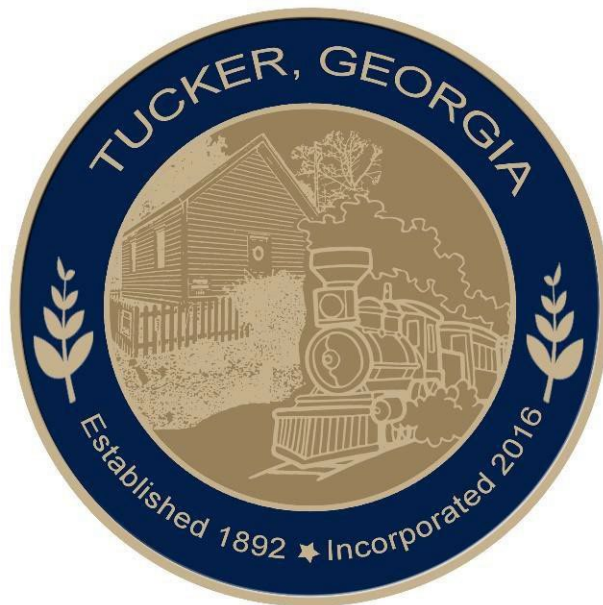


City of Tucker

Request for Proposals

RFP # 2024-025

TRANSPORTATION AND TRAILS MASTER PLAN
UPDATE



BID MANUAL

City of Tucker
1975 Lakeside Parkway, Suite 350
Tucker, Georgia 30084

City of Tucker Request for Proposals
RFP #2024-025
Transportation and Trails Master Plan Update

INVITATION: The City of Tucker is now accepting proposals for qualified professional service providers to update the City’s existing Transportation and Trail Master Plans. Proposals will be accepted until the date and time listed below and will be awarded to the most responsible and responsive proposer submitting the proposal which is deemed to be the most advantageous to the city. Addenda and updates to this bid manual will be posted on the City of Tucker website <http://tuckerga.gov/bids> or may be requested by email procurement@tuckerga.gov.

BID ACTIVITY SCHEDULE	
RFP Issued	October 16, 2024
Pre-Bid Conference	N/A
Deadline for Questions	October 29, 2024 at 1:00pm EST
Responses to Questions Posted (Addenda)	November 1, 2024
Proposal Deadline	November 18, 2024 at 1:00pm EST
Scoring by Evaluation Committee	November 19 – November 22, 2024
Award at Council Meeting (Tentative)	December 9, 2024 (Tentative)

SCOPE OF WORK: Refer to Exhibit A.

PRE-PROPOSAL CONFERENCE: There will not be a pre-proposal conference for this solicitation.

QUESTIONS: Submit all questions in writing to procurement@tuckerga.gov. Reference RFP #2024-025 in the subject line of the email.

ADDENDA: Responses to the questions received will be by addenda and will be posted on the City website www.tuckerga.gov/bids. The signed acknowledgement issued with each addendum must be submitted with the proposal. It is the vendors responsibility to verify if any addenda were created.

SUBMITTAL REQUIREMENTS: Vendor shall submit RFP Response electronically to procurement@tuckerga.gov so that is received no later than November 18, 2024 at 1:00pm EST with the subject line “Submittal: RFP #2024-025”. The email must contain the vendor’s contact information. The submittal shall be two PDF files:

- The proposal shall be named “<Company Name>.RFP 2024-025.Bid Submittal.pdf”.
- The Cost Proposal shall be named “<Company Name>.RFP 2024-025.Cost Proposal.pdf”

The submittal email will be opened to confirm receipt of the submittal; however, the attached PDF files will remain unopened until the public opening.

PROPOSAL OPENING: All proposals received prior to the deadline will be opened publicly on November 18, 2024 at 1:05pm EST at Tucker City all located at 1975 Lakeside Parkway, Suite 350, Tucker GA. A list of submittals will be posted on the City's website, www.tuckerga.gov/bids, following the opening of the proposals.

DOCUMENT SUBMITTAL REQUIREMENTS:

1. Proposal, including requirements outlined in Exhibit B, Section 2.0
2. Cost Proposal
3. W-9 Form (provided)
4. Certificate of Current Insurance
5. E-Verify Affidavit Form (provided)
6. Oath of Non-Collusion (provided)
7. Acknowledgement of Addendum issued with each Addendum.
8. Contact Information Form (provided)

All responses must be received electronically by the Bid Deadline. (Addenda will show any schedule updates). No proposals will be received orally or by phone. Late proposals will not be considered. Proposals received after the deadline will be filed unopened. The City of Tucker reserves the right to reject any and all proposals or any part, to waive any formalities to make an award and to re-advertise in the best interest of the City.

The City reserves the right to negotiate pricing with the top scoring bidder(s) and may, in its discretion, award a contract to the responsible and responsive proposer(s) submitting the proposal(s) which are deemed to be the most advantageous to the City, price and other factors being considered, as described in the selection criteria.

EXHIBIT A – SCOPE OF WORK
City of Tucker Request for Proposal
RFP #2024-025 Transportation and Trails Master Plan Update

1.0 INTRODUCTION

1.1 Purpose of Procurement

The City of Tucker is requesting proposals for the updating the City’s existing Transportation and Trail Master Plans. This will be a combined plan that will provide the City of Tucker with a roadmap for existing and future transportation and trail improvement projects and a guide to influence code compliance and future development.

1.2 Background

In 2018, the City of Tucker solicited a study to provide a Strategic Transportation Master Plan (STMP). Subsequently, the City partnered with the PATH foundation to create a city-wide Trail Master Plan. Both studies resulted in a comprehensive list of recommended projects and improvements throughout the City. This RFP is focused on the creation and update these plans as one combined Transportation and Trail Master Plan.

1.3 Project Objectives (include but are not limited to)

The following Scope shall be developed in accordance with the City of Tucker’s 2018 Strategic Transportation Master Plan, 2019 Trail Master Plan, 2023 Comprehensive Plan and the City Standards Guidebook (currently under development). This project shall enhance these plan’s transportation elements by providing greater in-depth research, reviews, and analysis, and provide transportation improvement recommendations. The Transportation and Trail Master Plan (TTMP) shall be a full complement to the City’s previous plans in terms of breadth of review, data collection, public involvement, detailed analyzes, coordinated recommendations, and prioritized implementation strategies.

1.4 Technical Project Overview

Addressing the transportation and connectivity issues facing the City of Tucker will require a multifaceted approach including a proactive community involvement approach involving a wide range of public interest groups along with a proper mix of technical analysis and policy discussion. The City’s overall transportation and trail issues are a product of its location within the region with significant east-west and north-south movement on regional arterial facilities such as Stone Mountain Freeway (US 78), Hugh Howell and Lavista Roads (SR 236), Lawrenceville Highway (US 29), Mountain Industrial Boulevard, and Chamblee Tucker Road. In addition to serving regional travel, these same facilities serve as the major travel routes for trips traveling within the City. There is a lack of significant network and connectivity thus causing local and regional trips to travel on the same roadways. Other facets of the transportation system including transit, pedestrian and bicycles are also key elements on the overall transportation system that must be examined and evaluated at a community level scale. The use of a dedicated trail network would help

facilitate an alternative mode of connectivity and reduce the need for vehicular traffic by all citizens. Other features of the transportation system must be examined on a more detailed basis. Major transportation corridors, individual intersections, school zones, pedestrian, and access management issues require a more detailed level of analysis and evaluation. It is important that this more detailed analysis be fully integrated with the overall community level of analysis to provide a comprehensive assessment of the City's transportation system.

1.5 Description of Tasks

Task 1 –Transportation Needs Assessment

1. Data Collection and Analysis

This task will encompass the compilation of data necessary to perform the analysis and evaluation of the current and future transportation system and identify the current and future needs. This process will include the preparation of a transportation system database to support the development of the technical analysis tool, including:

- ARC travel demand model (base year of 2024 and future year 2050);
- Traffic Count data (24 hour counts and turning movement counts at major intersections).
- Waze Information;
- Accident Data from the past 5 years utilizing GDOT's GEARS (Georgia Electronic Accident Reporting System);
- Transit Routes within the City of Tucker and neighboring areas
- Roadway functionality: traffic flow, access points, safety, capacity, congestion, trip loads, traffic demand management and signal synchronization;
- Pedestrian and bicycle facilities;
- School zones;
- Socioeconomic data;
- Current transportation funding sources and levels. This review should include a summary of SPLOST funding, locally budgeted Capital Improvement funds, and federal and state grants;
- Collection of City GIS map files (including property ownership), aerial photography and planning documents;
- Collection of current City/County relevant planning documents including alternative transportation modes such as greenway trails, urban trails, and high-quality bicycle roadway facilities;
- Collection of planned residential, commercial and mixed-use development site plans, and if available as well as areas determined as potential redevelopment/development sites by the City;
- Collection of planned roadway changes within the city and adjoining areas;
- Review of all materials and organization of base Information for analysis and fieldwork.

The Consultant will make recommendations on supplemental data that is needed to ensure the team's understanding of the physical conditions, traffic volumes and traffic flow patterns versus roadway capacity to present in the City facilitate analyses of potential Hot Spot locations.

2. Review of Existing Plans

This task will include the review and evaluate the City of Tucker and DeKalb County's existing Transportation and Trail Master Plan's goals, objectives, policies and Short-Term Work Program (STWP), as well as any other related regional and state-wide transportation plans with regards to future economic development and land use. Identify areas of conflict and concurrence, positive and negative impacts on the City's transportation goals, economic growth, and future mobility. Analyze the City's existing land use patterns and recommend improvements that will enhance inter-city mobility.

Current plans: (Provided upon Contract Execution)

- City of Tucker Comprehensive Plan – 2023
- City of Tucker North South Connectivity Plan
- City of Tucker Strategic Transportation Master Plan – 2018
- City of Tucker Trail Master Plan – 2019
- City of Tucker Top Ten Intersection Safety Improvements (On system and off system) – 2017
- DeKalb County Recreation and Parks Strategic Plan
- Stone Mountain Industrial Overlay Ordinance (Stone Mountain CID)
- Tucker LCI Study (Tucker-Northlake CID)
- Tucker-Northlake Community Improvement District Master Plan Study
- City of Tucker Development Ordinance
- 2050 DeKalb County Unified Plan
- DeKalb County Transit Master Plan
- ARC Transportation Improvement Program (TIP)
- ARC Regional Transportation Plan (RTP)
- Main Street Tucker Parking Study
- Gwinnett County Comprehensive Transportation Plan
- MARTA CONNECT GA400
- GDOT 2040 Statewide Transportation Plan / 2015 Statewide Strategic Transportation Plan
- Bridge Replacement Program including GDOT Bridge Inspection Report and Loading Rating Analysis
- Roadway Inventory
- Capital Improvement Projects currently underway
- City of Tucker and DeKalb County Functional Classification Map
- Lawrenceville Highway Corridor Study
- Tucker Summit CID Freight Cluster Plan - 2021

3. Modeling of Existing Systems

The consultant will assess the following existing transportation system: roadways, bridges, transit, multi-use trail, pedestrian, bicycle. The consultant will also review the existing transportation/land use regulations and assessment management. The consultant should make recommendations on evaluation criteria that will be used in the assessment of the existing and future transportation system and the identification of the deficiencies. To not duplicate recent study efforts, vehicular corridors should focus on streets not previously studied, i.e. Lilburn-Stone Mountain Road, Old Stone Mountain Road, Silver Hill Road, Henderson Road, Old Norcross Road, etc. Examples of these evaluation criteria may include:

- Vehicle miles of travel at Level of Service E or worse
- Vehicle hours of delay
- Travel time to major activity centers within the City
- Percent of transit usage
- Percent of non-motorized trips
- Percent of system mileage operating over capacity
- Vehicle hours of delay per vehicle mile of travel
- Existing pedestrian trail use
- On-road cycling

Once the criteria have been established with the City, the existing transportation system will be evaluated, and deficiencies highlighted. This evaluation will serve as a benchmark for the evaluation of future transportation system improvements.

An operational model for the City will be developed using the microsimulation modeling software VISSIM and Synchro. The purpose of this model will be to examine the detailed operational aspects of the transportation system that cannot be addressed with the travel demand model. This model will facilitate the examination of the impacts of the operational improvements such as intersection improvements (turn lanes, traffic signalization, signal timing coordination, and ITS strategies). This model will be used for any necessary corridor or subarea studies and evaluations. Comparison and analysis to the 2018 STMP will be completed to show trends and changes that have occurred over the past 6 years.

Perform an origin and destination study to establish the number of trips originating in and outside of Tucker. Waze Data should be used as a calibration check of the travel demand model. The consultant should recommend a number of zones to allow for understanding of trips that use major corridors to access each of the other zones. The deliverable will be a trip matrix by major corridor showing these travel behaviors.

4. Trail Plan Development

Field visits are required to verify all planned trails and to assess additional trail route opportunities. Tasks will include:

- Assessment of planned/proposed routes to identify origins, destinations, opportunities, and challenges;
- Photograph documentation of potential trail route opportunities;
- Preparation of a conceptual greenway trail base map showing all trail route options identified during field work;
- Development of up to six (6) visioning graphics to illustrate existing and potential conditions of proposed greenway trail opportunities.

Task 2 – Public Involvement

Develop a Public Participation Plan (PPP). Consultant to create and manage an interactive and continuous public participation process that includes establishing a Stakeholder Group, holding multiple meetings and interviews with multiple interest groups, using multiple communication methods and ways to ensure the greatest public outreach and participation possible including the use of social media venues, coordinating meetings with neighboring municipalities, counties and ARC transportation staffs, as well as City elected officials and City staff. Consultant will participate in all Comprehensive Plan public participation efforts.

1. Stakeholder Committee Meeting #1:

Upon completion of the field work, the preliminary findings will be presented to a steering committee to review and obtain feedback. Tasks will include:

- Attend one (1) stakeholder committee meeting;
- Present preliminary findings;
- Collect steering committee input for additional field verification and creating the draft Transportation & Trail Plan.

Deliverables will include:

- Digital PowerPoint presentation of existing conditions, planned conditions, and preliminary recommendations.
- Meeting summary email with 'next steps' listed for stakeholder committee feedback and comment.
- Digital files of all deliverables and relevant back-up files (.pdf/.tiff/.jpeg).

2. Stakeholder Committee Meeting #2:

Upon completion of additional field work and revision of the conceptual plan, the draft City of Tucker Transportation and Trail Master Plan will be presented to the steering committee to review and obtain feedback. Tasks will include:

- Attend one (1) stakeholder committee meeting;
- Presentation of preliminary findings with changes and questions addressed from Stakeholder Committee Meeting #1;
- Collection of steering committee input for final revision to Transportation & Trail Plan.

Deliverables will include:

- Digital PowerPoint presentation of draft Transportation & Trail Master Plan.
- Meeting summary email with 'next steps' listed for steering committee feedback and comment.
- Digital files of all deliverables and relevant back-up files (.pdf/.tiff/.jpeg).

3. Stakeholder Committee Meeting #3:

Upon completion of draft City of Tucker Transportation & Trail Master Plan, the Implementation Strategy will be presented to the stakeholder committee to review and obtain feedback. All comments will be included into the revisions of the final Implementation Report. Tasks will include:

- Attend one (1) stakeholder committee meeting
- Presentation of project recommendation list, proposed phasing, cost estimates, timeline, and property ownership data
- Collection of steering committee input for final revisions to be included within the City of Tucker Transportation & Trail Master Plan.

Deliverables will include:

- Digital PowerPoint presentation of City of Tucker Transportation & Trail Master Plan Implementation Strategy.
- Meeting summary email with 'next steps' listed for steering committee feedback and comment.
- Digital files of all deliverables and relevant back-up files (.pdf/.tiff/.jpeg)

4. Public Meeting: will conduct two (2) public meetings upon the request of the City of Tucker. The City shall aid with scheduling the meeting, circulation notices/advertisement, and providing a facility to accommodate the meeting.

5. Draft Master Plan:

All information obtaining through field verification, the steering committee and the public's review/comment will be used to create the draft City of Tucker Transportation & Trail Master Plan.

Deliverables will Include:

- One (1) 24x36 presentation board of the draft greenway trail master plan.

- Two (2) copies of the 8.5x11 bound draft master plan document and digital copies (.pdf) as both high resolution for printing and low resolution for ease of email distribution.
- Development of up to two (2) additional visioning graphics to illustrate existing and potential conditions of proposed greenway trail opportunities.

6. Stakeholder Committee Meeting #4:

Following Stakeholder Committee Meeting #3 and the Public Meeting, final revisions will be incorporated, and the City of Tucker Transportation & Trail Master Plan will be presented to the stakeholder committee for their acceptance. Tasks will include:

- Attend one (1) stakeholder committee meeting;
- Presentation of City of Tucker Trail System Master Plan.

Deliverables will include:

- Digital PowerPoint presentation of final City of Tucker Transportation & Trail Master Plan.
- Meeting summary email with 'next steps' listed for stakeholder committee feedback and comment.
- Digital files of all deliverables and relevant back-up files (.pdf/.tiff/.jpeg).

7. City of Tucker Transportation & Trail Master Plan:

All additional review comments will be incorporated into a final City of Tucker Transportation & Trail Master Plan.

Deliverables will include:

- One (1) 24x36 presentation board of the City of Tucker Transportation & Trail Master Plan.
- Digital versions of master plan graphic as both high resolution for printing and low resolution for ease of email distribution (.pdf/.tiff/.jpeg).
- ArcGIS files of the final trail routes.

8. City Council Work Session Presentation:

The Consultant will present the final draft City of Tucker Transportation & Trail Master Plan to city council during a work session to allow for questions and answers prior to adoption. The City shall aid with scheduling the presentation on the work session agenda.

Deliverables will include:

- Ten (10) copies of the 8.5 x11 bound draft master plan document and digital copies (.pdf) as both high resolution for printing and low resolution for ease of email distribution.

Task 3 –Transportation Recommendation

1. Modeling of Future System:

The CONSULTANT will assess the future transportation system: roadways, bridges, transit, pedestrian, bicycle. The CONSULTANT will also review the proposed changes to transportation/land use regulations and assessment management from the Comprehensive Plan. The CONSULTANT will provide assessment of the future system based on previously established criteria to help with the identification of the deficiencies and improvements. Examples of these evaluation criteria may include:

- Vehicle miles of travel at Level of Service E or worse;
- Vehicle hours of delay;
- Travel time to major activity centers within the City;
- Percent of transit usage;
- Percent of non-motorized trips;
- Percent of system mileage operating over capacity;
- Vehicle hours of delay per vehicle mile of travel.

Examine travel demand forecasts and prepare performance based standards and recommendations. Performance measures to include but not be limited to: system-wide vehicle miles of travel, transportation mode split, average travel time between selected origins and destinations, and completeness and continuity of the pedestrian and multi-trail network.

The modeled results will be used to prepare a phased improvement program in five-year increments. The model network will be adjusted to reflect any planned improvements and test potential additional projects. Use of the ARC model and its associated socioeconomic data is 5 important to maintain linkage to the Atlanta Region's Air Quality Conformity Determination. The City's parallel Comprehensive Land Use plan update process will provide modifications to this data that will ultimately feed into the future transportation network.

Recommend a STWP future infrastructure improvements plan and impacts on travel times;

Recommend criteria to prioritize all transportation improvements such as impact to reductions in travel time, relief from traffic congestion, and inter-city mobility.

2. Recommendations for Transportation and Trail Program:

This task will focus on the main development of the Transportation and Trail Master Plan which will identify policies, programs, strategies, projects, schedules, responsibilities, cost and funding sources needed to assure that the transportation system adequately serves the travel needs in the short (5 years), intermediate (10 years) and long-range timeframes. Programs to include:

- Bridge Replacement Program
- Storm Drain Maintenance Program

- Resurfacing Program
- Sidewalk/Trail Program- The existing pedestrian and bicycle facilities should also be evaluated based on criteria recommended from the CONSULTANT such as overall connectivity and service to activity areas such as parks, schools, libraries, religious facilities and other public service areas. Review the City's pedestrian and bicycle safety, including but not limited to street and sidewalk lighting, traffic crossings, inter- parcel mobility.
- Neighborhood Traffic Management Program
- ADA strategies
- School related transportation issues
- Freight movement
- Transportation Demand Management Strategies
- Traffic Operations solutions for congested corridors
- Design strategies for two-lane arterials and collectors
- Capacity improvement strategies
- Major thoroughfare plans
- ITS Program / Master Plan
- Incident Response Plan
- Access management strategies
- Walkable communities
- Functional Classification
- City of Tucker Development Standards
- Recommend a funding strategy based on Federal, State and local funding sources.

Traffic congestion at key intersections is a critical issue for overall operation of the roadway network. The intersection of two major roads can form the constriction point, limiting the overall capacity of the entire road. In order to address these key areas, additional focused traffic analyses will be performed on these Hot Spots.

Create a guide to multi-modal transportation decision-making.

Based on the City's Draft Comprehensive Plan and the City's transportation goals, develop a comprehensive list of TTMP multi-modal transportation implementation recommendations.

Examine the movement of freight through the City of Tucker. Truck traffic concentration or circulation of trucks in congested areas can increase overall delays, as trucks have slower acceleration capabilities and require more room to maneuver and stop.

Examine current and proposed public transit systems and plans and develop multi-modal transportation options that will enhance mobility, both within the City and through the City, that could be implemented within 5-, 10- and 20- year timeframes. The CONSULTANT should recommend a financial constraint for each list based on available funding from all sources.

Examine the City's existing Trail Master plan and including its built and designed segments. The CONSULTANT should make recommendations to the overall connectivity of the plan, and the feasibility of the proposed routes. The CONSULTANT is encouraged to make recommendations on the addition, removal, or relocation of proposed trail segments.

The CONSULTANT is encouraged to consider creative and innovative transportation solutions throughout the process. State of the art concepts such as autonomous vehicles, intersection designs, greenway designs, and traffic/transportation innovations should be considered.

Develop estimated capital, operating, and maintenance costs for all recommended infrastructure and service improvements and recommend potential funding sources.

3. Development of Transportation Element

The linkage between transportation and land use is key to providing an effective mobility, projected traffic and potential infrastructure modifications. The CONSULTANT will provide a written TTMP that addresses and mitigates the City's and the region's future land and economic development impacts for the next 20-year term include transportation analyzes of future activity node redevelopment into villages, the development of a town center with entertainment and meeting facilities, the development of several large-scale activity centers, and active City parks. The TTMP will include recommendations to modify, add, or remove City regulations, codes, ordinances, standards, practices and policies that will enable better implementation of city-wide multi-modal mobility. The CONSULTANT is encouraged to build the TTMP off of the 2018 STMP.

Provide in the TTMP documentation of the planning, public participation and evaluation process. Include all community involvement methods and levels of participation, technical analyses, databases, reference documents and reports

Provide in the TTMP graphic material and maps depicting TTMP recommendations and desired performance outcomes.

Provide overview of potential changes in the transportation and trail networks and vehicles such as changes in technology/autonomous cars.

4. Coordination

Integrate and coordinate the city's new Transportation and Trail Master Plan (TTMP) with the City's Draft Comprehensive Plan and existing 2018 Strategic Transportation Master Plan and 2019 Trail Master Plan.

Integrate and coordinate the city's new TTMP with the Metro-Atlanta Regional and DeKalb County transportation plans.

5. Deliverables

- Electronic copy of detailed concept design.

- Typical sections including roadways, raised landscaped median, sidewalks, trails, and decorative pedestrian lighting.
- Estimates of probable cost.
- Recommendation of potential funding sources.

EXHIBIT B

Technical Requirements and Proposal Instructions

1.0 RFP STANDARD INFORMATION

1.1 Authority

This RFP is issued under the authority of the Purchasing Division of the City of Tucker. The RFP process is a procurement option allowing the award to be based on stated evaluation criteria. The RFP states the relative importance of all evaluation criteria.

1.2 Procurement Officer Review of Proposals

A. Determination of Responsiveness

The procurement officer will determine whether a proposal is classified as either “responsive” or “non-responsive”. Proposals may be found non-responsive any time during the evaluation process if any of the required information is not provided; the submitted price is found to be excessive or inadequate as measured by criteria stated in the RFP; or the Proposal is not within the plans and specifications described and required in the RFP. If a Proposal is found to be non-responsive, it will not be considered further. If an offeror is found non-responsive, the determination will be in writing, made a part of the procurement file, and communicated to the affected offeror.

B. Determination of Responsibility

The procurement officer will determine whether an offeror has met the standards of responsibility. Such a determination may be made at any time during the evaluation process if information surfaces that would result in a determination of non-responsibility. If an offeror is found non-responsible, the determination must be in writing, made a part of the procurement file, and communicated to the affected offeror.

1.3 Evaluation of Proposals

All responsive Proposals will be evaluated based on stated evaluation criteria. In scoring against stated criteria, the City may consider such factors as accepted industry standards and a comparative evaluation of all other qualified RFP responses in terms of differing price, quality, and contractual factors. These scores will be used to

determine the most advantageous offering to the City.

1.4 General Information

- A. It is extremely important that project schedules are met. Only those firms or teams with the necessary resources and a commitment to complete all work on schedule should submit a Proposal.
- B. City of Tucker will expect to liaison with a single project manager representing the prime consultant firm and the sub-consultants.
- C. The City may select the best qualified consultant based on the information received from interested firms as a result of this solicitation.
- D. City of Tucker also reserves the right to increase, reduce, add or delete any item in this solicitation as deemed necessary.
- E. Generally, the City's position is not to provide Debriefings until after the contract has been awarded, except for firms disqualified during the Due Diligence Process, in which case a Pre-Award Debriefing can be requested following Due Diligence. Any request will be accommodated at the discretion and convenience of the Department's staff.
- F. It is the responsibility of all firms interested in submitting proposals for this advertisement to routinely check the posting on the website for any revisions to this RFP.
- G. Incomplete submittals will not be considered. Late submittals will not be accepted.

2.0 STATEMENT OF QUALIFICATIONS SUBMISSION AND EVALUATION

2.1 Preparation of Statement of Qualifications

Each Proposal should be prepared simply and economically, avoiding the use of elaborate promotional materials beyond those sufficient to provide a complete presentation.

2.2 Submittal Requirements

Failure to meet these requirements will result in the Proposals being determined "non-responsive" and the entire submittal will be rejected.

- A. Submittals of firm information and Proposals should be no more than twenty (20) pages single-sided, 8½" x 11" pages in length. The 20-page limit does not include the required City forms. Any other supplemental information and pages outside the page limit will not be reviewed and will be considered as non-responsive to

the page limit requirement.

- B. Provide firm name, address, telephone number, e-mail address for the primary contact person, former firm names, official Georgia address (if applicable), and joint venture partner information (if applicable). If the firm has branch offices, state which office will be performing the majority of the work.
- C. The consultant should provide a minimum of five (5) references.
- D. The consultant shall provide a Certificate of Insurance with current Worker's Compensation, General Liability and Professional Liability policies for the purposes of verifying current policies. This document will not be counted toward the 20-page limit.
- E. The consultant shall submit required forms provided as part of the bid package, which will not be counted toward the 20-page limit.

2.3 Evaluation and Selection Criteria

The following are the evaluation criteria the committee will consider in determining which proposal is most advantageous to the city:

Project Understanding – 40 points (Included in 20-page limit)

Successful proposers will demonstrate an understanding of the magnitude of the task, the constraints, and the desired outcomes for the project.

Similar Experience/Past Performance – 25 points (Included in 20-page limit)

Successful proposers will have experience completing similar projects which should be demonstrated by providing case studies of no more than two (2) pages each describing three projects that best match the scope and desired outcomes for this project. Each case study should highlight any similarities to the proposed Tucker project. For each case study, a reference and contact information should be provided. The City may request samples of the comparative works during the proposal review process. The City may also consider any past performance on a previous contract with the City.

Project Personnel – 20 points (Included in 20-page limit)

Successful proposers will provide information on personnel of no more than two (2) pages each to be assigned to this project. The proposed project manager should be identified. Personnel should have experience of similar projects and/or in fields necessary to complete the proposed scope of work.

Please include professional registrations [type, number, and state(s) where registered], years of experience, years with firm, and actual work performed by the individual.

Pricing – 15 points

Successful proposers will provide their most competitive pricing in a separate document as the proposal which will not count towards the 20-page limit.

3.0 TERMS AND CONDITIONS

3.1 RFP Amendments

The City reserves the right to amend this RFP prior to the due date. All amendments and additional information will be posted to the DOAS/Georgia Procurement Registry, located at: http://ssl.doas.state.ga.us/PRSapp/PR_index.jsp and also the City’s website at: www.tuckerga.gov Offerors are encouraged to check this website frequently.

3.2 Proposal Withdrawal

No proposal may be withdrawn for period of ninety (90) days after the time has been called on the date of opening.

3.3 Cost for Preparing Proposals

The cost for developing the Proposal is the sole responsibility of the Offeror. The City will not provide reimbursement for such costs.

3.4 Conflict of Interest

If an Offeror has any existing client relationship that involves the City of Tucker the Offeror must disclose each relationship.

3.5 Minority Business Policy

It is the policy of the City of Tucker that minority business enterprises shall have a fair and equal opportunity to participate in the City purchasing process. Therefore, the City of Tucker encourages all minority business enterprises to compete for, win, and receive contracts for goods, services, and construction. The City encourages all companies to sub-contract portions of any City contract to minority business enterprises, however there is no minimum DBE requirement for this project.

3.6 Insurance Requirements

Awarded consultant shall, at its own cost and expense, obtain and maintain worker's compensation and commercial general liability insurance coverage covering the period of the Agreement, such insurance to be obtained from a responsible insurance company legally licensed and authorized to transact business in the State of Georgia. The minimum limit for Worker's Compensation Insurance shall be the statutory limit for such insurance. The minimum limits for commercial general liability insurance, which must include personal liability coverage will be \$1,000,000 per person and \$1,000,000 per occurrence for bodily injury and \$500,000 per occurrence for property damage. In addition to above general coverages, contractor shall maintain Professional Liability Insurance with limits of \$2,000,000 per occurrence and in aggregate.

Request for Taxpayer Identification Number and Certification

Go to www.irs.gov/FormW9 for instructions and the latest information.

**Give form to the
 requester. Do not
 send to the IRS.**

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See <i>Specific Instructions</i> on page 3.	1	Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)		
	2	Business name/disregarded entity name, if different from above.		
	3a	Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C corporation <input type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions)	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____	
	3b	If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions <input type="checkbox"/>		
	5	Address (number, street, and apt. or suite no.). See instructions.	Requester's name and address (optional)	
	6	City, state, and ZIP code		
	7	List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number					
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 5%; text-align: center;">-</td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 5%; text-align: center;">-</td> <td style="width: 40%; border: 1px solid black; height: 20px;"></td> </tr> </table>		-		-	
	-		-		
or					
Employer identification number					
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 5%; text-align: center;">-</td> <td style="width: 70%; border: 1px solid black; height: 20px;"></td> </tr> </table>		-			
	-				

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person	Date
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they



GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT

GEORGIA E-Verify and Public Contracts: The Georgia E-Verify law requires contractors and all sub-contractors on Georgia public contract (contracts with a government agency) for the physical performance of services over \$2,499 in value to enroll in E-Verify, regardless of the number of employees.

Contractor Name:	
Solicitation/Bid number or Project Description:	

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, entity or corporation which is engaged in the physical performance of services under a contract on behalf of the City of Tucker, Georgia has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91.

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

Federal Work Authorization User Identification Number
(EEV/E-Verify Company Identification Number)

Date of Authorization

Name of Contractor

I hereby declare under penalty of perjury that the foregoing is true and correct

Printed Name (of Authorized Officer or Agent of Contractor)

Title (of Authorized Officer or Agent of Contractor)

Signature (of Authorized Officer or Agent)

Date Signed

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE

____ DAY OF _____, 20____

Notary Public

[NOTARY SEAL]

My Commission Expires: _____



GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT

GEORGIA E-Verify and Public Contracts: The Georgia E-Verify law requires contractors and all sub-contractors on Georgia public contract (contracts with a government agency) for the physical performance of services over \$2,499 in value to enroll in E-Verify, regardless of the number of employees.

Contractor Name:	
Subcontractor's (Your) Name	
Solicitation/Bid number or Project Description:	

By executing this affidavit, the undersigned subcontractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, entity or corporation which is engaged in the physical performance of services under a contract on behalf of the City of Tucker, Georgia has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91.

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

Federal Work Authorization User Identification Number
(EEV/E-Verify Company Identification Number)

Date of Authorization

Name of Subcontractor

I hereby declare under penalty of perjury that the foregoing is true and correct

Printed Name (of Authorized Officer or Agent of Contractor)

Title (of Authorized Officer or Agent of Contractor)

Signature (of Authorized Officer or Agent)

Date Signed

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE

____ DAY OF _____, 20____

Notary Public

[NOTARY SEAL]

My Commission Expires: _____



OATH OF NON-COLLUSION

COMES NOW, _____ (“Consultant”),
[*name of Consultant*]

appearing by and through _____,
[*name of individual with authority to bind Consultant*]

its _____ (“Individual And Representative Affiant”), and
[*title*]

[*insert the names of all those required to give the oath*]

(collectively, “Individual Affiants”), and each of the Individual And Representative Affiant and Individual Affiants, after first being duly sworn, deposes and says that:

1. Consultant has not directly or indirectly violated subsection (d) of the Official Code of Georgia Annotated Section 36-91-21, which provides as follows:

Whenever a public works construction contract for any governmental entity subject to the requirements of this chapter is to be let out by competitive sealed bid or proposal, no person, by himself or herself or otherwise, shall prevent or attempt to prevent competition in such bidding or proposals by any means whatever. No person who desires to procure such work for himself or herself or for another shall prevent or endeavor to prevent anyone from making a bid or proposal therefor by any means whatever, nor shall such person so desiring the work cause or induce another to withdraw a bid or proposal for the work.

Code Section 36-91-21(d) also applies to municipal street system contracts pursuant to Official Code of Georgia Annotated Section 32-4-122.

2. Individual And Representative Affiant is the officer of Consultant whose duty it is to make the payment.

3. If Consultant is a partnership, then Individual and Representative Affiant and Individual Affiants together constitute all of the partners and any officer, agent or other person who may have represented or acted for Consultant in bidding for or procuring the contract.

4. If Consultant is a corporation, then Individual and Representative Affiant and Individual Affiants together constitute all officers, agents, or other persons who may have acted for or represented Consultant in bidding for or procuring the contract.

Further affiants sayeth not.

This ____ day of _____, 20__.

By: _____, individually and on behalf of Consultant
[signature of Individual And Representative Affiant]

Name: _____

Title: _____

Individual Affiants' signatures and names:

Name:

Name:

Name:

Name:

Name:

Name:

Subscribed and Sworn before me on this
____ day of _____, 20__.

NOTARY PUBLIC
My Commission Expires:

Contact Information Form

Please fill out this form with the appropriate contact information for your company.

Full Legal Name of Company: _____

Date: _____

Contractor Information:

Primary Contact Person: _____

Title: _____ Telephone Number: _____

E-mail Address: _____

Secondary Contact Person: _____

Title: _____ Telephone Number: _____

E-mail Address: _____

Preferred Contact for Administration: (i.e. Document Processing) (Choose one)

Primary Contact

Secondary Contact

Address: _____

City / State / Zip: _____

Mailing Address (If different than above): _____

City / State / Zip: _____

Federal Employee ID Number (FEIN): _____