

**REQUEST FOR QUALIFIED
CONTRACTORS**

FOR

**GENERAL CONTRACTING SERVICES
AND PROFESSIONAL TRADES**

February 10th, 2026

RESPONSES DUE: March 10th, 2026



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Atlanta, GA 30303

SECTION I INTRODUCTION

Invest Atlanta (“IA”) is soliciting qualifications (Responses) from licensed and experienced professional trade contractors to establish a preferred vendor pool for use in future projects involving the construction, renovation, and build-out of commercial spaces. The intent and purpose of this request for qualifications is to streamline procurement processes across both organizations, ensure consistent standards for quality workmanship, support timely delivery of development projects by enabling both organizations to contract prequalified vendors for projects within their respective jurisdictions. Specifically, invest Atlanta is seeking responses for the following service categories for future residential and commercial construction projects.

Service Categories	Definition	General Activities
General Contracting Services	include the overall management and execution of construction projects, encompassing site preparation, structural work, coordination of subcontractors and trades, and delivery of completed facilities in compliance with approved plans, codes, and schedules.	<ul style="list-style-type: none"> • Site preparation, structural construction, MEP systems, finishes • Coordination of subcontractors and trades • Compliance with building codes and safety standards • Hiring subcontractors,
Architectural & Design Services	The professional planning, design, and documentation of buildings and structures over both the creative aspects (aesthetic design, space planning, functionality) and the technical aspects (code compliance, structural integration, material selection) of a project, ensuring that developments are safe, efficient, and aligned with the project’s goals.	<ul style="list-style-type: none"> • Conceptual design • schematic development • construction documents • permitting support. • Design coordination with contractors and stakeholders
Due Diligence Services	Third party reports typically required for real estate transactions.	<ul style="list-style-type: none"> • Inspectors • Surveyors • Market Studies • Environmental/Geotechnical Services • Appraisals
Skilled/Specialty Trades	Includes licensed and skilled services such as electrical, plumbing, HVAC, roofing, masonry, and carpentry, performed to industry standards and applicable codes, supporting both routine maintenance and capital construction projects.	<ul style="list-style-type: none"> • Electrical • Plumbing • HVAC • Roofing • Masonry • Carpentry • Abatement/Remediation • Large scale capital improvements and system upgrades • On-call/task order contracts

Respondents shall be selected and determined through invest Atlanta’s review of each response, considering the factors identified in this Request for Qualifications (“RFQC”) and any other factors that it considers relevant to serving the best interest of Invest Atlanta and its mission. Nothing in this RFQC shall be construed to create any legal obligation on the part of Invest Atlanta or any respondents. Invest Atlanta reserves the right, in its sole discretion, to amend, suspend, terminate, or reissue this RFQC in whole or in part, at any stage. In no event shall Invest Atlanta be liable to respondents for any cost or damages incurred in connection with the RFQC process, including but not limited to, any and all costs of preparing a response to this RFQC or any other costs incurred in reliance on this RFQC. No respondent shall be entitled to repayment from Invest Atlanta for any costs, expenses or fees related to this RFQC. All supporting

documentation submitted in response to this RFQC will become the property of Invest Atlanta. Respondents may also withdraw their interest in the RFQC, in writing, at any point in time as more information becomes known.

BACKGROUND

Invest Atlanta (IA) has been created and exists under and by virtue of the Development Authorities Law, activated by a resolution of the City Council of Atlanta, Georgia (the “City”), and currently operates as a public body corporate and politic of the State of Georgia. Invest Atlanta was created to promote the revitalization and growth of the city and serves as the City’s Economic Development Agency. Invest Atlanta represents a consolidation of the City’s economic and community development efforts in real estate, finance, marketing, and employment, to provide a focal point for improving the City’s neighborhoods and the quality of life for all its citizens. Invest Atlanta is the cornerstone of an overall effort to provide economic and development services more effectively.

**SECTION II
TIMELINE OF EVENTS AND SUBMISSION INSTRUCTIONS**

INQUIRIES AND PROCESS TIMELINE

Only inquiries received electronically will receive a response. Do not contact any IA or ABI staff with any questions or comments pertaining to this RFQC. All such inquiries must be delivered by **5:00 p.m., February 19th, 2026 to the issuing officer at GCtradesRFQC@investatlanta.com** Inquiries received after such date and time will not receive a response. All timely received written inquiries and official responses to those inquiries will be published as an Addendum to this RFQC on Invest Atlanta’s website (www.investatlanta.com) on or before the close of business on **February 27th, 2026**.

Due Date	Action Required
February 10th, 2026	Release of RFQC
February 17th, 2026 @ 11:30am-12:30pm EST	Informational Session Microsoft Teams meeting Join: https://teams.microsoft.com/meet/21565766307065?p=FqKjJQIIQ2npcAihxv Meeting ID: 215 657 663 070 65 Passcode: VX9Ed9b4 Dial in by phone +1 470-571-3959,,705643231# United States, Atlanta Phone conference ID: 705 643 231#
February 19th, 2026	Written questions due
February 27th, 2026	Responses to written questions posted
March 10th, 2026	Responses due

SUBMISSION INSTRUCTIONS

A. Responses to this Request for Qualifications must be submitted in electronic Portable Document Format (PDF) no later than **5:00 p.m., March 10th, 2026, to the issuing officer at GCtradesRFQC@investatlanta.com**. Proposals should include all identified components (Responses to Mandatory Requirements, Mandatory Scored Requirements). Proposals received after the deadline, time and date will not be considered.

By submitting a response to the RFQC, the Respondent is acknowledging that the Respondent:

1. Has read the information and instructions,
2. Agrees to comply with the information and instructions contained herein.

From the time of release of this RFQC through the conclusion of the selection process, there shall be no communication between any Respondents and/or their lobbyist or authorized/unauthorized agent(s) with any staff of the City, IA, the Atlanta Development Authority ("ADA"), ABI, any elected or appointed official of the City, IA, ADA, ABI and/or their staff or financial advisor, except as provided for in the RFQC, unless such communication is initiated by the Agencies and is unrelated to this RFQC process. Any violation of this provision by any Respondent and/or its lobbyist or authorized/unauthorized agent(s) shall be immediate grounds for disqualification for award of a contract in connection with this RFQC.

The laws of the State of Georgia, including the **Georgia Open Records Act**, as provided in O.C.G.A §50-18-70, et seq., require certain public records be made available for public inspection. Even though information (financial or other information) submitted by a Respondent may be marked as "confidential", "proprietary", etc., the Agencies will make its own determination regarding what information may or may not be withheld from disclosure.

SECTION III SCOPE OF SERVICES

Qualified Respondents may be selected for one or more of the following services, as described in Section I Introduction, for the project types described below.

Service Categories

1. General Contracting Services
2. Architectural & Design Services
3. Specialty Trades
4. Due Diligence Services

Project Types

- Affordable housing
- Mixed-use developments
- Commercial buildouts
- Adaptive reuse developments
- Large Renovations or Capitol Improvement Projects (> \$1M)

USE OF PREQUALIFIED VENDOR POOL

No Obligation of Work

Inclusion in the Prequalified Vendor Pool does not obligate Invest Atlanta to issue work to any Respondent. Invest Atlanta reserves the right to determine the timing, scope, and method of procurement for individual projects. Selection to the Prequalified Vendor Pool does not guarantee award of a contract. Invest Aylanta may, at its sole discretion, issue project-specific solicitations (e.g., Invitations to Bid, Requests for Proposals, or Task Orders) to firms within the Prequalified Vendor Pool.

Term of Prequalification

The Prequalified Vendor Pool shall remain valid for a period of three (3) years unless extended, amended, or terminated by mutual agreement of the Agencies.

MINIMUM SERVICE LEVELS AND PERFORMANCE EXPECTATIONS

General SLA Provisions (Apply Across All Categories):

- **Safety Compliance:** 100% compliance with OSHA standards; immediate reporting of any incidents.
- **Workforce Requirements:** All on-site staff must have passed background checks and wear visible ID badges.
- **Customer Communication:** Contractors must provide a single point of contact available during business hours and for emergencies.
- **Performance Monitoring:** The Agencies reserve the right to conduct random inspections; failure to

meet SLAs may result in corrective action, suspension, or removal from the prequalified pool, further described below.

- **Sustainability:** Contractors must follow environmentally responsible practices (e.g., recycling debris, minimizing hazardous waste).

Minimum Service Levels for Capital Improvements & Renovations:

- **Project Schedule:** Contractor must submit a detailed project schedule (Gantt chart or equivalent) within 10 business days of award of the specific task order/scope of work.
- **Milestone Adherence:** 90% of project milestones must be met on time; delays must be communicated in writing within 24 hours of discovery.
- **Change Orders:** All change orders must be submitted in writing, with cost/time impact, and approved before work proceeds.
- **Quality Standard:** Work must comply with the State of Georgia Building Codes, City of Atlanta ordinances, and all applicable federal standards.
- **Closeout:** Final inspection, punch list completion, and submission of as-built drawings and warranties within 30 days of substantial completion.

Performance Monitoring & Penalty Framework:

1. Performance Monitoring

a. Inspections & Audits:

- i. Random inspections may be conducted by Agency staff at any time.
- ii. Formal quarterly performance reviews will be conducted against established SLA metrics.

b. Performance Scorecards:

- i. Contractors will be rated on timeliness, quality, communication, safety, and compliance.
- ii. A minimum average score of 80% is required to remain in good standing.

c. **Reporting Requirements:**

- i. Contractors must submit service reports (with photos, checklists, or logs) within 24–48 hours of work completion.
- ii. Failure to submit reports on time will be recorded as a performance deficiency.

2. Corrective Action Process

- a. **First Violation:** Written notice of deficiency; contractor must submit a corrective action plan within 5 business days.
- b. **Second Violation:** Mandatory meeting with Authority staff; contractor placed on probationary status for 90 days.
- c. **Third Violation:** Contractor may be suspended or removed from the pre-qualified vendor pool.

3. Penalties for SLA Failures.

a. **Failure to Provide Documentation:**

- i. Missing or incomplete service reports: \$100 per occurrence.

b. **Failure to Meet Quality Standards:**

- i. Rework required due to poor workmanship: Contractor must correct at no additional cost.
- ii. Repeat quality failures: \$250 per occurrence.

c. **Safety Violations:**

- i. Minor violation: Written warning and required retraining.
- ii. Major violation (OSHA recordable incident, unsafe work practices): Immediate suspension pending investigation.

4. Incentives for High Performance

- a. Contractors with zero (0) SLA violations in a 12-month period may receive:
- b. Priority consideration for task orders.
- c. Public recognition in Agency reports.
- d. Eligibility for contract extensions.

5. Contractors may be removed from the prequalified pool if:

- a. 3 or more SLA violations accumulate within a 12-month period.
- b. Contractor fails to maintain required licenses, insurance, or bonding.
- c. Contractor is found to have submitted false information or engaged in unethical

practices.

GENERAL BUSINESS REQUIREMENTS

- All Respondents shall have an active business license or if a joint venture, each entity must be registered to do business in the State of Georgia.
- Each firm must possess a valid Federal Taxpayer ID (TIN) or Employee Identification number (EIN). Respondents will be required to provide a W9 prior to contract execution.
- Vendors must be in good standing with the Secretary of State and have no recent bankruptcies, legal action, or judgements against them that would hinder their ability to fulfil the contract.

SECTION IV TECHNICAL REQUIREMENTS

The technical requirements below provide a framework of the minimum standards that must be upheld for firms providing services described within the Scope of Work. Firms are encouraged to carefully review all requirements and tailor their proposals accordingly while ensuring compliance with applicable laws and regulations.

MANDATORY REQUIREMENTS

To be considered responsive, responsible, and eligible for award or for selection as a qualified contractor, **Respondents must answer all questions in this section in the affirmative (with a “Yes”) to pass and must be submitted as a part of your response. Respondent shall provide responses on Attachment A Requirements Worksheet (Mandatory Requirements Tab).**

MANDATORY SCORED REQUIREMENTS

The Respondent’s technical proposal shall be structured in alignment with the framework provided below. To be considered responsive, responsible, and eligible for an award or for selection as a qualified contractor, you must answer all questions in this section. ***Respondents shall provide responses on Attachment A Requirements Worksheet (Mandatory Scored Requirements Tab) along with the Additional Requirements and Forms.***

A. PROPOSAL OVERVIEW AND COVER LETTER

1. Respondents shall provide a cover letter summarizing the key points of their response. The cover letter shall be executed by an officer or employee of the firm who is authorized to commit the Respondent’s resources to IA’s proposed transaction. Please limit your transmittal letter to two pages.
 - a. Include name of business (include any dba names); headquarters and parent company locations; mailing address, contact person, telephone number for primary contact person, email address; and a principal or officer of the business authorized to execute contracts or other similar documents on the business’ behalf.

ADDITIONAL REQUIREMENTS & FORMS

B. Exhibit A RFQC Respondent Submission Checklist

Respondents shall complete and sign the checklist and include all requested documents within the Exhibit.

C. CERTIFICATION STATEMENT

The following shall be repeated in the Respondent’s Response and signed by an individual authorized to bind the Respondent. Failure to include and provide an original signature of the certification statement may

result in rejection of Response.

"I agree to abide by the conditions of this RFQC and certify that all the information provided in this Response is true and correct, that I am authorized to sign this Response for the Respondent, and that the Respondent is in compliance with all requirements of the RFQC."

Authorized Signature: _____

Name: _____

Title: _____

D. E-VERIFY AFFIDAVIT & SAVE AFFIDAVIT

Provide notarized proof of compliance with Illegal Immigration Reform and Enforcement Act, O.C.G.A. §13-10-90, et seq. (Appendix A) E-Verify. Respondents must comply with the Illegal Immigration Reform and Enforcement Act, O.C.G.A. §13-10-90, et seq. All services physically performed within the State of Georgia must be accompanied by proof of your registration with the E-Verify Program, as well as verification of your continuing and future participation in the E-Verify program established by the United States Department of Homeland Security. A completed E-Verify Contractor Affidavit must be submitted to Invest Atlanta (Appendix A-1). To the extent there are subcontractors working on this contract, you are responsible for obtaining a fully signed and notarized subcontractor affidavit from those firms with whom you have entered into sub-contracts (Appendix A-2). In turn, should there be second-tier subcontractors on this project, you must require the subcontractors to obtain E-Verify Affidavits from those second-tier.

E. DIVERSITY, EQUITY INCLUSION POLICY

At Invest Atlanta, economic prosperity and competitiveness in Atlanta start with equity—equitable access to opportunity and pathways to wealth creation. It is more than a goal; it is a guiding principle that drives us. We advance our work through this lens to ensure that all Atlantans are positioned to benefit from economic investments in our city, regardless of their zip code.

Invest Atlanta encourages all Respondents to promote opportunities for diverse businesses, including Minority Business Enterprises ("MBE"), Female Business Enterprises ("FBE"), and Small Business Enterprises ("SBE") to compete for business as subcontractors and/or suppliers.

However, nothing herein should indicate that an MBE, FBE, or SBE may not apply and be selected independently, as MBEs, FBEs, and SBEs that meet the qualifications of this RFQC are encouraged to submit their qualifications for consideration. For an MBE, FBE, or SBE to participate on the contract, said MBE, FBE, or SBE must be certified as an MBE or FBE and be registered with the City's Office of Contract Compliance M/FBE Register. SBEs must be registered with the City and are defined as businesses not 2.5 million in gross sales during the recent calendar or fiscal year.

- **City of Atlanta – Office of Contract Compliance (MBE/FBE):**
Jason Ingram
68 Mitchell St. SW, Suite 5100, Atlanta, Georgia 30303
Tel: 404.330.6010
Fax: 404.658.7359
email: jingram@AtlantaGa.Gov
- **Small Disadvantaged Business (SDB)** certification by the U.S. Small Business Administration provided they reflect certification because of minority or women-owned status.

If joint responses are permitted within this RFQC, a firm selected by the Respondent to jointly respond to this RFQC can only satisfy one of three categories. The same firm may not, for example, be listed for participation as an MBE organization and a SBE organization even if the level of participation exceeds each category's goal. All firms must be registered or certified prior to the submittal of the Response. A Respondent is at risk in that there may be an issue of time to certify or register if it intends to use a firm that

is not certified or registered at the time the Response is submitted. Invest Atlanta is an Equal- Opportunity Employer.

**SECTION IV
COST REQUIREMENTS**

REMOVED

**SECTION V
EVALUATION CRITERIA AND SELECTION PROCESS**

SELECTION CRITERIA

A joint evaluation committee comprised of staff from both Agencies will review qualifications in accordance with the evaluation criteria set forth herein and the Agencies’ objectives and policies. Qualifications that are submitted in a timely manner and comply with the mandatory requirements of the RFQC will be evaluated in accordance with the terms of the RFQC. Any contract/purchase order resulting from this RFQC will not necessarily be awarded to the vendor with the lowest price. Instead, a contract/purchase order shall be awarded/issued to the vendor whose proposal best fits the needs and objectives of Invest Atlanta.

Evaluation Process	Weight of Eval. Process	Evaluation Criteria	Weights of Eval. Criteria
Technical	100 pts	<i>Company and Team Qualifications</i>	20 pts
		<i>Relevant Experience</i>	30 pts
		<i>Financial Qualifications</i>	30 pts
		<i>Proposed Approach & Methodology</i>	20 pts

When evaluating proposals, IA reserves the right to:

- (1) Waive technicalities or irregularities in Responses at its discretion;
- (2) Accept or reject any or all Responses received as a result of this RFQC;
- (3) Obtain information concerning any and all Respondents from any source;
- (4) Schedule an oral interview before the Review Committee from any or all Respondents or Respondents identified within a Competitive Range;
- (5) Select for contract negotiation or award, a Response other than that with the highest score if, in the judgment of the Agencies, it shall serve the public’s best interests; and
- (6) Negotiate with the successful Respondent with respect to any additional terms and conditions of the contract.

The Agencies may rely on all representations therein for 120 days from the date established for receipt of proposals.

TECHNICAL EVALUATION

As specified with each requirement listed in Section 4: Technical Requirements- Mandatory Requirements, the Respondent must answer all questions in this section in the affirmative (with a “Yes”) to pass and must be submitted as a part of your response. To be considered responsive and eligible for an award, all mandatory requirements identified must be met.

Additionally, all requirements described within Mandatory Scored Requirements must be met and completed. The responses to the Mandatory Scored Requirements require a narrative description to be completed. The responses will be evaluated by a team, designated by Invest Atlanta, in accordance with the scoring rubric above. Specifically, the responses provided to the Mandatory Scored Requirements serve as the basis for the technical evaluation and score.

COST EVALUATION AND SCORE

REMOVED

OVERALL COMBINED SCORE

The Respondent's Overall Combined Score consists of the summation of the average technical scores per technical criteria by the selection/evaluation committee. Respondents will be ranked based on their Overall Combined Score. A Competitive Range may be determined by identifying any natural groupings or breaks within the pool of Respondents.

After evaluating all proposals in accordance with this section, IA may determine that the number of most highly rated proposals that might otherwise be included in the competitive range exceeds the number at which an efficient competition can be conducted. Therefore, IA may limit the number of proposals in the competitive range to the greatest number that will permit efficient competition among the most highly rated proposals.

SECTION VI GENERAL TERMS AND CONDITIONS

All qualifications and supporting materials as well as correspondence relating to this RFQC become property of Invest Atlanta when received. Any proprietary information contained in the Response should be so indicated. However, a general indication that the entire contents, or a major portion, of the proposal is proprietary will not be honored.

- A. All applicable State of Georgia and Federal laws, City and County ordinances, licenses and regulations of all agencies having jurisdiction shall apply to the Respondent(s) and the scope of services. The engagement letter with the Respondent(s), and all questions concerning the execution, validity or invalidity, capability of the parties, and the performance of the services, shall be interpreted in all respects in accordance with the laws of the State of Georgia.
- B. Professionals requiring special licenses must be licensed in the State of Georgia and shall be responsible for those portions of the work as may be required by law.
- C. No Response shall be accepted from, and no contract will be awarded to, any person, firm, or corporation that (i) is in arrears to Invest Atlanta or the City with respect to any debt, (ii) is in default with respect to any obligation to Invest Atlanta or the City, or (iii) is deemed irresponsible or unreliable by Invest Atlanta. If requested, the Respondent shall be required to submit satisfactory evidence that they have the necessary financial resources to provide the proposed services.
- D. From the date Invest Atlanta receives a Respondent's proposal through the date a contract is awarded to a Respondent, no Respondent may make substitutions, deletions, additions, or other changes in the configuration of Respondent's proposal or members of Respondent's team.