



Douglas County Board of Commissioners

Request for Proposals

To Provide

**Professional Design Services for
Sidewalks near Lithia Springs Elementary School, Chestnut Log
Middle School and New Manchester High School:
PROJECT # T042D1000, T043D0200 AND T044D0200**

**Solicitation No. 18-005
Proposals Due:
April 20, 2018, 2:00 PM**

**Douglas County Board of Commissioners
Purchasing Department
8700 Hospital Drive
Douglasville, GA 30134**

REQUEST FOR Proposals **Solicitation No. 18-005**

Sidewalks near Lithia Springs Elementary School, Chestnut Log Middle School and New Manchester High School Project

I. General Project Information

A. Overview

- 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.

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

II. Instructions for Submittal of Proposals

A. 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 in an opaque envelope or box, and reference **Solicitation No. 18-005, "Sidewalks near Lithia Springs Elementary School, Chestnut Log Middle School and New Manchester High School PROJECT # 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** prior to the deadline indicated in the Schedule of Events (*Section IV of RFP*) at the 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.

B. Questions and Requests for Clarification

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 deadline for submission of questions relating to the RFP is Friday, April 13, 2018 by 5:00 PM.

C. Scope of Services

Under the terms of this resulting Agreement(s), the selected consultant(s) will provide professional services to perform all necessary tasks to accomplish the attached conceptual description as noted in **Exhibit “III”** with further detailed design being determined by the final concept.

Professional services and scope of work required for the project shall include, but not be limited to, the following tasks:

1. Preparation of project concepts, alternatives and reports
 - Define Concept
 - GEPA documentation and approval
2. Preparation of public hearing and/or public information meeting displays and materials (Local Government)
3. Preparation of existing field data base including but not limited to the following:
 - Field Surveys
 - Location of Utilities
 - Production of Existing Right of Way and Property Line Maps and Processing of Field Enhancements for Map Models
4. Hydrologic and Hydraulic Analyses and Design of Hydraulic Systems
5. Preliminary roadway design and plans
 - Establish Design Data
6. Field Stakeout

7. Miscellaneous Engineering Design and Plans including but not limited to the following:
 - Capacity Analysis
 - Traffic Engineering Studies
 - Signing and Marking Plans
 - Traffic Modification Signal Plans
 - Erosion Control Plans
 - Utility Plans
 - Stage Construction and Maintenance of Traffic Plans
8. Final Roadway Design and Plans
 - Finalize Design
 - Right of Way Plans
 - Summarize Quantities
 - QC/QA Plans
9. Geotechnical Services (If Required)
 - Soil Surveys
 - Borings
 - BFI Reports
10. Preparation of Supplemental Specifications and Special Provisions
11. Construction Cost Estimates
 - Determine Items to be Itemized
 - Determine Item Quantity and Costs
12. Subsurface Utility Engineering (S.U.E.)
 - Determine Level of Analysis
 - Provide Electronic Deliverables
13. Traffic data collection including traffic counts, speeds, vehicle classification, land use, roadside features, vehicle/pedestrian behavior, other studies, other projects
14. Field review study area, corridors, and intersections
15. Coordinate with other agencies, utilities, etc. on other potential projects in areas of project locations
16. Traffic signal warrant study (*If Required*)
17. Traffic signal/ITS/ATMS (*If Required*)
 - Traffic signal design
 - Traffic signal timing plan development
 - Signal timing optimization, implementation & fine tuning
 - Traffic simulation model development
 - Before/after travel time and delay study evaluations, measures of effectiveness reporting, and cost/benefit of implementation
 - ITS/ATMS Design
 - Fiber optic communications analysis and design
 - Integration and implementation to TCC
 - ITS System/Component Integration and Testing
 - ITS construction engineering & inspection
 - Field installation of ITS
18. Project cost estimates
19. Submittal of data and design at appropriate intervals to Douglas County for review and approval.

D. Contract Term

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.

E. Contract Amount

The consultant should submit a proposed contract amount on the attached Proposal Bid Sheet.

III. Selection Method**A. Method of Communication**

All general communication of relevant information regarding this solicitation will be made via the Douglas County Purchasing Department web page under Solicitation No. 18-005, Sidewalks near Lithia Springs Elementary School, Chestnut Log Middle School and New Manchester High School PROJECT #'S T042D1000, T043D0200 AND T044D0200. All firms are responsible for checking the web page on a regular basis for updates, clarifications, and announcements. Douglas County reserves the right to communicate via electronic-mail with the primary contact listed in the Proposals. Other specific communications will be made as indicated in the remainder of this RFP.

B. Evaluation of Proposals

The Evaluation Committee will evaluate all submittals deemed responsive and each evaluator will assign points using the criteria identified in Section IV. For each evaluator, the points assigned to each criteria will be totaled and a rank will be determined. The rankings of all evaluators will be totaled for each submittal evaluated in order to determine the sum of the individual rankings. Final selection will be determined by evaluating the criteria identified in the RFP.

All firms must meet the minimum requirements as listed in Section VI, subsection A.1. below.

IV. Schedule of Events

The following Schedule of Events represents DOUGLAS COUNTY's best estimate of the Schedule that will be followed. All times indicated are prevailing times in Atlanta, Georgia. DOUGLAS COUNTY reserves the right to adjust the Schedule as DOUGLAS COUNTY deems necessary.

	DATE	TIME
a. Douglas County issues public advertisement of Solicitation No. 18-005	3/21/2018	-
b. Deadline for submission of written questions and requests for clarification	4/13/2018	5:00 PM
c. Deadline for submission of Proposals	4/20/2018	2:00 PM
d. Douglas County completes evaluation and submits recommendation to Board of Commissioners	TBA	TBA

V. Selection Criteria**Criteria for Evaluation of Proposals**

The Selection Committee will evaluate all firms using the following criteria:

Pass/Fail Presented teams must be prequalified in the indicated Area Class(es) in order to be evaluated. Required proof of prequalification shall be submitted as indicated in Section 5 below.

- 10% Factor} Stability and resources of the submitting firm, including the firm's history, growth, resources, litigation history, financial information, and other evidence of stability. This shall include:
- 40% Factor} Firm's relevant experience and Proposals, including evidence of qualification, experience of key staff and evidence of the firm's ability to provide effective services in programs comparable in complexity, size, and function, to clients such as government entities and similarly-structured organizations. This includes degree of apparent relevant competencies of the principal professional(s) and lead staff relative to the project and services required, and evidence of competence, including review of:
- 50% Factor} Firm's apparent suitability to provide services for project, including any special or unique Proposals for the project, current and projected workloads (*available* resources), quality assurance procedures, special or enhanced capabilities (such as the ability of the Firm to perform or gather a team to perform any special or enhanced capabilities necessary ancillary service required to carry out and manage the complete scope of the project), the ability of firm to gather resources in the project area, the apparent fit and location and proximity to the project, firm's non-discrimination policies and evidence of efforts or success in W/MBE-DBE inclusion, and any other service or relevant scope item offered by the firm which might be suitable for the project.

VI. Instructions for Preparing Proposals

The Proposals must be submitted in accordance with the instructions provided in Section VI, must be categorized and numbered as outlined below, and must be responsive to all requested information: (See Exhibit IV)

A. Minimum Requirements (To be provided in the Appendix)

Firms must meet the minimum Proposals in order to be fully considered.

1. The presented team (either the prime or one or more of the sub-consultants) must be GDOT prequalified in the area class(es) identified below.

Number	Area Class
1.06(a)	NEPA
1.06(b)	History
1.06(c)	Air Quality
1.06(d)	Noise
1.06(e)	Ecology
1.06(f)	Archaeology
1.06(g)	Freshwater Aquatic Surveys
1.10	Traffic Analysis
3.01	Two-Lane or Multi-lane Rural Roadway Design
3.02	Two-Lane or Multi-lane urban Roadway Design
3.03	Multi-Lane Urban Roadway Widening and Reconstruction
3.06	Traffic Operations Studies
3.07	Traffic Operations Design
3.08	Landscape Architecture Design
3.09	Traffic Control Systems Analysis, Design and Implementation
3.10	Utility Coordination
3.12	Hydraulic and Hydrological Studies (Roadway)
4.04	Hydraulic and Hydrological Studies (Bridges)

5.01	Land Surveying
5.02	Engineering Surveying
5.08	Overhead/Subsurface Utility Engineering (SUE)
6.01(a)	Soil Survey Studies
6.03	Hydraulic and Hydrologic Studies (Soils & Foundation)
9.01	Erosion, Sedimentation, and Pollution Control Plan

Submit the “Notice of Professional Consultant Proposals” for the prime consultant and all sub-consultants or joint venture of consultants on the presented team listed in the Proposal. The Notice must be current by the deadline stated for this RFP.

2. Complete the Certification Form (*Exhibit “I” enclosed with RFP*), and provide a notarized original within the firm’s Proposal.
3. Complete the Georgia Security and Immigration Compliance Act Affidavit form (*Exhibit “II” enclosed with RFP*), and provide a notarized original within the firm’s Proposal.

B. Stability and Resources

1. Provide basic company information: company name, address, name of primary proposing contact, telephone number, fax number, e-mail address, and company website (if available). If the firm has multiple offices, the qualification statement shall include information about the parent company and branch office separately. Identify office from which project will be managed. Provide form of ownership, including state of residency or incorporation, and number of years in business. Is the Offeror a sole proprietorship, partnership, corporation, limited liability Corporation, or other structure?
2. Briefly describe the history and growth of your firm(s). Provide general information about the firm's personnel resources, including disciplines and numbers of employees and locations and staffing of offices.
3. **Provide this information within the Appendix.** Has the team been involved in any litigation in the past five (5) years? Describe your experience with litigation with clients. List any active or pending litigation and explain. List any indictments the team/principals have been issued.*
4. **Provide this information within the Appendix.** Provide a Statement of Disclosure, which will allow Douglas County to evaluate possible conflicts of interest. Respondents must provide, in their own format, a statement of all potential legal or otherwise significant conflict of interest possibly created by the respondents being considered in the selection process or by the respondent’s involvement in the project. Respondents should provide information as to the nature of relationship(s) with parties in such potential conflict.
5. **Provide this information within the Appendix.** Provide name of insurance carrier, types and levels of coverage, and deductible amounts per claim.
6. **Provide this information within the Appendix.** List the submitting firm’s annual average revenue for the past five (5) years.
7. **Provide this information within the Appendix.** Supply financial references and main banking references of the submitting firm.
8. **Provide this information within the Appendix.** Has the firm ever been removed from a contract or failed to complete a contract as assigned?

***NOTE: Information requested for B.3 and B.8 should be submitted for both the prime and sub-consultant(s).**

C. Experience and Proposals

1. Provide professional qualifications and description of experience for principal project staff. The project manager's resume must be included.
2. Provide information on the prime's experience for clients of similar type, size, function, and complexity.
Describe no less than five (5) accounts, in order of most relevant to least relevant, which demonstrate the firm's capabilities to perform services for Douglas County. For each account, the following information should be provided:
 - a. Client name, location and dates during which services were performed.
 - b. Clear description of overall project and services performed by your firm.
 - c. Exact length of service performed by your firm, and overall project budget.
 - d. Client's stated satisfaction in service of your firm. Client(s) current contact information.
 - e. Letters of reference from at least two (2) of those clients for projects of similar sizes and scopes.
Contact names and telephone numbers must be included. (Letters of reference should describe the work completed, and contain some specific examples on how quality products were delivered on schedule and within budget.)
3. Provide information on the firm's experience in installing and maintaining traffic signal components and other Intelligent Transportation System devices.
4. Provide information on the firm's experience in designing Intelligent Transportation Systems and integrating into TCC.
5. Provide information on the firm's experience in timing signalized corridors.
6. Provide information on the firm's experience in measuring/calculating the benefits and costs associated with arterial corridor management (i.e. signal retiming and maintenance).

D. Suitability

Provide any information that may serve to differentiate your firm from other firms in suitability for the project including but not limited to:

- a. Furnish evidence of the firm's fit to the project and/or needs of DOUGLAS COUNTY, any special or unique Proposals for the project.
- b. Supply current and projected workloads.
- c. Quality assurance procedures.
- d. Any special or enhanced capabilities offered by the firm that may be particularly suitable for this project.
- e. Ability to gather resources in vicinity to the project.
- f. Location and proximity of firm to project and any knowledge of the project and/or project area which may uniquely benefit the firm and project.

VII. DOUGLAS COUNTY Terms and Conditions

A. Statement of Agreement

With the submission of a Proposal, the respondent agrees that he/she has carefully examined the Request for Proposals, and agrees that it is the respondent's responsibility to request clarification on any issues in any section of the Request for Proposals with which the respondent disagrees or needs clarified. The respondent also understands that failure to mention these items during the question period or in the Proposal will be interpreted to mean that the respondent is in full agreement with the terms, conditions, specifications and requirements in the therein. With submission of a Proposal, the respondent hereby certifies: (a) that this Proposal is genuine and is not made in the interest or on behalf of any undisclosed person, firm, or corporation; (b) that respondent has not directly or indirectly included or solicited any other respondent to put in a false or insincere Proposal; (c) that respondent has not solicited or induced any person, firm, or corporation to refrain from sending a Proposal.

B. Joint-Venture Proposals

DOUGLAS COUNTY does not desire to enter into "joint-venture" agreements with multiple firms. In the event two or more firms desire to "joint-venture" it is required that one firm propose and maintain status as the prime respondent with the remaining companies participating as sub-providers.

C. DBE Requirements

Douglas County will require a minimum DBE goal in adherence to the Georgia Department of Transportation requirements for federally funded projects in accordance with Title VI of the Civil Rights Act of 1964 and 78 Stat. 252, 42 USC 2000d--42 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, part 21, Nondiscrimination in federally assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all proposers that it will affirmatively ensure that any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, sex, or national origin in consideration for an award.

The Georgia Department of Transportation Board has adopted a 12% overall annual goal for DBE participation on all federally funded projects. This goal is not to be considered as a fixed quota, set aside or preference. The DBE goal can be met by prime contracting, sub-contracting, joint venture or mentor/ protégé relationship.

Douglas County will monitor and assess each consultant services submittals for their DBE participation and/or good faith effort in promoting equity and opportunity in accordance with the state of Georgia, Department of Transportation Disadvantage Business Program Plan. For more information on the GDOT DBE Program please contact:

Georgia Department of Transportation
Equal Opportunity Division
One Georgia Center, 7th Floor 600 West Peachtree Street,
NW Atlanta, Georgia 30308
Phone: (404) 631-1972

D. Audit and Accounting System Requirements

DOUGLAS COUNTY reserves the right to reject any Proposal with firms that do not meet the following requirements:

1. Firm(s) should have an accounting system in place to meet requirements of 48 CFR Part 31 and, in the case of non-profit organizations, OMB Circular A-122.
2. Any firm that currently has an aggregate contract amount exceeding \$250,000 should have submitted their yearly CPA overhead audit.
3. Firm(s) should have no significant outstanding deficient audit findings from previous contracts with DOUGLAS COUNTY that have not been resolved.
4. The prime is responsible for being reasonably assured that all sub-consultant(s) presented as a part of the proposed team are similarly in compliance with the above requirements.

E. Submittal Costs and Confidentiality

All expenses for preparing and submitting responses are the sole cost of the respondent submitting the response. Douglas County is not obligated to any respondent to reimburse such expenses. All submittals upon receipt become the property of Douglas County. Labeling information provided in submittals as "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 a final award.

F. Award Conditions

Neither the County nor any respondent submitting a response will be bound unless and until a written contract mutually accepted by both parties is negotiated as to its terms and conditions and is signed by the County and a respondent containing such terms and conditions as are negotiated between those parties. Douglas County reserves the right to waive non-compliance with any requirements of this Request for Proposals and to reject any or all Proposals submitted in responses. Upon review of responses, Douglas County will determine the respondent(s) Proposal that in the sole judgment of the County is in the best interest of the County (if any is so determined), with respect to the evaluation criteria stated herein.

G. Non-Discrimination

During the performance of this contract, the firm will adhere to and agrees to comply with all Federal EEO, ADA, and Civil Rights Act requirements.

H. Right to Cancel or Change RFP

DOUGLAS COUNTY reserves the right to cancel any and all Request for Proposals where it is determined to be in the best interest of the County to do so. DOUGLAS COUNTY reserves the right to increase, reduce, add or delete any item in this solicitation as deemed necessary.

It is the responsibility of all firms interested in submitting Proposal (Proposals) for this advertisement to routinely check any postings on the Purchasing Department's web page for any revisions to this RFP.

I. Substitutions, Alternates, Exceptions, and Extensions

No substitutions or alternates will be accepted for this solicitation. Any respondent submitting substitutions or alternates will be considered non-responsive and will not be considered for award.

EXHIBIT I
CERTIFICATION FORM

I, _____, being duly sworn, state that I am _____ (title) of _____

_____ (firm) and hereby duly certify that I have read and understand the information presented in the attached Proposal and any enclosure and exhibits thereto.

Initial each box below indicating certification. The person initialing must be the same person who signs the Certification Form. (If unable to initial any box for any reason, place an "X" in the applicable box and attach a statement explaining the non-certification. The Department will review and make a determination as to whether or not the firm shall be considered further or disqualified).

I further certify that to the best of my knowledge the information given in response to the Request for Proposals is full, complete and truthful.

I further certify that the submitting firm and any principal employee of the submitting firm has not, in the immediately preceding five (5) years, been convicted of any crime of moral turpitude or any felony offense, nor has had their professional license suspended, revoked or been subjected to disciplinary proceedings, nor is any team members/principals currently under indictment for any reason related to actions on public infrastructure projects.

I further certify that I understand that Firms included on the current Federal list of firms suspended or debarred are not eligible for selection and that the submitting firm has not, in the immediately preceding five (5) years, been suspended or debarred from contracting with any federal, state or local government agency, and further, that the submitting firm is not now under consideration for suspension or debarment from any such agency.

I further certify that the submitting firm has not in the immediately preceding five (5) years been defaulted in any federal, state or local government agency contract and further, that the submitting firm is not now under any notice of intent to default on any such contract, nor has been removed from a contract or failed to complete a contract as assigned due to cause or default.

I further certify that the firm or any affiliate(s) has not been involved in any arbitration, litigation, mediation, dispute review board or other dispute resolution proceeding with a client, business partner, or government agency in the last five years involving an amount in excess of \$500,000 related to performance on public infrastructure projects.

I further certify that there are not any pending regulatory inquiries that could impact our ability to provide services if we are the selected consultant.

I further certify that there are no possible conflicts of interest created by our consideration in the selection process or by our involvement in the project.

I further certify that the submitting firm's annual average revenue for the past five (5) years is sufficient to allow the services to be delivered effectively by our firm and that there are no trends in the revenue which may be concerning other than normal market fluctuations.

I further certify that in regards to Audit and Accounting System Requirements, that the submitting firm:

- I. Has an accounting system in place to meet requirements of 48 CFR Part 31 and, in the case of non-profit organizations, OMB Circular A-122.
- II. Has submitted its yearly Certified Public Accountant overhead audit if it currently has an aggregate contract amount exceeding \$250,000.
- III. Has no significant outstanding deficient audit findings from previous contracts with GDOT that have not been resolved.
- IV. Is responsible for being reasonably assured that all sub-consultant(s) presented as a part of the proposed team are similarly in compliance with the above requirements.

I acknowledge, agree and authorize, and certify that the proposer acknowledges, agrees and authorizes, that DOUGLAS COUNTY may, by means that either deems appropriate, determine the accuracy and truth of the information provided by the proposer and that the DOUGLAS COUNTY may contact any individual or entity named in the Proposal for the purpose of verifying the information supplied therein.

I acknowledge and agree that all of the information contained in the Proposal is submitted for the express purpose of inducing the DOUGLAS COUNTY to award a contract.

A material false statement or omission made in conjunction with this Proposal is sufficient cause for suspension or debarment from further contracts, or denial or rescission of any contract entered into based upon this Proposal thereby precluding the firm from doing business with, or performing work for, the State of Georgia. In addition, such false statement or omission may subject the person and entity making the Proposal to criminal prosecution under the laws of the State of Georgia of the United States, including but not limited to O.C.G.A. §16-10-20, 18 U.S.C. §§1001 or 1341.

Sworn and subscribed before me

This ____ day of _____, 20____.

Signature

NOTARY PUBLIC

My Commission Expires: _____

NOTARY SEAL

EXHIBIT II
EVIDENCE OF COMPLIANCE
WITH
GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT

The County and Contractor agree that compliance with the requirements of O.C.G.A. Sec. 13-10-91 and Rule 300-10-1-.02 of the Rules of the Georgia Department of Labor are conditions of this Agreement for the physical performance of services.

The Contractor represents that it employs:

- _____ 500 or more employees;
- _____ 100 or more employees; or
- _____ fewer than 100 employees

(Contractor must initial appropriate category).

The Contractor further agrees that its compliance with the requirements of O.C.G.A. Sec. 13-10-91 and DOL Rule 300-10-1-.02 is attested to on the executed Contractor Affidavit and Agreement attached hereto as EXHIBIT A.

If employing or contracting with any subcontractor(s) in connection with this Agreement, Contractor further agrees:

- (1) To secure from the subcontractor(s) such subcontractor(s)' indication of the employee-number category applicable to the subcontractor(s); and
- (2) To secure from the subcontractor(s) an affidavit attesting to the subcontractor's compliance with O.C.G.A. Sec. 13-10-91 and DOL Rule 300-10-1-.02; such affidavit being in the form attached hereto and referenced as EXHIBIT A-1; and
- (3) To submit such contractor affidavit(s) to the County when the subcontractor(s) is retained, but in any event, prior to the commencement of work by the subcontractor(s),
- (4) To submit to the County, such contractor and subcontractor affidavit(s) of "Immigration Compliance Certification," EXHIBIT A-2,

The failure of Contractor to comply with any of the requirements and procedures of the County (i.e. failure to timely supply required affidavits or compliance certification documents; failure to utilize federal work authorization procedures; failure to permit or facilitate audits or reviews of records by County or State officials upon request; and/or failure to continue to meet any of the statutory or County obligations) and to supply the affidavit of compliance at the time of execution of this Agreement and/or the failure of the Contractor to continue to satisfy the obligations of O.C.G.A. Sec. 13-10-91 and DOL Rule 300-10-1-.02 as set forth in this Agreement and during the term of the Agreement shall constitute a material breach of the Agreement and shall entitle the County to dismiss any general contractor or to require the dismissal of any subcontractor of sub/subcontractor (irrespective of tier) for failing to fully comply with these requirements and that upon notice of a material breach of these provisions, the Contractor shall be entitled to cure the breach within ten (10) days and provide evidence of such cure and in compliance with the terms of this Agreement and State law. Should the breach not be cured, the County shall be entitled to all available remedies, including termination of the contract, the requirement that a subcontractor be dismissed from performing work under the contract, and any and all damages permissible by law.

SEE AFFIDAVIT ON THE FOLLOWING PAGE

**CONTRACTOR AFFIDAVIT AND AGREEMENT
(EXHIBIT A)**

(Effective 10-28-2010)

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is contracting with Douglas County, Georgia, has registered with, is authorized to use, and is participating in a federal work authorization program* (an electronic verification of work authorization program operated by the U.S. Department of Homeland Security or any equivalent federal work authorization program operated by the U.S. Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA)). The undersigned contractor further attests that it will continue to use the federal Employment Eligibility Verification (EEV) work authorization program throughout the contract period.

The undersigned further agrees that should it employ or contract with any subcontractor(s) or should its subcontractor(s) employ other subcontractor(s) for the physical performance of services pursuant to the contract with Douglas County, Georgia, the contractor or subcontractor will:

- (1) Notify the County within five (5) business days of entering into a contract or agreement for hire with any subcontractor(s);
- (2) Secure from any subcontractor(s) and/or their subcontractor(s) verification of compliance with O.C.G.A. § 13-10-91 on the attached Subcontractor Affidavit. (EXHIBIT A-1); prior to the commencement of any work under the contract/agreement;
- (3) Secure from any subcontractor(s) and/or their subcontractor(s) a completed Immigration Compliance Certification (EXHIBIT A-2) prior to the commencement of any work under the contract/agreement;
- (4) Provide the subcontractor(s) with legal notice that Douglas County, Georgia, reserves the right to dismiss, or require the dismissal of, any contractor or subcontractor for failing to provide the affidavit and/or for failure to comply with the requirements referenced in the affidavit;
- (5) Maintain records of such compliance and provide a copy of each such verification to Douglas County, Georgia, at the time the subcontractor(s) is retained to perform such services or upon any request from Douglas County, Georgia; and
- (6) Maintain such records for a period of five (5) years.

EEV (E-Verify) Program User ID Number

EEV Program Date of Authorization

BY: Authorized Office of Agent
[Contractor Name]

Contractor Business Name

Printed Name

Date

SWORN AND SUBSCRIBED BEFORE ME ON THIS
THE ___ DAY OF _____, 201__

Notary Public

Commission Expires: _____

THIS AFFIDAVIT MUST BE SIGNED, NOTARIZED AND SUBMITTED WITH ANY BID REQUIRING THE PERFORMANCE OF PHYSICAL SERVICES. IF THE AFFIDAVIT IS NOT SUBMITTED AT THE TIME OF THE BID, BID WILL BE DETERMINED NON-RESPONSIVE AND WILL BE DISQUALIFIED.

**SUBCONTRACTOR AFFIDAVIT AND
AGREEMENT**

By executing this affidavit, the undersigned subcontractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of Douglas County, Georgia, has registered with, is authorized to use, and is participating in a federal work authorization program* (an electronic verification of work authorization program operated by the U.S. Department of Homeland Security or any equivalent federal work authorization program operated by the U.S. Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA). The undersigned contractor further attests that it will continue to use the federal Employment Eligibility Verification (EEV) work authorization program throughout the contract period.

The undersigned further agrees that should it employ or contract with any subcontractor(s) or should its subcontractor(s) employ other subcontractor(s) for the physical performance of services pursuant to the contract with Douglas County, Georgia, the undersigned subcontractor will:

- (1) Notify the County within five (5) business days of entering into a contract or agreement for hire with any subcontractor(s);
- (2) Secure from any subcontractor(s) and/or their subcontractor(s) verification of compliance with O.C.G.A. § 13-10-91 on the attached Subcontractor Affidavit. (EXHIBIT A-1) prior to the commencement of any work under the contract/agreement;
- (3) Secure from any subcontractor(s) and/or their subcontractor(s) a completed Immigration Compliance Certification (EXHIBIT A-2) prior to the commencement of any work under the contract/agreement;
- (4) Provide the subcontractor(s) with legal notice that Douglas County, Georgia, reserves the right to dismiss, or require the dismissal of, any contractor or subcontractor for failing to provide the affidavit and/or for failure to comply with the requirements referenced in the affidavit; and
- (5) Maintain records of such compliance and provide a copy of each such verification to Douglas County, Georgia, at the time the subcontractor(s) is retained to perform such services or upon request from Douglas County, Georgia;
- (6) Maintain such records for a period of five (5) years.

EEV (E-Verify) Program User ID Number

EEV Program Date of Authorization

BY: Authorized Officer or Agent
Name [Subcontractor Name]

Subcontractor Business

Printed Name

Date

SWORN AND SUBSCRIBED BEFORE ME ON
THIS THE _____ DAY OF _____, 201 _____

Notary Public

Commission Expires: _____

IMMIGRATION COMPLIANCE CERTIFICATION
(Required to be completed by Contractors and all Subcontractors)
(EXHIBIT A-2)

(Effective 10.28.10)

I certify to the Douglas County Board of Commissioners that the following employees will be assigned to:

Sidewalks near Lithia Springs Elementary School, Chestnut Log Middle School and New Manchester High School project PROJECT #'S T042D1000, T043D0200 AND T044D0200; Solicitation XX-XXX

I further certify to Douglas County, Georgia, the following:

- The E-Verify program was used to verify the employment eligibility of each of the above-listed employees hired after the effective date of our contract to use the program;
- We have not received a Final Non-Confirmation response from E-Verify for any of the employees listed;
- If we receive a Final Non-Confirmation response from E-Verify for any of the employees listed above, we will immediately terminate that employee's involvement with the project;
- I have confirmed that we have an I-9 on file for every employee listed above and that to the best of my knowledge all the I-9's are accurate;
- To the best of my knowledge and belief, all of the employees on the above list are legally authorized to work in the United States;
- If any other employee is assigned to this Douglas County project, a certification will be provided for said employee prior to the employee commencing work on the project

To the best of my knowledge and belief, the above certification is true, accurate and complete.

Sworn to by:

Employer Name & Address:

Signature of Officer

Printed Name / Title

Date

SWORN AND SUBSCRIBED BEFORE ME ON THIS
THE _____ DAY OF _____, 201 ____

Notary Public _____

Commission Expires

EXHIBIT III

Conceptual Description (Preliminary)

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 including but not limited to: curb & gutter, drainage, pavement markings, pedestrian crosswalk, pedestrian crosswalk signals as required.

Design for minimum impact to utilities.

Project Descriptions below:

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

- Section 1: West side of Turner Drive from Florence Drive to Miller Street (1,625 ft)
- Section 2: South side of Miller Street from Turner Drive to South Sweetwater Rd (1,125 ft)

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

- Section 1: East side of Pope Road from the School driveway to existing sidewalk near Chestnut Meadows Drive (1,400 ft)
- Section 2: South side of Midway Road from Pope Road to existing sidewalk on Iron Horse Drive (300 ft).
- Section 3: West side of Pope Road from Midway Road to Longview Drive (650 ft).

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

- Section 1: West side of GA Hwy 92 from Anneewakee Falls Parkway to River Breeze Drive. (1,800 ft)

Note: All distances shown are approximate and must be confirmed by consultant. Existing sidewalk to be retained if possible.

**EXHIBIT IV
Area Class Summary Example**

Respondents should complete a table similar to the below and indicate by placing an “X” in the appropriate column indicating the firm which meets each required area class for each specific project with particular emphasis on the area classes which the Prime must hold as well as the sub-consultants. The below table is a full listing of all area classes. Since no single advertisement would require every area class, Respondents should delete all the area classes which are not applicable to the project they are pursuing and only include the ones applicable. Particular attention should be paid to the date that consultants certificate expires.

Area Class #	Area Class Description	Prime Consultant Name	Sub-Consultant #1 Name	Sub-Consultant #2 Name	Sub-Consultant #3 Name	Sub-Consultant #4 Name	Sub-Consultant #5 Name	Sub-Consultant #6 Name
	DBE – Yes/No ->							
	Prequalification Expiration Date							
1.01	Statewide Systems Planning							
1.02	Urban Area and Regional Transportation Planning							
1.03	Aviation Systems Planning							
1.04	Mass and Rapid Transportation Planning							
1.05	Alternate Systems Planning							
1.06(a)	NEPA							
1.06(b)	History							
1.06(c)	Air Quality							
1.06(d)	Noise							
1.06(e)	Ecology							
1.06(f)	Archaeology							
1.06(g)	Freshwater Aquatic Surveys							
1.07	Attitude, Opinion, and Community Value Studies (Public Involvement)							
1.08	Airport Master Planning (AMP)							
1.09	Location Studies							
1.10	Traffic Analysis							
1.11	Traffic and Toll Revenue Studies							
1.12	Major Investment Studies							
1.13	Non-Motorized transportation Planning							
2.01	Mass Transit Program (Systems Management)							
2.02	Mass Transit Feasibility and Technical Studies							
2.03	Mass Transit Vehicle and Propulsion System							
2.04	Mass Transit Controls, Communication and Information Systems							
2.05	Mass Transit Architectural Engineering							
2.06	Mass Transit Unique Structures							
2.07	Mass Transit Electrical and Mechanical System							
2.08	Mass Transit Operations Management and Support Services							
2.09	Airport Design (AD)							
2.10	Mass Transit Program (Systems Marketing)							
3.01	Two-Lane or Multi-lane Rural Roadway Design							
3.02	Two-Lane or Multi-lane urban Roadway Design							
3.03	Multi-Lane Urban Roadway Widening and Reconstruction							
3.04	Multi-lane Rural Interstate Limited Access Design							
3.05	Multi-lane Urban Interstate Limited Access Design							
3.06	Traffic Operations Studies							
3.07	Traffic Operations Design							
3.08	Landscape Architecture Design							
3.09	Traffic Control Systems Analysis, Design and Implementation							

3.10	Utility Coordination							
3.11	Architecture							
3.12	Hydraulic and Hydrological Studies (Roadway)							
3.13	Facilities for Bicycles and Pedestrians							
3.14	Historic Rehabilitation							
3.15	Highway and Outdoor Lighting							
3.16	Value Engineering (VE)							
3.17	Toll Facilities Infrastructure Design							
4.01	Minor Bridge Design							
4.02	Major Bridge Design							
4.04	Hydraulic and Hydrological Studies (Bridges)							
4.05	Bridge Inspection							
5.01	Land Surveying							
5.02	Engineering Surveying							
5.03	Geodetic Surveying							
5.04	Aerial Photography							
5.05	Photogrammetry							
5.06	Topographic Remote Sensing							
5.07	Cartography							
5.08	Overhead/Subsurface Utility Engineering (SUE)							
6.01(a)	Soil Survey Studies							
6.01(b)	Geological and Geophysical Studies							
6.02	Bridge Foundation Studies							
6.03	Hydraulic and Hydrologic Studies (Soils & Foundation)							
6.04(a)	Laboratory Testing of Roadway Construction Materials							
6.04(b)	Field Testing of Roadway Construction Materials							
6.05	Hazardous Waste Site Assessment Studies							
8.01	Construction Engineering and Supervision							
9.01	Erosion, Sedimentation, and Pollution Control Plan							
9.02	Rainfall and Runoff Reporting							
9.03	Field Inspection for Erosion Control							

PROPOSAL SCHEDULE

*Engineering Services for
Sidewalks near Lithia Springs Elementary School, Chestnut Log Middle School and New
Manchester High School Project
Douglas County, Georgia
Request For Proposal 18-005*

The Bidder has carefully examined and fully understands the Contract, Scope of Work, and other Documents hereto attached, and have satisfied itself as to the requirements of the Work, and hereby agrees that if its proposal is accepted, it shall contract with Douglas County according to proposal Documents entitled **Sidewalks near Lithia Springs Elementary School, Chestnut Log Middle School and New Manchester High School Project: PROJECT #'S T042D1000, T043D0200 AND T044D0200** and Addenda No(s)._____

The undersigned proposes to furnish all services required by them in accord with said documents, for the sum as follows: _____ Dollars (\$ _____) which sum is hereinafter called "Lump Sum Fee".

Identified below are proposed fees for each phase of work to be provided which should equal the lump sum fee stated above.

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

- Section 1: West side of Turner Drive from Florence Drive to Miller Street (1,625 ft).
- Section 2: South side of Miller St. from Turner Drive to South Sweetwater Rd (1,125 ft).

Total cost: _____

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

- Section 1: East side of Pope Road from the School driveway to existing sidewalk near Chestnut Meadows Drive (1,400 ft).
- Section 2: South side of Midway Road from Pope Road to existing sidewalk on Iron Horse Drive (300 ft).
- Section 3: West side of Pope Road from Midway Road to Longview Drive (650 ft).

Total cost: _____

Project #T044D0200—New Manchester High School (4925 Ga-92)

- Section 1: West side of GA Hwy 92 from Anneewakee Falls Parkway to River Breeze Drive. (1,800 ft)

Total cost: _____

Douglas County reserves the right to delete section(s) from the project(s) based on budget and/or other restraints thereby reducing the Lump Sum total accordingly.

The Undersigned agrees to commence work within 10 days of the date of Notice issued by Douglas County and to commit adequate staff to substantially complete all Work within the proposed or negotiated schedule.

The undersigned acknowledges receipt of the following addenda, listed by number and date appearing on each:

Addendum No.	Date	Addendum No.	Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Certification of Non-Collusion in Bid Preparation _____

(Signature)

IN COMPLIANCE WITH THE ATTACHED SPECIFICATIONS, THE UNDERSIGNED OFFERS AND AGREES, IF THIS PROPOSAL IS ACCEPTED BY THE COUNTY COUNCIL WITHIN SIXTY (60) DAYS OF THE DATE OF PROPOSAL OPENING, TO FURNISH ANY OR ALL OF THE SERVICES UPON WHICH THE ABOVE FEES ARE STATED.

COMPANY _____

COMPLETE PHYSICAL ADDRESS _____

REPRESENTATIVE _____ DATE _____

EMAIL ADDRESS: _____

TELEPHONE NUMBER _____ FAX NUMBER _____

AUTHORIZED REPRESENTATIVE'S SIGNATURE

PRINT AUTHORIZED REPRESENTATIVE'S NAME

IF REMITTANCE ADDRESS IS DIFFERENT, INDICATE HERE
