



REQUEST FOR QUALIFICATIONS

BY

JEFFERSON COUNTY DEPARTMENT OF COMMUNITY SERVICES

716 Richard Arrington Jr. Blvd N
Suite A-430
Birmingham, AL 35203

For

QUALIFIED PROFESSIONAL ARCHITECTURAL SERVICES

PROJECT TITLE: Fairfield Community Center Improvements (CD20-03E-M01-FCC)

Jefferson County, Alabama

Date: November 18, 2022

TABLE OF CONTENTS

	Page(s)
Project Description	2
Scope of Work.....	2- 3
Qualification Requirements.....	4
Submittal Schedule and Federal Regulations.....	5
Selection Process and Protest Procedure.....	6
Terms.....	7-8
MBE/WBE Participation.....	9
Code of Conduct.....	10
Jefferson County Administrative Order 08-4.....	11

APPENDICES:

- A. Location Map
- B. Agreement for Provision of Architect Services
- C. General Terms & Conditions
- D. Symbols for Jefferson County Community Services
- E. Equal Employment Opportunity Certification
- F. Civil Rights
- G. Access to Records and Retention, Conflict of Interest & Anti-Lobby Certification
- H. Immigration Addendum

Jefferson County Alabama through the Department of Community Services has been awarded Federal Community Development Block Grant (CDB) funds from the U.S. Department of Housing and Urban Development (HUD) for the **Fairfield Community Center Improvements (CD12-03E-M01-FCC)**

The County is seeking to contract with a competent Architect firm or individual licensed to perform Architect services within the state of Alabama that has experience with municipal/government and federally funded construction projects to include, but not be limited to, Community Development Block Grants.

Interested parties should visit the site and take such other steps as may be reasonably necessary to ascertain the nature and location of the work and the general and local conditions which can affect the work or the cost thereof. Failure to do so will not relieve the proposing entity from responsibility for estimating properly the difficulty or cost of successfully performing the work. The County will not assume responsibility for any understanding or representations concerning conditions made by any of its officers or agents prior to the execution of the Contract unless included in the Invitation for Qualifications, the specifications, or related documents. The County will not be responsible for any costs incurred by Architects/firms in preparing QUALIFICATIONS. Architects/firms are held legally responsible for their QUALIFICATIONS. Architects/firms are not to collaborate, for the purpose of restricting competition, with other applicants or competitors in developing QUALIFICATIONS.

I. PROJECT DESCRIPTION

The following is a description of the construction to be conducted: Replacing of the roof on the Fairfield Community and Senior Center.

II. SCOPE OF WORK

The Architect agrees to provide all of the materials and services required by this Contract, in a complete and acceptable form, as customarily provided according to professional standards for completion of the Contract which shall include:

1. Peer Review and Design Transfer: As the engineer/architect on the project changed during the course of the work, the work shall be transferred to the new responsible professional, who upon peer review of the plan, must submit in writing that all prior reports and/or plans (specified by date and title) have been reviewed and work performed by the prior responsible professional, and that the professional concurs with the findings, conclusions and recommendations, and is satisfied with the work performed. The professional must state that the professional assumes all responsibility within this purview as of a specified date. All exceptions must be justified to the satisfaction of the County. Where clearly indicated that the firm, not the individual engineer/architect, is the contracting party, the designated engineer/architect may be reassigned and another engineer/architect within the firm may assume responsibility.
2. Provide observation and inspection of construction and submit reports to the County.
3. Review and make recommendations to the County concerning contractor progress

payments.

4. Review and process contractor change orders if needed and submit to the County for approval.
5. Provide all necessary interim and final inspections of contractor's work.
6. Be available for advice and consultation to the County during the life of the contract and during construction.
7. Attend the final walk through with the County.
8. Prepare the necessary punch list and ensure completion of any punch list items.
9. Submit to the County close-out documents and warranty items from the contractor.
10. Prepare record drawings of construction and submit two (2) full sets to the County.
11. If required, attend meetings of the County Commission and/or municipality.

III. QUALIFICATION REQUIREMENTS

This request for QUALIFICATIONS is being released on November 18, 2022. The outside of the envelope shall be clearly marked:

**“QUALIFICATION FOR ARCHITECT SERVICES FOR JEFFERSON COUNTY,
ALABAMA
Fairfield Community Center Improvements (CD12-03E-M01-FCC)”**

- A. Due to the requirements of this request emailed or faxed qualifications will not be accepted. Late qualifications will not be considered.
- B. The County will inform firms to be interviewed of the exact time and place of the interview at a later date.
- C. **CONTENT OF QUALIFICATIONS** – The following content will be evaluated as used as the basis for selecting firms to be interviewed and the final selection of an Architect firm/individual. Qualifications shall be arranged in the following order and be organized for ease of understanding:

Submit one (1) original and two (2) copies of the following:

1. **Cover Letter**: a one page introduction including the assurance that minimum insurance requirements will be met and that the project site has been visited.
2. **Executive Summary**: a one or two page summary including:
 - a. Qualifications of the individual or firm.
 - b. Project manager and his/her experience.

- c. Project timeline, specifically including when the team can start the project, project progress and a completion date. (The timeline of the successful Qualifier will be incorporated into the negotiated contract.)
- 3. **Statement of Qualifications:** describe the competence and experience of the firm or individual including:
 - a. Experience working with federally funded projects, particularly CDBG.
 - b. Contract/construction management experience to include federal contracts.
 - c. The qualification should clearly outline the project team members who will be involved in the project including the following information for each Architect/firm team member:
 - i. Name
 - ii. Firm for which they work
 - iii. Job title for this project
 - iv. Specific duties assigned on this project
 - v. Recent experience with federally funded projects including Community Development Block Grant projects that begins with the individual's most recent projects and includes: project, location, size (cost and sq. ft.), year completed, the individual's job title or responsibilities, and firm (if different than current).

4. **Previous Experience:** containing:

A list of past clients, including local governments and similar projects. Information should include, at a minimum, the following in order to expedite reference checks during the scoring process:

- a. Name of project and location
- b. Owner/Client's name
- c. Owner/Client's address
- d. Contact name
- e. Phone number
- f. Contract award date
- g. Contract completion date
- h. Initial estimated dollar of amount of the project; final dollar amount of the project

5. **Certifications**

- a. The remaining certifications are required and must be submitted with your qualifications.
- b. All certifications must be original signatures by an appropriate officer of the firm, or in the event of a sole proprietor or partnership, by the proprietor or general partner.

Sealed qualifications will be received in the Jefferson County Department of Community Services, 716 Richard Arrington Jr., Blvd. N., Suite A-430, Birmingham, AL 35203 before 5:00 p.m. Central Time on Thursday, December 1, 2022. Failure of the qualifying entity to complete all of the required documents may result in rejection of the qualifications. All qualifications should be identified as "Sealed Qualifications – **Fairfield Community Center Improvements (CD12-03E-M01-FCC)**"

IV. FEDERAL FUND USAGE

Qualifying entities are hereby notified that federal funds are being used in the construction of this project and, accordingly all construction contractors will be required to comply with all applicable federal laws, including but not limited to, the Copeland "Anti-Kickback" Act (18 U.S.C. 874) as supplemented by the Department of Labor regulations (29 CFR, Part 3). In addition, all wages paid for the construction phase of this activity must be in compliance with the Davis-Bacon wage rate determination for this project. The County will monitor for compliance with these regulations and Acts. The Architect and all subcontractors shall comply with any federal, state and local EEO requirements where, and if applicable, to this project.

Correspondence, questions, and/or clarifications of the qualification procedure should be directed to: Alfonso Holt, Jefferson County Department of Community Services, 716 Richard Arrington Jr Blvd. N., Suite A-430, Birmingham, AL 35203, phone number (205) 325-5761, fax (205) 325-5095, e-mail holta@jccal.org

V. SELECTION PROCESS

1. Following a review of the qualifications by the Community Development Specialist, the qualifications shall be further transmitted to the Selection Committee.
2. The Selection Committee may invite two or more qualifying entities to attend an interview at which time they will be contacted to schedule a time and location for the interview.
3. The Selection Committee will evaluate and rank firms accordingly.
4. Final rankings will be forwarded to the Director of Community Services for consideration.
5. The firm/individual selected will be asked to negotiate a final scope of work and price, and to develop a contract. Should negotiations fail to result in the development of a contract, the next highest ranking firm/individual will be offered the opportunity to continue the process. This method may continue until an agreement is reached and a contract negotiated.
6. The final contract must be approved by the Jefferson County Commission.
7. The cost incurred by Architects/firms in preparing the qualifications or incurred in any manner in responding to the document, may not be charged to Jefferson County.
8. All Architects/firms will be notified of the results within thirty (30) days after the close of the request for qualifications period.

VI. PROTEST PROCEDURE

Qualification protests shall be submitted in writing to:

Dr. Frederick L. Hamilton, Director
Jefferson County Department of Community Services
716 Richard Arrington Jr. Blvd. N., Suite A-430
Birmingham, AL 35203

Written protests must be submitted within 72 hours of notification of award. Protests must contain at a minimum, the name, address and telephone number of the protester; the signature of the protester or its representative and evidence of authority to sign; a detailed statement of the legal and factual grounds of the protest including copies of relevant data; and the form of Recovery requested. Within 15 business days of receipt, and after consultation with legal counsel, HUD, or others, Jefferson County will respond to the protest. Jefferson County reserves the right to reject any or all qualifications; to waive irregularities of information in any RFQ; to re-advertise the request for qualifications; and/or to take any steps determined prudent in order to resolve the protest.

Jefferson County, Alabama
Request for QUALIFICATIONS for Architect Services
Fairfield Community Center Improvements (CD12-03E-M01-FCC)
ARCHITECT EVALUATION CRITERIA

The Selection Committee will screen and rank all qualification. Interviews may be conducted as part of the ranking process. Qualifications received in reply to this request will be evaluated using the following criteria and scored based on a maximum of 105 points. Price will not be a part of the Selection Committee's selection criteria in the procurement of Architect services; rather, qualifications will be evaluated, and the most qualified competitor will be selected, subject to negotiations of fair and reasonable compensation.

Qualifications	Total Points
1. Qualifications of the individual or firm	15
2. Applicant's previous experience with federally funded projects and Federal Labor Standards/Davis Bacon	15
3. Demonstrated ability to meet project deadlines. Proposed work schedule. Time frame for delivery of service	15
4. Demonstrated ability of key personnel and construction management experience	10
5. Similar projects completed within the past 3 years	20
6. References of past clients	20
7. Financial responsibility and stability	10

VII. TERMS

- A. **Legal Compliance:** Work performed, and plans produced shall comply with all state, environmental, statutory, legal process, OSHA, Davis Bacon and the Fair Labor Standards Act.

- B. Acceptance of Qualifications:** The County reserves the right to reject any and all qualifications and to waive informalities, if, at its discretion, the interests of the county will be best served thereby.
- a. The County reserves the right to negotiate the specified dollar amount, or any portion of that amount. The County reserves the right to negotiate contract changes following the award.
 - b. If there is any conflict between these documents and the RFQ, these documents shall control.
 - c. The County reserves the right to cancel this RFQ in writing or postpone the date and time for submitting qualifications at any time prior to the RFQ due date. The County reserves the right to stop the project if it is in the best interest of the County.
 - d. No Architect/firm shall have a right to make a claim against the County in the event the County accepts a qualification or does not accept any qualifications.
- C. Validity of Qualifications:** Qualifications must be valid for at least 60 days. Contract
- D. Insurance:** The Contract shall be effective only upon approval by the County of acceptable evidence of insurance required below, issued by insurers admitted within the State of Alabama. Such insurance shall be in force on the date of execution of this Contract and shall remain continuously in force for the duration of the Contract. The Architect shall provide evidence of workers' compensation insurance covering its employees, and evidence of general liability insurance naming the County, its officers and employees as additional insureds under the policy, as follows:
- a. Workers' Compensation insurance that meets the statutory obligations.
 - b. Commercial General Liability insurance with limits of at least \$1,000,000 general aggregate, \$1,000,000 products – completed operations, \$1,000,000 personal and advertising injury, \$1,000,000 each occurrence, \$50,000 fire damage and \$5,000 medical expense any one person. The policy shall be on an occurrence basis, shall include contractual liability coverage and the County shall be named an additional insured. This coverage shall be maintained for one year after final completion and acceptance of the Project by the City.
- E. Addenda to RFQ:** Any changes, additions or clarifications to the RFQ will be made by written Qualification addenda.
- a. Such addenda will be sent to all Architects/firms receiving the original RFQ and will become part of the Qualification package, having the same binding effect as provisions of the original qualifications.
 - b. All addenda, amendments and interpretations of this solicitation shall be in writing. The County shall not be legally bound by any amendment or interpretation that is not in writing. Only information supplied by the County in writing or in this RFQ should be used in preparing Qualification responses. All contact that a proposer may have had before or after receipt of this RFQ with any

individuals, employees, or representatives of the County, and any information that may have been read in any news media or seen or heard in any communication facility regarding this qualification should be disregarded in preparing qualification responses.

- c. The County does not assume responsibility for receipt of any addendum sent to Architects/firms.
- d. A copy of all addenda issued must be signed and returned with your qualifications.

F. **Contract and Conditions:** The selected firm or individual will be required to enter into a contract with the County. Additional contract conditions may be required, depending upon the nature and extent of the services to be provided. The County reserves the right to negotiate a change or modification to any of the qualified contractual conditions.

VIII. MBE/WBE PARTICIPATION

Where possible, Architect firms are encouraged to utilize the skills and services of minority businesses in the fulfillment of the contractual responsibilities pertaining to this project.

Jefferson County, in carrying out projects as authorized under the Housing and Community Development Act of 1974, is required under 135 of Title 24, Housing and Urban Development Act of 1968, to take affirmative action to assure that employable persons and businesses in our project area (Jefferson County) are utilized to the greatest extent feasible with particular emphasis being placed upon the hiring of women and minorities as both employees and, where applicable, subcontractors. Jefferson County is sincere in its effort to ensure that both the letter and intent of the regulations are complied with, and Jefferson County will monitor your firm's efforts in this particular area, should your firm be selected.

IX. ADMINISTRATIVE ORDER OF THE JEFFERSON COUNTY COMMISSION
08-4

PURSUANT to the authority vested in the Jefferson County Commission by law, the following Administrative Order is hereby issued:

PURPOSE

To give notice to potential contractors that Jefferson County is an equal opportunity employer in accordance with Title VII, Civil Rights Act of 1964, 42 U.S.C. §§ 1981, 1983, 1986 and amendments, and it is the policy of Jefferson County to require contractors, vendors and suppliers (hereinafter "Contractor") providing goods and services to the County to afford equal opportunity for employment to all individuals regardless of race, color, sex, age, religion, national origin, disability or veteran status.

I. PROCEDURE

The clause set forth below which requires Contractor compliance with federal law shall be incorporated in each bid or offer to do business with the County and in all contracts and subcontracts with the County as follows:

1. The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age, disability or veteran status pursuant to the provisions of Title VII of the Civil Rights Act of 1964, 42 U.S.C. §§ 1981, 1983, 1986 and all amendments thereto relative to discriminatory employment practices. The Contractor will ensure that qualified applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, national origin, age, disability or veteran status. Such action shall include, but not be limited to the following: employment, promotion, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

2. In the event of the Contractor's non-compliance with the equal employment opportunity clause of this contract, this contract may not be awarded or may be cancelled, terminated or suspended in whole or in part and the Contractor may be declared ineligible for further County contracts.

3. The Contractor will include the provisions of paragraph (1) in every subcontract or purchase order.

4. The Contractor shall certify to the County its compliance with this policy prior to receipt of any contract or business with the County.

CODE OF CONDUCT

The ARCHITECT covenants that no person who presently exercises any functions or responsibilities in connection with the program has any personal financial interest, direct or indirect, in this Project. The ARCHITECT further covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of its services hereunder. The ARCHITECT further covenants that in the performance of this Agreement no person having any conflicting interest shall be employed. Any interest on the part of the ARCHITECT or its employees must be disclosed to the OWNER. Provided, however, that this paragraph shall be interpreted in such a manner so as not to unreasonably impede the statutory requirement that maximum opportunity be provided for employment of and participation by low and moderate income residents of the area.

The ARCHITECT further agrees that none of the employees or officers of the firm shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to any sub-agreements.

SCOPE OF WORK

An Architect firm is necessary for the Peer Review and Design Transfer of the design plans and specifications necessary to replace roof on the Fairfield Community and Senior Center. The construction budget allocation shall be \$400,000.00. This project is being funded by Community Development Block Grant Fund.

Address: 6400 Terrace Avenue, Fairfield, Al 35064

The city has requested the following improvements be conducted: Replace a roof on the Fairfield Community and Senior Center.

The final scope will be determined after the Architect has been secured.

Contact Person: Mayor Eddie Penny at 205-470-5769

Location map is attached.

APPENDIX A LOCATION MAPS



Aerial & Building History Jefferson County, AL

Project Site:
Fairfield Community Center
6400 Terrace Ave, Fairfield, AL 35064
Improvements Project

ADDRESS IN BLUE

YEAR BUILT IN ORANGE

Legend

-  Area Of Interest
-  Parcels

0 50 100 200 300 400
Feet

1 inch = 200 feet

Created: November 10, 2020
Aerial Photo Acquisition Date: 2018



This map has been prepared by Jefferson County Information Technology Services - GIS Division. Any use of this map shall be at the sole risk of the person or entity using it. Jefferson County makes no warranty, expressed or implied, as to the accuracy of the information represented herein. This product shall be accepted AS IS, WITH ALL FAULTS. Any person, entity, or company that makes use of this product shall hold harmless Jefferson County, its elected officials, employees and agents from and against any claim, damage, loss, action, cause of action, or liability arising from the use of this GIS product. Contact ITS - GIS at (205) 325-5301 for map info.

(29) ADMINISTRATIVE ORDER OF THE JEFFERSON COUNTY COMMISSION

08-4

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The clause set forth below which requires Contractor compliance with federal law shall be incorporated in each bid or offer to do business with the County and in all contracts and subcontracts with the County as follows:

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2. In the event of the Contractor's non-compliance with the equal employment opportunity clause of this contract, this contract may not be awarded or may be cancelled, terminated or suspended in whole or in part and the Contractor may be declared ineligible for further County contracts.

3. The Contractor will include the provisions of paragraph (1) in every subcontract or purchase order.

4. The Contractor shall certify to the County its compliance with this policy prior to receipt of any contract or business with the County. (Form attached.)

IN WITNESS WHEREOF, the parties hereto have executed, or caused to be executed by their duly-authorized officials, this agreement on the date first written above.

JEFFERSON COUNTY, ALABAMA

Attest:

Minute Clerk
Jefferson County Commission

BY: _____
James A. Stephens, President
Jefferson County Commission
Date: _____

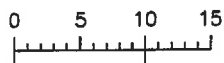
Attest:

Architect

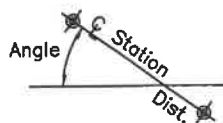
President

SURVEY

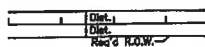
PROPOSED



CENTER LINE SURVEY LOCATION



LAND TIE (CENTER LINE P.O.T. STA., ANGLE TO CENTER LINE FROM LAND LINE, AND DISTANCE TO CORNER NOTED)



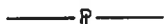
RIGHT OF WAY (TYPE NOTED—ACQ'D, REQ'D, ETC.)



EASEMENT (NOTED)



PROPERTY IRON (SIZE AND TYPE NOTED)



PROPERTY LINE



SECTION CORNER or $\frac{1}{4}$ SECTION CORNER IRON (SIZE, TYPE, AND DESCRIPTION NOTED)



$\frac{1}{4}$ OR $\frac{1}{4}-\frac{1}{4}$ SECTION LINE



SECTION LINE



RIGHT OF WAY MONUMENTS (NOTED FOR EXISTING)



CONSTRUCTION LIMITS















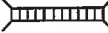
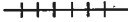













HORIZONTAL CURVE (P.C., P.I., P.T. STATIONS, LENGTH, TANGENT, RADIUS, CENTRAL ANGLE, AND DEGREE OF CURVE NOTED)



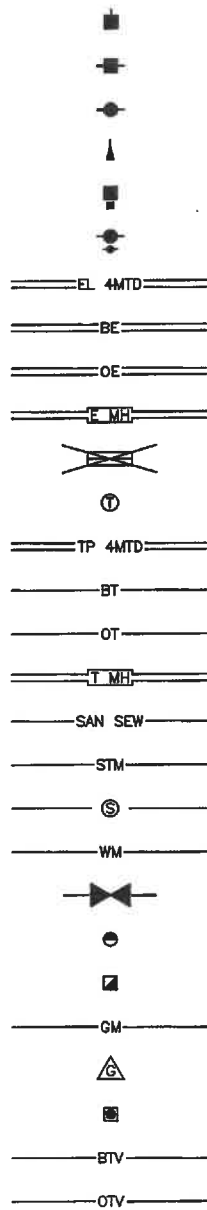
VERTICAL CURVE (V.P.C., V.P.I., V.P.T. STATIONS, ELEVATION OF V.P.I., LENGTH, AND % GRADE ON TANGENTS)

TOPO

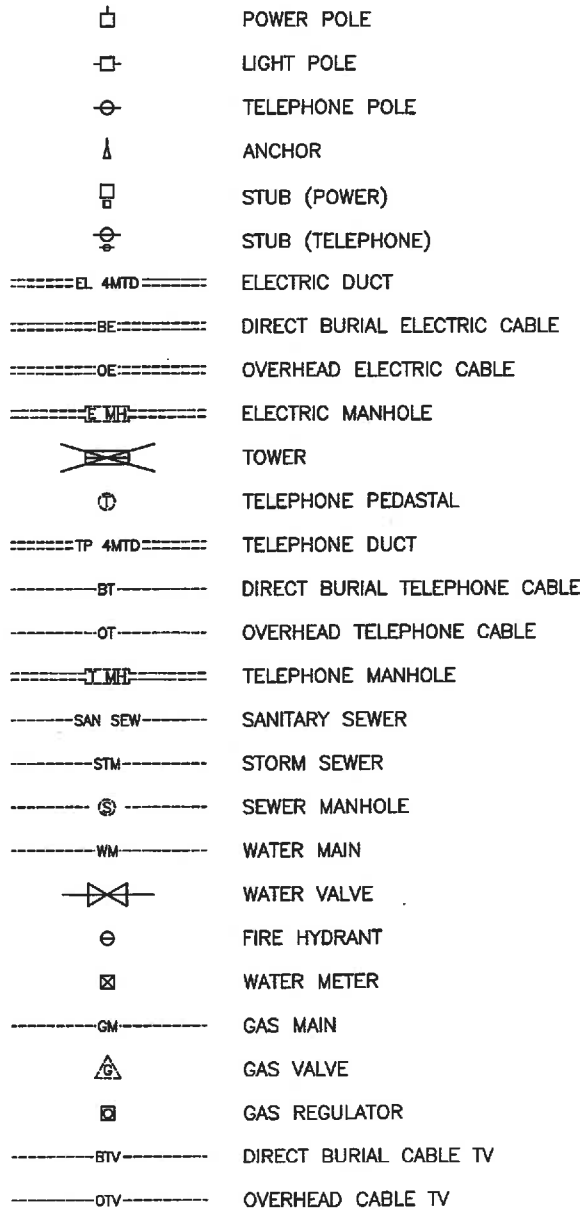
	TREE (DRAW DOT TO SCALE OF TREE)
	HEDGES OR SHRUBBERY
	SHRUB
	FLOWER BED, GARDEN, or ROCK GARDEN (NOTED)
	LAKE or POND
	SWAMP, MARSH, ETC
	FLOWING STREAM (ARROW INDICATES DIRECTION OF FLOW)
	DRY DITCH OR STREAM
	EARTH
	ROCK
	UNPAVED ROAD or DRIVEWAY
	PAVED ROAD or DRIVEWAY
	PROPOSED BRIDGE, BOX CULVERT, or STORM DRAIN w/ HEADWALL (SIZE and TYPE NOTED)
	EXISTING BRIDGE, BOX CULVERT, or STORM DRAIN w/ HEADWALL (SIZE and TYPE NOTED)
	WALK BRIDGE
	RAILROAD SINGLE TRACK
	RAILROAD DOUBLE TRACK
	OUTDOOR ADVERTISING SIGN
	MASONRY WALL (TYPE NOTED)
	MAILBOX
	CLOTHES LINE and POLES (NOTED)
	WELL
	LEVEE or EARTH DAM
	WOOD FENCE
	HOG WIRE or BARBED WIRE FENCE
	CHAIN LINK FENCE
	DROP INLET (NOTED)

UTILITIES

EXISTING



PROPOSED



POWER POLE

LIGHT POLE

TELEPHONE POLE

ANCHOR

STUB (POWER)

STUB (TELEPHONE)

ELECTRIC DUCT

DIRECT BURIAL ELECTRIC CABLE

OVERHEAD ELECTRIC CABLE

ELECTRIC MANHOLE

TOWER

TELEPHONE PEDASTAL

TELEPHONE DUCT

DIRECT BURIAL TELEPHONE CABLE

OVERHEAD TELEPHONE CABLE

TELEPHONE MANHOLE

SANITARY SEWER

STORM SEWER

SEWER MANHOLE

WATER MAIN

WATER VALVE

FIRE HYDRANT

WATER METER

GAS MAIN

GAS VALVE

GAS REGULATOR

DIRECT BURIAL CABLE TV

OVERHEAD CABLE TV

ABBREVIATIONS

ACQUIRED	ACQ'D
ACRE	AC
AHEAD	AH
ALTERNATE	ALT
ASPHALT	ASP
AMERICAN WIRE GAGE	AWG
BACK	BK
BACK OF GUARDRAIL	BK GR
BARREL	BBL
BASELINE	BL or B
BENCH MARK	BM
BITUMINOUS COATED CORRUGATED METAL PIPE	BCCMP
BRICK RESIDENCE	BR RES
BUILDING	BLDG
CARRYING CAPACITY	CC
CAST IRON PIPE	CIP
CENTERLINE	C
COMBINED DUCT & CABLE	CDC
CONCRETE	CONC
CONSTRUCTION	CONST
CORNER	COR
CUBIC YARD	CY
CULVERT	CULV
CURB AND GUTTER	C & G
DEGREE OF CURVE	D
DESIGN FLOW	DF
DISTANCE	DIST
DOUBLE	DBL
DRAINAGE AREA	DA
DROP INLET	DI
DUCTILE IRON PIPE	DIP
EASEMENT	ESMT
EAST BOUND ROADWAY	EBR
EDGE OF PAVEMENT	EP
ELEVATION	EL
EXTERNAL	E
FLOW LINE	FL
FRAME RESIDENCE	FR RES
GALLONS PER MINUTE	GPM
GAS METER	GM
GAS VALVE	GV
GUARDRAIL	GR
HEADWALL	HDWL
HIGH DENSITY POLYETHELENE CONDUIT	HDPE
HIGH PRESSURE SODIUM	HPS
HIGH WATER	HW
HORIZONTAL	HORIZ
ILLUMINATING ENGINEERING SOCIETY OF NORTH AMERICA	IES
INDIVIDUAL LOWERING DEVICE	I L D
JUNCTION	JCT
JUNCTION BOX	JB
LEFT OFFSET	LT
LENGTH OF CURVE	L
LINEAR FEET	LIN FT
NATIONAL ELECTRICAL CODE, CURRENT EDITION OF NFPA 70	NEC
NORTH BOUND ROADWAY	NBR
POINT OF CURVE	PC
POINT OF INTERSECTION	PI

ABBREVIATIONS (CONTINUED)

POINT OF TANGENT	PT
POUND	LB
PROPERTY LINE	PL
RADIUS	R
RAILROAD	RR
RANGE	RANG
REINFORCED	REINF
REMOVE	REM
REQUIRED	REQ'D
RETAIN	RET
RIGHT OFFSET	RT
RIGHT OF WAY	ROW
SANITARY SEWER	SAN SEW
SECTION	SEC
SHOULDER	SHLDR
SIDE DRAIN	SD
SIDEWALK	SW
SOUTH BOUND ROADWAY	SBR
SQUARE YARD	SY
STATION	STA
STORM SEWER	STM SEW
STREET	ST
STRUCTURE	STR
SUPERELEVATION	SE or e
TANGENT	TAN
TOWNSHIP	T
TURNOUT	TO
VALLEY GUTTER	VG
VERTICAL	VERT
VERTICAL POINT OF CURVE	VPC
VERTICAL POINT OF INTERSECTION	VPI
VERTICAL POINT OF TANGENT	VPT
VITRIFIED CLAY PIPE	VCP
VOLTAGE DROP	Vd
WATER METER	WM
WATER VALVE	WV
WEST BOUND ROADWAY	WBR
WING WALL	WW
YARD	YD

JEFFERSON COUNTY, ALABAMA
EQUAL EMPLOYMENT OPPORTUNITY CERTIFICATION FORM

Contractor/Vendor Name: City of Fairfield

Address: _____

The Contractor acknowledges receipt of Jefferson County's Equal Employment Opportunity Contractor Compliance Administrative Order (attached hereto) and certifies that it is an equal opportunity employer and agrees to the requirements of the Policy and the Equal Employment Opportunity Clause therein. It further certifies that it will require all subcontractors to execute an Equal Employment Opportunity statement and certification of compliance.

The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex national origin, age, disability or veteran status. The Contractor will ensure that qualified applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, national origin, age, disability or veteran status. Such action shall include, but not be limited to the following: employment, promotion, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause.

The Contractor will furnish to the County, upon request, reports, notices, policies and/or information certifying compliance with this policy.

In the event of the Contractor's non-compliance with the equal employment opportunity clause of this contract, this contract may not be awarded or may be cancelled, terminated or suspended in whole or in part and the Contractor may be declared ineligible for further County contracts.

Date

Signature

Title

CIVIL RIGHTS

The undersigned is fully aware that his contract is wholly or partially federally funded, and further, agrees to abide by the:

Civil Rights Act of 1964, Title VI, as amended, that provides no person on the basis of Race, Color, or National Origin shall be excluded from participation, denied program benefits, or subjected to discrimination;

And, Civil Rights Act of 1968, Title VIII, as amended, will not discriminate in housing on the basis of Race, Color, Religion, Sex, or National Origin;

And, Rehabilitation Act of 1973, Section 504, as amended, that no otherwise qualified individual shall solely by reason of his or her handicap be excluded from participation and/or employment, denied program benefits, subjected to discrimination under any program receiving federal funds;

And, Housing and Community Development Act of 1974, Section 109, as amended, that no person shall be excluded from participation (including employment), denied program benefits, or subjected to discrimination on the basis of Race, Color, National Origin, Sex, Age, and Handicap under any program or activity funded in whole or part under Title I (CDBG) of the Act;

And, Age Discrimination Act of 1975, as amended, that no person shall be excluded from participation, denied program benefits, or subjected to discrimination on the basis of age under any program or activity receiving federal funds;

And, Americans with Disabilities Act of 1990, as amended, that there shall be no employment discrimination against "qualified individuals with disabilities."

And, Executive Order 11063, that no person shall, on the basis of race, color, religion, sex, or national origin, be discriminated against in housing and related facilities provided with federal assistance, or lending practices with respect to residential property when such practices are connected with loans insured or guaranteed by the federal government;

And, Executive Order 11246, as amended, that no person shall be discriminated against, on the basis of race, color, religion, sex, or national origin, in any phase of employment during the performance of federal or federally assisted construction contracts in excess of \$10,000.

ACCESS TO RECORDS AND RETENTION

The undersigned certifies, to the best of his or her knowledge and belief that:

1. The individual, sole proprietor, partnership, corporation, and/or association agrees to permit the Jefferson County Department of Community Services, The U.S. Department of Housing and Urban Development, and the Office of the Inspector General and/or their designated representatives to have access to all records for review, monitoring, and audit during normal working hours.
2. The individual, sole proprietor, partnership, corporation, and/or association agrees to retain all records for at least five years following the “official Jefferson County “Closeout” date of the grant or the resolution of all audit findings, whichever is later.

CONFLICT OF INTEREST

The undersigned is fully aware that this contract is wholly or partially federally funded, and further, by submission of the qualifications that the individual or firm, certifies that:

1. There is no substantial interest with any public official, employee, agency, commission, or committee with Jefferson County.
2. Any substantial interest, with any public official, employee, agency, commission, or committee (including members of their immediate family) with Jefferson County that develops at any time during this contract will be immediately disclosed to the Jefferson County Department of Community Services.
3. During the term of this agreement, the individual, sole proprietor, partnership, corporation, and/or association agrees not to represent any party with respect to any matter pending before the County without disclosing the nature of such representation, the amount and basis of any fees to be charged with respect thereto and receiving the written consent of the County to such representation as evidenced by an amendment to this agreement approved by the Commission.

ANTI-LOBBYING CERTIFICATION

The undersigned certifies, to the best of his or her knowledge and belief that:

1. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative

agreement, the undersigned shall complete and submit Standard Form – LLL.
“Disclosure Form to Report Lobbying” in accordance with its instructions.

3. The undersigned shall require that the language of this Certification be included in the award documents for all sub-awards to all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

ADDENDUM

Statement of Compliance with Alabama Code Section 31-13-9.

By signing this contract, the contracting parties affirm, for the duration of the agreement, that they will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama. Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of the agreement and shall be responsible for all damages resulting therefrom.

Printed Name of Contractor (or Authorized Representative)

Title

Signature of Contractor (or Authorized Representative)

Date Signed

Name of Business Entity

Phone Number