

Douglas County Board of Commissioners PURCHASING DEPARTMENT

Request for Proposals

To Provide Professional Services for Sidewalks near

**Lithia Springs Elementary School (Project # T042D1000),
Chestnut Log Middle School (Project # T043D0200)
and New Manchester High School (Project T044D0200)**

Solicitation No. – 17-031

Proposals Due: October 27, 2017, 2:00 PM

The Douglas County Board of Commissioners (DCBOC) is soliciting Proposals from qualified firm(s) or organization(s) to provide Consultant Services for the Sidewalks near Lithia Springs Elementary School, Chestnut Log Middle School and New Manchester High School Project. This Request for Proposals (RFP) seeks to identify potential providers for the below-mentioned Scope of Services. All respondents to this RFP are subject to instructions communicated in this document, and are cautioned to completely review the entire RFP and follow instructions carefully. Douglas County reserves the right to reject any or all Proposals or Consultant Plan Proposals, and to waive technicalities and informalities at the discretion of Douglas County.

From the advertisement date of this solicitation until a successful respondent is selected and the selection is announced, firms are not allowed to communicate about this solicitation or scope with any staff of Douglas County including elected officials, except for submission of questions as instructed in the RFP, or as provided by any existing work agreement(s). For violation of this provision, Douglas County reserves the right to reject the submittal of the offending respondent.

Scope of Services

Project goal is to connect three listed schools to nearby neighborhoods via sidewalk. Project shall include all necessary appurtenances to achieve pedestrian safe sidewalks and roadway crossings. (e.g. curb & gutter, drainage, pavement markings, etc. as required) Design for minimum impact to utilities.

Project Locations/Descriptions:

Project # T042D1000—Lithia Springs Elementary School (6946 Florence Drive):

Section 1-East side of Jr. High Drive from Florence Drive to Miller Street an approximate distance of 1625’.

Section 2-South side of Miller Street from Jr. High Drive to South Sweetwater Road an approximate distance of 1125’ (utilizing any existing sidewalk)

Project #T043D0200—Chestnut Log Middle School (2544 Pope Road):

Section 1-East side of Pope Road from School/Soccer field drive to existing sidewalk near Chestnut Meadows Drive (Chestnut Hills Sub-division) an approximate distance of 1400’.

Section 2-South side of Midway Road from Pope Road (to be determined crosswalk) to existing sidewalk on Iron Horse Drive an approximate distance of 300’.

Section 3-West side of Pope Road from Midway Road to Longview Drive an approximate distance of 650’.

Project #TO44D0200—New Manchester High School (4925 Ga-92):

Section 1-West side of GA Hwy 92 from existing sidewalk north of School entrance (Gilbert Branch) to Anneewakee Falls Parkway an approximate distance of 130’.

Section 2-West side of GA Hwy 92 from sidewalk south of School entrance (Gilbert Branch) to sidewalk on north side of School Main Entrance an approximate distance of 730’.

Section 3-West side of GA Hwy 92 from School Main Entrance to River Breeze Drive an Approximate distance of 950’

Data Available from Douglas County may (or may not) include the following depending on location and availability of data:

Previous studies in project vicinity

Aerial photography (January 2013)

GIS files indicating topo, contours, plat boundaries, approx. ROW, eop, etc.

Traffic data including turning movement counts, speed, and classification may occasionally be performed by DCBOC staff and provided to the consultant.

Submittals

Six (6) copies of the Proposals shall be prepared and submitted. Each submittal shall be identical and include a transmittal letter. Submittals must be typed on standard (8½” x 11”) paper. The pages of the proposal submittals must be numbered. A table of contents with corresponding tabs must be included to identify each section. One (1) page of the Proposal shall be devoted to an Organization Chart. This page shall be single-sided and not exceed 11” x 17” in size. Additional information should not be added on this page. Each Proposal shall be prepared simply and economically, providing straightforward, concise delineation of respondent’s capabilities. Fancy bindings, colored displays, and promotional materials are not desired. Emphasis must be on completeness, relevance, and clarity of content.

Submittals must be sealed envelope, and reference **Solicitation No. – 17-031, “Sidewalks near Lithia Springs Elementary School, Chestnut Log Middle School and New Manchester High School Project - PROJECT #’S T042D1000, T043D0200 AND T044D0200” and the words**

“Proposal” must be clearly indicated on the outside of all of the envelopes or boxes. Proposals **must be physically received by DOUGLAS COUNTY on October 27, 2017 at 2:00 PM** at the exact address below:

Douglas County Board of Commissioners
Attention: Mr. Bill Peacock, Director
Purchasing Department
Third Floor
8700 Hospital Drive
Douglasville, Georgia 30134

No submittals will be accepted after the time and date set for receipt.

Proposals submitted via facsimile or e-mail will be rejected. All expenses for preparing and submitting responses are the sole cost of the party submitting the response. DOUGLAS COUNTY is not obligated to any party to reimburse such expenses. All submittals upon receipt become the property of DOUGLAS COUNTY. Labeling information provided in submittals “proprietary” or “confidential”, or any other designation of restricted use will not protect the information from public view. Subject to the provisions of the Open Records Act, the details of the Proposal documents will remain confidential until final award.

DOUGLAS COUNTY reserves the right, in its sole discretion, to waive any technicalities associated with this submittal if deemed in the best interest of the County.

Questions about any aspect of the RFP, or the project, shall be submitted in writing via e-mail to: **Bill Peacock, e-mail: bpeacock@co.douglas.ga.us**, the deadlines for submission of questions relating to the RFP is Friday, October 13, 2017 by 5:00 PM.

The consultant shall remain under contract beyond the preliminary engineering phase and throughout the implementation and completion of the construction phase of the overall project. Services to be provided during the construction phase shall include, but are not limited to ITS implementation, signal timing and phasing operations implementation, developing specifications for integration with existing systems, testing and inspection related to ITS system operations, timely clarification and/or corrections to plans.

Ad Dates 9/27 & 9/29