipment, or services and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards. I agree to abide by all conditions of the proposal and certify that I am authorized to sign this proposal for the Proposer.

Authorized Signature of Proposer	
Print or Type Proposer’s Name	
Print or Type Name of Company, or N/A if non-applicable	
Date	

Date	
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FORMAT FOR LISTING PRIMARY REFERENCES

Please limit primary references to no more than five (5) references for work conducted in the last seven (7) years in the following format:

Reference Contact (Include Organization Name & Address, Primary Contact's Name, Title, Email, Phone Number	
Project Title	
Description of Scope of the Work Performed	
Type of Contractual Relationship, i.e., prime, sub-contractor, etc.	
Performance Period i.e., Duration of Engagement	

As desired, any other additional relevant consultant work experiences, you may list thereafter the five by Organization Name and City/State Location only and Project Title.