

**Douglas County Board of Commissioners  
PURCHASING DEPARTMENT**

**Request for Proposals**

**To Provide Professional Design 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. 18-005**

**Proposals Due: April 20, 2018, 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 including but not limited to: curb & gutter, drainage, pavement markings, pedestrian crosswalk, pedestrian crosswalk signals as required.

Design for minimum impact to utilities.

**Project Locations:**

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

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

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

**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 - 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 April 20, 2018 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](mailto:bpeacock@co.douglas.ga.us), the deadlines for submission of questions relating to the RFP is Friday, April 13, 2018 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 3/21 & 3/23