

BOARD OF COUNTY COMMISSIONERS

Lee Hearn, Chairman
Edward Gibbons, Vice Chairman
Eric K. Maxwell
Charles W. Oddo
Charles D. Rousseau



FAYETTE COUNTY, GEORGIA

Steve Rapson, County Administrator
Dennis A. Davenport, County Attorney
Tameca P. Smith, County Clerk
Marlena Edwards, Chief Deputy County Clerk

140 Stonewall Avenue West
Public Meeting Room
Fayetteville, GA 30214

AGENDA

November 9, 2023

2:00 p.m.

Welcome to the meeting of your Fayette County Board of Commissioners. Your participation in County government is appreciated. All regularly scheduled Board meetings are open to the public and are held on the 2nd and 4th Thursday of each month at 5:00 p.m.

Call to Order
Invocation and Pledge of Allegiance by Chairman Lee Hearn
Acceptance of Agenda

PROCLAMATION/RECOGNITION:

1. Recognition of the Animal Control Director Jerry Collins and the Animal Control Department for receiving the 2022 "We are a No-Kill Shelter" award from the Best Friends Animal Society. (page 5)

PUBLIC HEARING:

PUBLIC COMMENT:

Speakers will be given a five (5) minute maximum time limit to speak before the Board of Commissioners about various topics, issues, and concerns. Speakers must direct comments to the Board. Responses are reserved at the discretion of the Board.

CONSENT AGENDA:

2. Approval to adopt the 2024 County Commissioner Meeting schedule. (pages 6-7)
3. Approval of the October 26, 2023 Board of Commissioners Meeting Minutes. (pages 8-21)
4. Approval of the Third Amendment to License Agreement for the tower located at 365 Swanson Rd (vendor ID: 26033). (pages 22-29)
5. Approval for Fayette County Fire and Emergency Services to accept \$5,962.51 from the Georgia Trauma Commission FY2024 Trauma Equipment Reimbursement Grant. (pages 3-34)
6. Approval to acquire all fee simple right-of-way and easements for the proposed roundabout and signalized RCUT at the intersection of Hampton Road and SR 92 (2004 SPLOST R-21). (pages 35-43)
7. Approval of County Attorney's recommendation to approve a disposition of tax refund, as requested by Edith W. Ballard, in the amount of \$36.81 for tax years 2022, 2021 and 2020. (page 44)
8. Approval of County Attorney's recommendation to approve a disposition of tax refund, as requested by Larry Bailey, in the amount of \$55.26 for tax years 2021, 2020 and 2019. (page 45)

9. Approval of County Attorney's recommendation to approve a disposition of tax refund, as requested by Reagan Moscon on behalf of the Gerald Woolsey Estate, in the amount of \$103.59 for tax years 2022, 2021 and 2020. (page 46)
10. Approval of County Attorney's recommendation to approve a disposition of tax refund, as requested by Reagan Moscon on behalf of the Gerald Woolsey Estate, in the amount of \$398.01 for tax years 2022, 2021 and 2020. (page 47)
11. Approval of County Attorney's recommendation to approve a disposition of tax refund, as requested by Ernest Clayton, in the amount of \$133.97 for tax years 2021, 2020 and 2019. (page 48)
12. Approval of County Attorney's recommendation to approve a disposition of tax refund, as requested by Sheila Tyson, in the amount of \$208.56 for tax years 2021, 2020 and 2019. (page 49)
13. Approval of County Attorney's recommendation to approve a disposition of tax refund, as requested by Ann Kimbell, in the amount of \$247.73 for tax years 2021, 2020 and 2019. (page 50)
14. Approval of County Attorney's recommendation to approve a disposition of tax refund, as requested by Bernard and Starr Williams, in the amount of \$475.41 for tax years 2021 and 2020. (page 51)
15. Approval of County Attorney's recommendation to approve a disposition of tax refund, as requested by Camille Feanny, in the amount of \$559.75 for tax years 2020 and 2021. (page 52)
16. Approval of County Attorney's recommendation to approve a disposition of tax refund, as requested by Daniel Heaton, in the amount of \$831.08 for tax year 2022. (page 53)
17. Approval of County Attorney's recommendation to approve a disposition of tax refund, as requested by Cheryl Shalhout, in the amount of \$1,005.79 for tax years 2022, 2021 and 2020. (page 54)
18. Approval of County Attorney's recommendation to approve a disposition of tax refund, as requested by Rachel and Jeffrey Wicker, in the amount of \$1,136.13 for tax years 2021, 2020 and 2019. (page 55)
19. Approval of County Attorney's recommendation to approve a disposition of tax refund, as requested by Brian Micaud, in the amount of \$1,369.62 for tax years 2021 and 2022. (page 56)
20. Approval of County Attorney's recommendation to approve a disposition of tax refund, as requested by Allen Fielding, in the amount of \$1,548.75 for tax year 2022. (page 57)
21. Approval of County Attorney's recommendation to approve a disposition of tax refund, as requested by Sidney Myers, in the amount of \$1,871.42 for tax year 2021. (page 58)
22. Approval of County Attorney's recommendation to approve a disposition of tax refund, as requested by Ronald Romuno, in the amount of \$2,951.81 for tax years 2022, 2021 and 2020. (page 59)
23. Approval of County Attorney's recommendation to approve a disposition of tax refund, as requested by Syed Hafeez, in the amount of \$2,988.52 for tax year 2022. (page 60)

24. Approval of County Attorney's recommendation to approve a disposition of tax refund, as requested by Hannah Seaman for Southern Federal Credit Union, in the amount of \$3,089.99 for tax years 2021, 2020 and 2019. (page 61)
25. Approval of County Attorney's recommendation to approve a disposition of tax refund, as requested by Jake and Shirley Mask, in the amount of \$7,258.25 for tax years 2021, 2020 and 2019. (page 62)
26. Approval of County Attorney's recommendation to deny a disposition of tax refund, as requested by James and Susan Lynn, for tax year 2022. (page 63)
27. Approval of County Attorney's recommendation to deny a disposition of tax refund, as requested by LDP Ventures dba Chick-Fil-A Midtown, account P216-0402, for tax year 2022. (page 64)
28. Approval of County Attorney's recommendation to deny a disposition of tax refund, as requested by LDP Ventures dba Chick-Fil-A Midtown, account P216-0403, for tax year 2022. (page 65)
29. Approval of County Attorney's recommendation to deny a disposition of tax refund, as requested by LDP Ventures dba Chick-Fil-A Midtown, account P217-0501, for tax year 2022. (page 66)

OLD BUSINESS:

NEW BUSINESS:

30. Request to approve Change Order #1; Contract # 2226-P: Construction Manager at Risk to Renovate School Building for Public Health Use, to accept MEJA Construction, Inc.'s Guaranteed Maximum Price (GMP) of \$10,979,399 for the renovation. (pages 67-82)
31. Request to review and accept the draft Concept Report for the SR 279 Realignment Project and authorization for staff to sign the Concept Report for formal submission to Georgia Department of Transportation (GDOT) (PI # 0017813). (page 83-101)
32. Request to amend Policy 200.01; Purchasing-Procuring Goods and Services; Addendum Public Works Projects Using Federal Funds, Engineering & Design Related Services; Procedures, to include the Fayette County annotated Georgia Department of Transportation (GDOT) Procurement Manual, Version 1, dated June 20, 2016. (pages 102-211)
33. Request to award Bid #2318-B Aerial Ladder Fire Apparatus to FireLine, Inc. for two (2) Quints in the amount of \$2,619,660 and to allocate \$45,000 to apparatus safety equipment to supply both Quints. (pages 212-216)
34. Request to designate vehicle Asset #21001 (Fleet #23386) and Asset #10848 (Fleet #23022) as surplus and to authorize auctioning both units. (page 217)
35. Request to authorize staff to proceed with a \$35M bond issuance for specific projects within the Fayette County 2023 SPLOST. (page 218)

ADMINISTRATOR'S REPORTS:

A: Contract #2094-B: Annual Pavement Striping; Renewal #1 (pages 219-220)

B: Contract #2118-A: Vegetation Grinding Services; Renewal #1 (pages 221-222)

C: Contract #2298-A: Traffic Signal-Flat Creek at Tyrone Rd (pages 223- 241)

D: Contract #2319-A: Annual Asphalt Contract (pages 242-247)

E: Contract #2323-A: Roof & Gutter Repair at Station 11 (pages 248-251)

ATTORNEY'S REPORTS:

COMMISSIONERS' REPORTS:

EXECUTIVE SESSION:

ADJOURNMENT:

COUNTY AGENDA REQUEST

Department: Administration

Presenter(s): Steve Rapson, County Administrator

Meeting Date: Thursday, November 9, 2023

Type of Request: Proclamation/Recognition #1

Wording for the Agenda:

Recognition of the Animal Control Director Jerry Collins and the Animal Control Department for receiving the 2022 "We are a No-Kill Shelter" award from the Best Friends Animal Society.

Background/History/Details:

The Fayette County Animal Control received recognition for achieving a no-kill status during calendar year 2022 by exceeding a 90% save rate for cats and dogs. The award given by the Best Friends Animal Society recognized Fayette County Animal Control for maintaining an annual 96-98% live release rate since 2018.

The Best Friends Animal Society is a nonprofit organization created to work with shelters, rescue groups and passionate people to reduce the number of animals killed in shelters to become a no-kill country by 2025.

What action are you seeking from the Board of Commissioners?

Recognition of the Animal Control Director Jerry Collins and the Animal Control Department for receiving the 2022 "We are a No-Kill Shelter" award from the Best Friends Animal Society.

If this item requires funding, please describe:

Not applicable.

Has this request been considered within the past two years?

If so, when?

Is Audio-Visual Equipment Required for this Request?*

Backup Provided with Request?

*** All audio-visual material must be submitted to the County Clerk's Office no later than 48 hours prior to the meeting. It is also your department's responsibility to ensure all third-party audio-visual material is submitted at least 48 hours in advance.**

Approved by Finance

Reviewed by Legal

Approved by Purchasing

County Clerk's Approval

Administrator's Approval

Staff Notes:

COUNTY AGENDA REQUEST

Department:

Presenter(s):

Meeting Date:

Type of Request:

Wording for the Agenda:

Approval to adopt the 2024 County Commissioner Meeting schedule.

Background/History/Details:

Each year, the Board of Commissioners formally adopts its meeting schedule. The meeting schedule is then posted to the county's website, distributed to local media and to staff.

Typically, the months of November and December have only one meeting per month, as the second Thursday of each month falls on a nationally recognized holiday. These meetings have routinely been scheduled for 2:00 p.m. since 2017.

Proposed meeting day for April is Tuesday, April 23, 2024 due to the scheduled ACCG (Association of County Commissioners of Georgia) Conference in Savannah, Georgia on Thursday, April 25, 2024.

What action are you seeking from the Board of Commissioners?

Approval to adopt the 2024 County Commissioner Meeting schedule.

If this item requires funding, please describe:

Not Applicable.

Has this request been considered within the past two years?

If so, when?

Is Audio-Visual Equipment Required for this Request?*

Backup Provided with Request?

*** All audio-visual material must be submitted to the County Clerk's Office no later than 48 hours prior to the meeting. It is also your department's responsibility to ensure all third-party audio-visual material is submitted at least 48 hours in advance.**

Approved by Finance

Reviewed by Legal

Approved by Purchasing

County Clerk's Approval

Administrator's Approval

Staff Notes:

2024 *County Commission* MEETING SCHEDULE

REGULAR MEETINGS ARE HELD ON THE 2ND AND 4TH THURSDAY OF EACH MONTH AT 5:00 P.M.

AND ARE HELD AT 140 STONEWALL AVENUE WEST, PUBLIC MEETING ROOM, FAYETTEVILLE, GA 30214

Agendas for these "Regular" meetings can include any subject but in particular, matters of interest to the general public such as public hearings on rezoning petitions, budget discussions, and requests from county departments that require action by the Board, etc. Thursday meetings include a time for "Public Comment" when attendees can speak for up-to five (5) minutes to the Board on any subject not on the meeting's agenda. Meetings are open to the public and are sometimes attended by members of the press. Canceled meetings, special called meetings and special topic workshops are announced in accordance with requirements of State law. ***PLEASE NOTE THAT DURING THE MONTHS OF NOVEMBER AND DECEMBER, MEETING DATES ARE ALTERED TO ACCOMMODATE THE HOLIDAY SCHEDULES.**

| DATE | TIME | NOTES | | DATE | TIME | NOTES |
|------------------------------|-----------|--|--|---------------------|-------------------|--------------------------|
| January 11 | 5:00 p.m. | <i>Organizational Meeting</i> | | July 11 | 5:00 p.m. | |
| January 25 | 5:00 p.m. | | | July 25 | 5:00 p.m. | |
| February 8 | 5:00 p.m. | | | August 8 | 5:00 p.m. | |
| February 22 | 5:00 p.m. | | | August 22 | 5:00 p.m. | |
| March 14 | 5:00 p.m. | | | September 12 | 5:00 p.m. | |
| March 28 | 5:00 p.m. | | | September 26 | 5:00 p.m. | |
| April 11 | 5:00 p.m. | | | October 10 | 5:00 p.m. | |
| *April 23 Tuesday | 5:00 p.m. | <i>ACCG Annual Conference in Savannah; April 25-27</i> | | October 24 | 5:00 p.m. | |
| May 9 | 5:00 p.m. | | | November 14 | 2:00 p.m. | |
| May 23 | 5:00 p.m. | | | *November 28 | No Meeting | Thanksgiving Day |
| June 13 | 5:00 p.m. | | | December 12 | 2:00 p.m. | |
| June 27 | 5:00 p.m. | | | *December 26 | No Meeting | Christmas Holiday |

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**FAYETTE COUNTY, GEORGIA**

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140 Stonewall Avenue West
 Public Meeting Room
 Fayetteville, GA 30214

MINUTES

October 26, 2023

5:00 p.m.

Welcome to the meeting of your Fayette County Board of Commissioners. Your participation in County government is appreciated. All regularly scheduled Board meetings are open to the public and are held on the 2nd and 4th Thursday of each month at 5:00 p.m.

Call to Order

Chairman Hearn called the October 26, 2023 Board of Commissioners meeting to order at 5:02 p.m. A quorum of the Board was present.

Invocation and Pledge of Allegiance by Commissioner Charles Oddo

Commissioner Charles Oddo offered the invocation and led the audience in the Pledge of Allegiance.

Acceptance of Agenda

Commissioner Oddo moved to approve the agenda as written. Vice Chairman Gibbons seconded. The motion passed 5-0.

PROCLAMATION/RECOGNITION:

- 1. Proclamation encouraging citizens to participate in "Operation Green Light for Veterans" from November 1, 2023 to November 13, 2023 to express our collective appreciation for the public service of all veterans.**

Chairman Hearn, on behalf of the Board, read the "Operation Green Light for Veterans" proclamation. The proclamation noted that this coming Veterans Day, the National Association of Counties (NACo) and the National Association of County Veteran Service Officers (NACVSO) invited county leaders to join in Operation Green Light for Veterans by lighting county buildings green from November 1, 2023 to November 13, 2023. Operation Green Light draws attention to the challenges veterans face, particularly as they leave active service and return to civilian life.

- 2. Recognition of Commissioner Charles Oddo, Fire Chief Jeff Hill, Parks and Recreation Director Anita Godbee, 911 Director Katye Vogt, for completion and award of the Association County Commissioners of Georgia (ACCG) Intergovernmental Relations, Public Safety, Quality Life/Social Issues, and Public Safety Specialty Track Certifications, respectively.**

County Administrator Steve Rapson, on behalf of the Board of Commissioners, recognized Commissioner Charles Oddo, Fire Chief Jeff Hill, Parks and Recreation Director Anita Godbee, 911 Director Katye Vogt, for completion and award of the Association County Commissioners of Georgia (ACCG) Intergovernmental Relations, Public Safety, Quality Life/Social Issues, and Public Safety Specialty Track Certifications, respectively. Mr. Rapson noted that the ACCG Lifelong Learning Academy was created with significant input from county commissioners. These experienced commissioners identified the core and specialty track requirements and participated in the development of the course outline based on the issues and decision-making challenges regularly faced by county officials. Mr. Rapson stated that following the completion of the core certification, county

officials could work on specialty certifications, providing even more in-depth courses in areas such as economic development, intergovernmental relations or revenue and finance. He continued stating that the Board of Commissioners along with many Fayette County Department Heads were certified county officials. Mr. Rapson also acknowledged that some department heads had been invited by the Association County Commissioners of Georgia (ACCG) to teach various courses within the program. He thanked the Board for their continued support and recognition of the program.

Commissioner Oddo expressed his appreciation for the Association County Commissioners of Georgia (ACCG) Lifelong Learning Academy as a commissioner but even more so for County leadership staff as they matriculate through the various courses. He stated that he felt it was great that staff had the opportunity to learn and gain a better understanding of how “commissioners think”, helping both the Board and staff work together more efficiently and as a result serving the citizens of Fayette County better.

PUBLIC HEARING:

Planning and Zoning Director Debbie Bell read the Introduction to Public Hearings.

3. Consideration of Petition No. 1333-23, Wen Lin and Jie Lin, Owners, request to rezone 6.63 acres from A-R to R-72; property located in Land Lot 5 of the 5th District, and fronts on State Route 85 and Harp Road.

Ms. Bell stated that the property was a legal lot of record. This property is developed as a single-family residence with one (1) house and standard accessory structures. The property has historically been zoned A-R and has not been rezoned. As defined in the Fayette County Comprehensive Plan, Rural Residential-2 (one (1) unit per two (2) acres) was designated for this area and existing adjacent uses are Residential and A-R, so the request for R-72 zoning was appropriate. She stated that the existing house met or exceeded the minimum house size for R-72, and the house and accessory building met the building setback requirements. Ms. Bell stated that the Planning Commission recommended approval of Petition No. 1333-23, and staff recommended CONDITIONAL APPROVAL of Petition No. 1333-23, to rezone 6.63 acres from A-R to R-72, subject to the following condition: 1. Harp Road is a minor arterial per the Fayette County Thoroughfare Plan. The owner/developer shall dedicate right-of-way, as needed, to provide 50 feet as measured from the existing centerline of Harp Road prior to Final Plat approval. The dedication documents shall be submitted within 60 days, to include a warranty or quitclaim deed and full written legal description exhibit of right- of-way.

Mr. Wen agreed to the outline conditions.

No one spoke in favor or opposition.

Commissioner Maxwell moved to approve Petition No. 1333-23, Wen Lin and Jie Lin, Owners, request to rezone 6.63 acres from A-R to R-72; property located in Land Lot 5 of the 5th District, and fronts on State Route 85 and Harp Road. Vice Chairman Gibbons seconded.

Commissioner Maxwell asked for clarification regarding the 50-foot right-of-way dedication and stated that he thought [based on previous discussions] this was something the Board was trying to move away from.

County Attorney Dennis Davenport stated that the Board was not trying to get away from this aspect [of the rezoning process] because as a condition of zoning, it was appropriate to require something like this because the County was changing the zoning of the property. He continued stating that what they were getting away from was the owner that wanted to develop property under their current zoning and requiring additional right-of-way in those types of instances, which should not be occurring.

Commissioner Maxwell asked for clarification if the condition regarding the right-of-way dedication was specific to Harp Road because the other road was a state highway.

Mr. Davenport stated that was correct. He added that he presumed Commissioner Maxwell’s motion did include the condition.

Commissioner Maxwell stated that it absolutely did.

Commissioner Maxwell moved to approve Petition No. 1333-23, Wen Lin and Jie Lin, Owners, request to rezone 6.63 acres from A-R to R-72; property located in Land Lot 5 of the 5th District, and fronts on State Route 85 and Harp Road. Vice Chairman Gibbons seconded. The motion passed 5-0.

PUBLIC COMMENT:

Jack Minter of Fayetteville with Inman Park expressed his appreciation for the updated language and rules outlined in item # 7 regarding special events. He noted that he felt the rules were fair and something they could live with. Mr. Minter commended staff and thanked the Board. As a side note, he mentioned an upcoming display at their March show of a restored model T truck which was being done in honor of Fayette County Vietnam veterans.

Alice Jones expressed her appreciation for Commissioner Oddo's opening invocation. She continued expressing her concern regarding traffic on Highway 279, she acknowledged that it was a State Highway but requested the Board getting with the state to do something about this issue. Mrs. Jones also stated in light of "Operation Green Light" the need for greater awareness and support with mental health services she encouraged the Board to continue in their effort to have the new Public Health Building open soon. Ms. Jones concluded stating that she still had concerns regarding the special events policy and suggested establishing a committee to help vet the policy that included both staff and citizens.

CONSENT AGENDA:

Commissioner Oddo moved to approve the Consent Agenda. Vice Chairman Gibbons seconded. The motion passed 5-0.

4. **Approval of the proposed 2024 Local Maintenance & Improvement Grant (LMIG) project list for unincorporated Fayette County and authorization for the Chairman to sign the LMIG Application and related documents.**
5. **Approval to acquire all fee simple right-of-way and easements for the proposed multi-use path and tunnel at the intersection of Redwine Road and Robinson Road (2017 SPLOST 17TAI)-approval of revised right-of-way plans dated October 12, 2023.**
6. **Approval of the September 28, 2023 Board of Commissioners Meeting Minutes.**

OLD BUSINESS:

7. **Discussion of proposed amendments to the Fayette County Zoning Ordinance, Chapter 110 - Zoning; Article V.-Conditional Uses, Nonconformances, and Transportation Corridor Overlay Zone; Sec. 110-169.-Conditional use approval, regarding conditional uses.**

Ms. Bell stated that the item was brought to the Board at the September 28th Board of Commissioners Meeting, and from those discussions, staff comprised a streamlined version of the permit requirements for discussion. She noted that included in the agenda backup for this item was the redlined version of the requirements, which outlined the existing language versus the recommended changes.

Vice Chairman Gibbons moved to approve amendments to the Fayette County Zoning Ordinance, Chapter 110 - Zoning; Article V.-Conditional Uses, Nonconformances, and Transportation Corridor Overlay Zone; Sec. 110-169.-Conditional use approval, regarding conditional uses. Commissioner Oddo seconded.

Mr. Davenport stated as a point of clarification that although the motion was to approve the amendments, these were ideas and concepts, that would be sent back to the Planning Commission. He added that he did not want the public at large to think the Board was amending the zoning ordinance.

Vice Chairman Gibbons modified his motion to approve to have staff continue to examine the proposed amendments to the Fayette County Zoning Ordinance, Chapter 110 - Zoning; Article V.-Conditional Uses, Nonconformances, and Transportation Corridor Overlay Zone; Sec. 110-169.-Conditional use approval, regarding conditional uses, then bring back before the Board for final consideration. Commissioner Oddo amended his motion. The motion passed 5-0.

8. Request to adopt Ordinance 2023-10 to amend Code of Ordinance; Chapter 102-Building and Building Regulations; Article VI.-Procedures for the Administration of the Plumbing Code; Division 1. -Generally; Sec. 102-917.-Additions, alterations or repairs, to remain in compliance with Department of Community Affairs (DCA) and meet the Metro Water District – Water Supply Conservation-8 Efficiency Code Requirements. *This item was tabled at the September 28, 2023 Board of Commissioners Meeting.*

Mr. Davenport stated that Fayette County was a part of the Metropolitan North Georgia Water Planning District along with other county and cities and have been requested by the Planning District to produce a finding resolution that would support revisions to the minimum standard plumbing code. He continued stating that the way the minimum standard plumbing code worked was that it was a code that applied statewide, however, the Metropolitan North Georgia Water Planning District only included the metro Atlanta area. He stated that the Metropolitan North Georgia Water Planning District perceived that the district's need for water now and in the future would be better served if they applied some amendments to the standard plumbing code for more water conservation efforts, including the types of efforts that were in the finding resolution for low-flow fixtures. He concluded that this was being brought before the Board for consideration for a finding resolution. If in fact, the Board agreed the findings resolution needed to move forward, the next step would be to present it to the Department of Community Affairs. Mr. Davenport advised that every other government in the metro area was going through the same process. He noted that once the 60-day review window elapses the Board may receive a recommendation from the Department of Community Affairs (DCA) or they may not it depends on how they want to handle it. That 60-day window would be the Board's cue, that once it passes, the County would then have the ability to adopt an ordinance with the revisions that the findings resolution in its attachment A was proposing as far as revision from Fayette County. Then the minimum standard plumbing code in the future starting in January 2024 would be enforced with these local amendments for Fayette County.

Commissioner Rousseau asked if this should be a Legislative item since it was a statewide initiative or was it germane to a specific jurisdiction.

Mr. Davenport stated that the foundational document regarding this item was the minimum standard code, which was already adopted statewide. However, the Metropolitan North Georgia Water Planning District was only for the metro Atlanta area, their Board has determined that it would better serve the district if each government entity would amend the minimum standard plumbing code with the proposed revisions and would only be applicable to the metro area, respective to each specific jurisdiction.

Commissioner Rousseau asked how many entities make up the Metropolitan North Georgia Water Planning District.

Mr. Davenport stated that it was made up of about 16 counties and cities.

Commissioner Rousseau asked if the County abatement rebates for the retrofitted water customers were still in effect.

Water System Director Vanessa Tigert stated that yes that was correct and was still in effect.

Vice Chairman Gibbons asked if his understanding of the review process via DCA was correct if the Board chose to approve this item. He asked if adopted by the Board it would go to DCA, from there DCA may/may not provide feedback, recommendation, and/or direction to add it as a Fayette County ordinance.

Mr. Davenport stated that was correct. He added that the review period for DCA was a process for amending any minimum standard code which included a 60-day review window. He noted that the Board would probably not hear back from DCA regarding this item. How they will ultimately respond has yet to be determined. He concluded stating that January 2024 would be the Board's target date to adopt the ordinance.

Commissioner Maxwell asked if the redlined version included in the agenda backup packet was from his office.

Mr. Davenport stated that it was from the Metropolitan North Georgia Water Planning District.

Commissioner Maxwell stated that there were certain portions of the redlined document that he did not have any reference points to help him understand. He also highlighted that included in the amendments were regulations on how much water would be allowed to be used out of a spray shower. He expressed his concern if this would be regulating how much water was used to take a shower. He also noted the change in the amount of water used to flush a toilet. Commissioner Maxwell stated that although he understood the need for water conservation these were not regulations, he was interested in implementing.

Vice Chairman Gibbons stated that he was especially not interested in doing it for the City of Atlanta when Fayette County was a net exporter of water in the state.

Commissioner Maxwell stated that he hoped this item did not get a motion, a second, or a positive vote.

Chairman Hearn asked what the implications would be if the Board did not recommend this.

Mr. Davenport stated that was hard to say. He advised that the Metropolitan North Georgia Water Planning District was the entity that oversaw the county's water withdrawal permits. As well as the entity that comprised the book of water resources in the metro area to determine and develop a "clearinghouse of information of what water received by whom goes where". He continued stating that he did not know how it would be received but could definitely be a factor that the Metropolitan North Georgia Water Planning District would consider in making future decisions regarding Fayette County.

Chairman Hearn asked if the reason the County had to comply with stormwater requirements was because the Metropolitan North Georgia Water Planning District controlled the Water system water withdrawal permits.

Mr. Davenport stated that was correct, they have required all counties and cities within their jurisdiction to adopt these model ordinances and if they were not adopted there would be repercussions.

Vice Chairman Gibbons stated that in his opinion there was a difference between stormwater run-off and plumbing fixtures that individuals put in their houses. He also stated that he had a "problem with a bunch of bureaucrats making decisions for local citizens without the benefit of the Legislature". Vice Chairman Gibbon stated that he did not like the idea of someone sitting in an office in Atlanta, whose primary concern was the citizens of Atlanta, making decisions on the type of plumbing fixtures Fayette County residents could have.

Commissioner Oddo stated that the County already worked under or abided by some of these regulations/requirements, and there were already water restrictions on the number of gallons that could be flushed put in place He noted that when he moved to the metro area there were less than 1M people now 50+ years later there was over 6M people in the metro area. These measures have managed to allow for the growth that has taken place. Commissioner Oddo stated that this topic has always been high on his priority list and he remains concerned about Fayette County's water supply and how much we could provide, and various limits in case of a drought. He added that he had just recently replaced a shower head at his house, and it had to comply with the new regulations, he reiterated that we all were already conforming to the new standards.

Commissioner Oddo moved to approve Ordinance 2023-10 to amend Code of Ordinance; Chapter 102-Building and Building Regulations; Article VI. -Procedures for the Administration of the Plumbing Code; Division 1. -Generally; Sec. 102-917.-Additions,

alterations, or repairs, to remain in compliance with Department of Community Affairs (DCA) and meet the Metro Water District – Water Supply Conservation-8 Efficiency Code Requirements. Motion failed due to lack of second.

Mr. Davenport asked for clear action from the Board to communicate to DCA. He stated that if the Board wanted to deny the findings resolution that was fine, but he needed some level of communication.

Commissioner Rousseau asked about the window Mr. Davenport referred to earlier.

Mr. Davenport stated that this window was January 2024, where DCA could approve, deny, or do something in between in response to the findings resolution, if submitted, by the Board. If it was the desire of the Board to send nothing was fine. However, he wanted to ensure the Board was intentionally choosing to not send any communication, making this the position for the County regarding this item.

Further conversation continued.

Commissioner Rousseau asked if there was Fayette County staff that served on the Metropolitan North Georgia Water Planning District committee.

Ms. Tigert stated that there was a Fayette County representative who served on the Metropolitan North Georgia Water Planning District.

Commissioner Rousseau asked if other jurisdictions had already weighed in or responded to the request for findings from the Metropolitan North Georgia Water Planning District. He also asked if these findings were comprised of feedback and input from the jurisdictions that make up this district or were these arbitrary recommendations.

Mr. Rapson stated that these were their [Metropolitan North Georgia Water Planning District] suggestions for improvements. He stated that if the Board had an issue with any of those suggested improvements, he would rather the Board, pass in concept what we wanted to do and highlight the improvements the Board did not agree with. This would ensure the County was communicating something to DCA as opposed to a non-position. Or the Board could approve it unanimously. Mr. Rapson noted that he heard one issue mentioned specifically regarding what would be considered a housekeeping item for the Building Safety Office. Mr. Rapson noted that a lot of these regulations are already being enforced because builders were using these standards. He noted that these regulations were really for new construction and renovation construction.

Vice Chairman Gibbons asked as a point of clarification that in order for this regulation to be enforceable in Fayette County, the Board would have to adopt those changes, in the form of an ordinance.

Mr. Davenport stated that was correct.

Commissioner Rousseau stated that he felt the parameters of this item had changed and he was open to tabling this item to continue discussions with the County Administrator to gain a better understanding.

Building and Safety Director Leslie Neiber stated that because Fayette County already adopts the amendments of the code, regulated by DCA, these amendments were already being implemented. She noted that the Metropolitan North Georgia Water Planning District has requested jurisdictions within the district to adopt outlined amendments. As a result, when DCA approves the amendments in January 2024 and if Fayette County adopts them, we would automatically be sanctioned to regulate them. She concluded that these amendments focused on energy, water efficiency, and better serving the longevity of the environment.

Further conversation continued.

Mr. Rapson reiterated that if the Board decided to take no action, they had not done anything and made no decision.

No further action was taken.

NEW BUSINESS:

9. Consideration of a Step Two Annexation Notification from Peachtree City regarding an application from R S Towson Holdings, LLC, to annex approximately 11.4 acres east of Shiloh Manufactured Home Park.

Ms. Bell stated that Peachtree City had received a Step Two Annexation request for annexation of the above-referenced property and indicated the intent to rezone from MHP (Manufactured Home Park, County) to LUR (Limited Use Residential, Peachtree City) to allow the development of +/-21 single-family lots. The County Land Use Plan designates this area as MHP, Manufactured Home Park, which has a maximum potential density of 7.26 units per acre, so the proposed density of 1.8 units per acre would be a less intense use. She continued stating that the annexation and development of the proposed 21 homes was not expected to have an adverse impact on Fayette County Roads. Fire Services and Emergence Management Service expressed concern about the loss of revenue. Ms. Bell concluded stating that except for Emergence Management Service concerns regarding revenue, staff had no objection to the annexation and suggested discussion between Fayette County and Peachtree City to determine if the project is feasible and desired.

Vice Chairman Gibbons moved to not object to Step Two Annexation Notification from Peachtree City regarding an application from R S Towson Holdings, LLC, to annex approximately 11.4 acres east of Shiloh Manufactured Home Park. Commissioner Oddo seconded. The motion passed 5-0.

10. Request to approve the use of General Fund fund balance in the amount of \$610,663, for the purpose of audio-visual modernization for the Griffin Judicial Circuit Fayette County court rooms, with no reimbursement expected from the American Rescue Plan Act (ARPA).

Mr. Rapson stated that in March 2023 the BOC approved a request to apply for American Rescue Plan Act (ARPA) grant funds. In May 2023, \$610k was allocated for the Fayette County court rooms audio-visual improvements. Mr. Rapson noted that this project was done via a sole-source justification. He added that in June 2023 as the reimbursement requests began to be submitted to the American Rescue Plan Act, the State Office of Planning and Budget (OPB) began to scrutinize some of sole-source justification based upon applicants not appropriately following Federal Procurement regulations. He continued stating that staff was still requesting OPB approval, but in an abundance of caution, requested approval to utilize the general fund balance in case such a reimbursement request failed.

Vice Chairman Gibbons moved to approve the use of General Fund fund balance in the amount of \$610,663, for the purpose of audio-visual modernization for the Griffin Judicial Circuit Fayette County courtrooms, with no reimbursement expected from the American Rescue Plan Act (ARPA). Commissioner Oddo seconded.

Commissioner Rousseau asked if this was ultimately denied would those monies be available to reapply for.

Mr. Rapson stated that some of these projects would be denied and at some point, those funds would be reallocated, if made available, staff would actively be looking to re-apply for the funding via the procurement process.

Commissioner Maxwell stated that Judge Sams had mentioned this issue to him in conversation. He advised that the County had been using this same vendor prior to this project and felt that continuity of service, outside of any major issues, should be maintained.

Further conversation continued.

Vice Chairman Gibbons moved to approve the use of General Fund fund balance in the amount of \$610,663, for the purpose of audio-visual modernization for the Griffin Judicial Circuit Fayette County courtrooms, with no reimbursement expected from the American Rescue Plan Act (ARPA). Commissioner Oddo seconded. The motion passed 5-0.

11. Request to award Bid #2300-B Parking Lot Resurfacing Project to The Surface Masters, Inc. in the amount of \$836,968.57 to resurface six (6) Fayette County parking lots.

Roads Department Director Steve Hoffman stated that this request was for approval to award Bid #2300-B Parking Lot Resurfacing Project to The Surface Masters, Inc. in the amount of \$836,968.57 to resurface six (6) Fayette County parking lots. He advised that the selected parking lots included:

- 1.) Library Parking Lot - This lot will be milled and resurfaced while keeping 2/3rds of the parking lot open during operating hours.
- 2.) Fire Station #2 Back Parking Lot - located off of SR 92 North, the old building's parking lot will be resurfaced.
- 3.) Fire Station #5 Parking Lot - located off of SR 85 South will be milled and resurfaced.
- 4.) Fire Station #6 Parking Lot - located off of 85 Connector in Brooks will be milled and resurfaced.
- 5.) Fire Station #10 Parking Lot - located off Seay Road will be milled and resurfaced.
- 6.) McCurry Park North Soccer Parking - located at the intersection of SR 54 and McDonough Road will be resurfaced.

Commissioner Rousseau moved to approve to award Bid #2300-B Parking Lot Resurfacing Project to The Surface Masters, Inc. in the amount of \$836,968.57 to resurface six (6) Fayette County parking lots. Vice Chairman Gibbons seconded.

Commissioner Rousseau stated that he had concerns related to the library parking lot resurfacing. Considering that this lot was shared with the new City of Fayetteville City Hall, he wanted to ensure Library staff had adequate reserved parking during the project and even once completed he would like to see a designated area for staff parking.

Chairman Hearn acknowledged the well-scored staff evaluation from Assistant Roads Director Brandy Klinger. He stated that it was encouraging to see as we began this new project. He encouraged passing along concerns as relayed by Commissioner Rousseau from the Board and for a speedy completion of this project.

Commissioner Rousseau moved to approve to award Bid #2300-B Parking Lot Resurfacing Project to The Surface Masters, Inc. in the amount of \$836,968.57 to resurface six (6) Fayette County parking lots. Vice Chairman Gibbons seconded. The motion passed 5-0.

12. Request to award Bid #2316-B to Piedmont Paving, Inc. for FY2024 Full Depth Reclamation (FDR) of Hampton Road and Wilmington Lane in the amount of \$704,858.12.

Mr. Hoffman requested Board approval to award Bid #2316-B to Piedmont Paving, Inc. for FY2024 Full Depth Reclamation (FDR) of Hampton Road and Wilmington Lane in the amount of \$704,858.12.

Vice Chairman Gibbons moved to award Bid #2316-B to Piedmont Paving, Inc. for FY2024 Full Depth Reclamation (FDR) of Hampton Road and Wilmington Lane in the amount of \$704,858.12. Commissioner Rousseau seconded. The motion passed 5-0.

13. Request to award bid #2306-B Pumper Fire Apparatus to FireLine, Inc. for two (2) pumpers in the amount of \$1,479,658, to transfer \$60,118 from Fire Services fund balance and to allocate \$45,000 to apparatus safety equipment to supply both pumpers.

Fire Chief Hill requested approval to award bid #2306-B Pumper Fire Apparatus to FireLine, Inc. for two (2) pumpers in the amount of \$1,479,658, to transfer \$60,118 from Fire Services fund balance and to allocate \$45,000 to apparatus safety equipment to supply both pumpers.

Vice Chairman Gibbons moved to approve bid #2306-B Pumper Fire Apparatus to FireLine, Inc. for two (2) pumpers in the amount of \$1,479,658, to transfer \$60,118 from Fire Services fund balance and to allocate \$45,000 to the apparatus safety equipment to supply both pumpers. Commissioner Oddo seconded.

Chairman Hearn asked how long it would be before the County received the finished pumpers.

Chief Hill stated it would be between 24-30 months.

Vice Chairman Gibbons moved to approve bid #2306-B Pumper Fire Apparatus to FireLine, Inc. for two (2) pumpers in the amount of \$1,479,658, to transfer \$60,118 from Fire Services fund balance and to allocate \$45,000 to apparatus safety equipment to supply both pumpers. Commissioner Oddo seconded. The motion passed 5-0.

14. Request to designate vehicle Asset # 10845 (Fleet #23120) and Asset #10847 (Fleet #23130) as surplus and to authorize auctioning both units.

Chief Hill requested to designate vehicle Asset # 10845 (Fleet #23120) and Asset #10847 (Fleet #23130) as surplus and to authorize auctioning both units once the new pumpers were received.

Commissioner Oddo moved to approve designating vehicle Asset # 10845 (Fleet #23120) and Asset #10847 (Fleet #23130) as surplus and to authorize auctioning both units. Commissioner Rousseau seconded. The motion passed 5-0.

15. Request to award Bid #2314-B FCWS-Trilith Studios Elevated Water Storage Tank to Caldwell Tanks, Inc. in the amount of \$2,786,200 for construction of a new metal elevated water storage tank at the Trilith Studios property and to transfer \$272,870 from R&E to CIP 23WSH.

Vanessa Tigert stated that this request was to award Bid #2314-B FCWS-Trilith Studios Elevated Water Storage Tank to Caldwell Tanks, Inc. in the amount of \$2,786,200 for the construction of a new metal elevated water storage tank at the Trilith Studios property and to transfer \$272,870 from R&E to CIP 23WSH. She continued stating that they had received two responsive bids for this project and requested approval to award the bid to Caldwell Tanks, Inc.

Vice Chairman Gibbons moved to award Bid #2314-B FCWS-Trilith Studios Elevated Water Storage Tank to Caldwell Tanks, Inc. in the amount of \$2,786,200 for construction of a new metal elevated water storage tank at the Trilith Studios property and to transfer \$272,870 from R&E to CIP 23WSH. Commissioner Oddo seconded.

Vice Chairman Gibbons asked what R&E stood for.

Ms. Tigert stated it stood for Water System Renewal and Extension.

Mr. Rapson added that this was basically the Water System Fund Balance.

Vice Chairman Gibbons continued stating that Fayette County Water System had entered into a Memorandum of Understanding with Trilith Studios to accept a reimbursement of \$1.25 million for locating and constructing the storage tank at Trilith Studios.

Chairman Hearn asked if this project was for the construction of a 400 K-gallon tank.

Ms. Tigert stated that was correct.

Chairman Hearn asked if Caldwell Tanks, Inc. was in Newnan.

Ms. Tigert stated that they did have an office in Newnan.

Chairman Hearn stated that he was familiar with the company and had worked with them in the past. He concluded stating that they were a very good supplier.

Mr. Rapson stated that there were three remaining pieces to this project that were not currently before the Board. He continued stating that there would be a piping piece that was needed to create the connection which would be divided into two separate

contracts. The third piece was regarding the pump house, which would reside underneath the water tower. He concluded that this project was truly a team effort, and he appreciated all the hard work it took to get this project to this point.

Commissioner Maxwell asked where the Water Tower would be located.

Ms. Tigert stated that Trilith Studios donated .25 acres on their property, near Veterans Parkway just south of Hood Road currently where the "Red Barn" was located, which was being proposed as their new entrance.

Commissioner Maxwell stated that he frequented Trilith and asked who would control the design of the water tower. He asked if this would be a utilitarian water tower.

Ms. Tigert stated, yes.

Mr. Rapson added that this would be a functioning Fayette County water tower. He continued stating that it would be a "witches' hat" water tower and would be beautifully designed.

Rick Halbert, with Trilith Studios, stated that this would be an iconic water tower. He noted that the design was meticulously created and would be beautiful and would be done right.

Vice Chairman Gibbons moved to award Bid #2314-B FCWS-Trilith Studios Elevated Water Storage Tank to Caldwell Tanks, Inc. in the amount of \$2,786,200 for construction of a new metal elevated water storage tank at the Trilith Studios property and to transfer \$272,870 from R&E to CIP 23WSH. Commissioner Oddo seconded. The motion passed 5-0.

16. Request to approve a revised agreement with Georgia Department of Transportation (GDOT) PI 0013726 in the amount of \$1,819,817.10 to supply all construction engineering and contract supervision for water distribution line relocations, adjustments, and improvements on State Routes 74 and 54 in Peachtree City.

Ms. Tigert stated that this item was seeking to approve a revised agreement with Georgia Department of Transportation (GDOT) PI 0013726 in the amount of \$1,819,817.10 to supply all construction engineering and contract supervision for water distribution line relocations, adjustments, and improvements on State Routes 74 and 54 in Peachtree City.

Vice Chairman Gibbons moved to approve a revised agreement with Georgia Department of Transportation (GDOT) PI 0013726 in the amount of \$1,819,817.10 to supply all construction engineering and contract supervision for water distribution line relocations, adjustments, and improvements on State Routes 74 and 54 in Peachtree City. Commissioner Oddo seconded. The motion passed 5-0.

17. Request to re-appoint Martin Sas to the Fayette County Transportation Committee to serve a term beginning April 1, 2023 and expiring March 31, 2026.

Public Works Director Phil Mallon requested to re-appoint Martin Sas to the Fayette County Transportation Committee to serve a term beginning April 1, 2023 and expiring March 31, 2026.

Commissioner Oddo moved to approve to re-appoint Martin Sas to the Fayette County Transportation Committee to serve a term beginning April 1, 2023 and expiring March 31, 2026. Vice Chairman Gibbons seconded. The motion passed 5-0.

18. Request to extend the name "Ebenezer Church Road" along the newly constructed alignment and change the name of the remaining segment to "Little Way;" and to approve the recommended posted speed limits of 35 mph and 25 mph, respectively, on the two segments of roads.

Mr. Mallon stated that this item was seeking Board approval to extend the Ebenezer Church Road name along the new alignment, (posted at 35 mph) to rename the former portion of Ebenezer Church Road (posted at 25 mph) Little Way, at the request of a key property owner.

Vice Chairman Gibbons moved to approve to extend the name "Ebenezer Church Road" along the newly constructed alignment and change the name of the remaining segment to "Little Way;" and to approve the recommended posted speed limits of 35 mph and 25 mph, respectively, on the two segments of roads. Commissioner Oddo seconded. The motion passed 5-0.

19. Request to submit a Safety Equipment Request Form to the Georgia Department of Transportation (GDOT) for donation of traffic signal equipment, estimated value of \$139,100.00, for the 2004 SPLOST Intersection Improvement Project R-19 & R-20 at SR 85 and Highway 85 Connector.

Mr. Mallon stated that this item was seeking Board approval for staff to apply for a grant from the Georgia Department of Transportation (GDOT) for donation of traffic signal equipment, estimated value of \$139,100.00, for the 2004 SPLOST Intersection Improvement Project R-19 & R-20 at SR 85 and Highway 85 Connector.

Commissioner Oddo moved to approve to submit a Safety Equipment Request Form to the Georgia Department of Transportation (GDOT) for donation of traffic signal equipment, estimated value of \$139,100.00, for the 2004 SPLOST Intersection Improvement Project R-19 & R-20 at SR 85 and Highway 85 Connector. Commissioner Rousseau seconded. The motion passed 5-0.

20. Request to award Bid #2309-B, Camp Creek Multi-Use Path Phase 1 Project (SPLOST 24TAA) to Redland Grading Company, Inc. in the amount of \$128,857.77.

Mr. Mallon stated that this was a path project that would construct a path connecting Gristmill Drive in the Millpond Manor Subdivision to the Homeowner Association property within the Chimneys Subdivision. Both subdivisions were along SR 74 south of Peachtree City. The path would be constructed along the alignment of an existing path constructed of gravel, graded aggregate base (GAB), and concrete. All work was on Fayette County property. Mr. Mallon requests Board approval to award Bid #2309-B, Camp Creek Multi-Use Path Phase 1 Project (SPLOST 24TAA) to Redland Grading Company, Inc. in the amount of \$128,857.77.

Vice Chairman Gibbons moved to approve to award Bid #2309-B, Camp Creek Multi-Use Path Phase 1 Project (SPLOST 24TAA) to Redland Grading Company, Inc. in the amount of \$128,857.77. Commissioner Oddo seconded.

Chairman Hearn thanked Mr. Mallon for his dedication and hard work in getting this project done.

Commissioner Maxwell asked if the County had the type of equipment needed to pave paths similar to this one.

Mr. Mallon stated, yes, they did and added that this was a project he had considered doing in-house but because the project included tree-clearing and some minor grading it was decided that the project be placed out for bid.

Commissioner Maxwell asked what type of equipment we had available to build roads. And how many dump trucks the County owned.

Mr. Mallon stated that the County had all the equipment needed to build a road.

Mr. Hoffman stated that the County had a total of ten (10) dump trucks.

Commissioner Maxwell asked if Fayette County staff was paving any roadways currently.

Mr. Hoffman stated no, sir.

Commissioner Maxwell asked if the county had paving equipment. If so, was it functional, and when was the last time it was used?

Mr. Hoffman stated yes, the County had paving equipment and it was last used to pave Ebenezer Church Road realignment.

Commissioner Maxwell asked about how many miles the County paved annually.

Mr. Hoffman stated there were 0 miles paved in-house.

Vice Chairman Gibbons moved to approve to award Bid #2309-B, Camp Creek Multi-Use Path Phase 1 Project (SPLOST 24TAA) to Redland Grading Company, Inc. in the amount of \$128,857.77. Commissioner Oddo seconded. The motion passed 5-0.

21. Request to accept a Hazard Mitigation Grant Program (HMGP) award in the amount of \$3,842,187.75 plus admin costs of \$37,318.00 to upgrade the Phillips Lake and Kozisek Lake dams to Category 1 standards, to provide the local match of \$1,280,729.25 for an approved project total amount of \$5,122,917.00, and authorization for the County Administrator to sign the award documentation.

Mr. Mallon stated that this item was seeking formal Board approval to accept a Hazard Mitigation Grant Program (HMGP) award in the amount of \$3,842,187.75 plus admin costs of \$37,318.00 to upgrade the Phillips Lake and Kozisek Lake dams to Category 1 standards, to provide the local match of \$1,280,729.25 for an approved project total amount of \$5,122,917.00, and authorization for the County Administrator to sign the award documentation.

Mr. Rapson stated that Environmental Management Director, Bryan Keller was instrumental in getting this grant approval.

Commissioner Rousseau moved to approve to accept a Hazard Mitigation Grant Program (HMGP) award in the amount of \$3,842,187.75 plus admin costs of \$37,318.00 to upgrade the Phillips Lake and Kozisek Lake dams to Category 1 standards, to provide the local match of \$1,280,729.25 for an approved project total amount of \$5,122,917.00, and authorization for the County Administrator to sign the award documentation. Vice Chairman Gibbons seconded. The motion passed 5-0.

22. Request to adopt Resolution 2023-09 urging the Governor and General Assembly of Georgia to continue efforts to reform and improve mental health services for the citizens of Georgia.

Mr. Rapson stated that this request was to adopt Resolution 2023-09 urging the Governor and General Assembly of Georgia to continue efforts to reform and improve mental health services for the citizens of Georgia. He elaborated stating that ACCG was strongly encouraging every county in the state to adopt a resolution.

Commissioner Oddo moved to approve to adopt Resolution 2023-09 urging the Governor and General Assembly of Georgia to continue efforts to reform and improve mental health services for the citizens of Georgia. Commissioner Rousseau seconded. The motion passed 5-0.

ADMINISTRATOR'S REPORTS:

Highway 279

Mr. Rapson stated in response to public comments that Mr. Mallon had an upcoming meeting with the Georgia Department of Transportation and would be discussing traffic on State Highway 279.

He also noted that the Special Events amendments would be going back to the planning commission and interested citizens were welcome to attend those meetings. He stated that Ms. Bell would keep everyone in the loop regarding the discussion around the special event amendment.

Employee Appreciation

Fayette County Government Offices will be closed Friday, November 3, 2023 from 11:00 am-2:00 pm for an Employee Appreciation and Health Fair event.

Hot Projects

Mr. Rapson stated that the Hot Projects report was forwarded to the Board and included updates on the Redwine Road multi-use path, Parks and Recreation multi-use facility, Redwine Road/Bernhard Road/Peachtree Parkway roundabout.

Board of Assessors Selection Committee

Mr. Rapson advised that they needed a selection committee for the Board of Assessors.

Commissioner Rousseau moved to appoint Vice-Chairman Gibbons and Commissioner Oddo to the selection committee for the Board of Assessors. Chairman Hearn seconded. The motion passed 5-0.

No Kill Shelter Award

Mr. Rapson advised they Board that Fayette County Animal Shelter received the award for a No Kill Shelter for 2022.

Commissioner Maxwell expressed his appreciation for Animal Control Director Jerry Collins and the pride he had for reaching this level of recognition and success. He encouraged having the No Kill Shelter appropriately displayed.

ATTORNEY'S REPORTS:

Notice of Executive Session: County Attorney Dennis Davenport stated that there were five items for Executive Session. Four items involving threatened litigation and the review of the September 28, 2023 Executive Session Minutes.

COMMISSIONERS' REPORTS:

Commissioner Maxwell

Commissioner Maxwell stated that he would like to have the Planning and Zoning Office review the ordinances related to building an auxiliary/garage before a primary residence was built. He felt this could become an issue.

Commissioner Maxwell moved to direct staff to review the County ordinance regarding garages being built without houses and how to prevent it. Vice Chairman Gibbons seconded. The motion passed 5-0.

Commissioner Rousseau

Election Building path

Commissioner Rousseau stated that at the new Elections facility there was a strip of grass between the building and the church parking lot. He asked if fund were available to build a path.

Commissioner Rousseau moved to direct the County Administrator to review constructing pathway at the new Elections Building between the entrance and the adjacent church parking lot. Vice Chairman Gibbons seconded. The motion passed 5-0.

Highway 279

Commissioner Rousseau concurred with comments made regarding the dangers of Highway 279. And encouraged in-depth and long-term discussions with Georgia Department of Transportation regarding assistance on this roadway between Highway 138 and Highway 314.

Library Visit

Commissioner Rousseau extended a Kudos to Library staff for a job well done during a recent event.

Westridge and Veterans Parkway

Commissioner Rousseau expressed his concern regarding the left-turn light at Westridge and Veterans Parkway, this was an incident waiting to happen.

Parks and Recreation

Commissioner Rousseau stated that as we begin development of the new Parks and Recreation Facility, he wanted to examine the option for a disability/accessibility lot for individual with special needs and disabilities so that they can navigate the playgrounds at the new facility.

Commissioner Oddo

Commissioner Oddo wished everyone a Happy Halloween and urged everyone to be safe. Commissioner Oddo also wished his brother a Happy Birthday.

Chairman Hearn

Chairman Hearn stated that he recently attended the Atlanta Regional Commission Meeting and had their annual budget available for review, if interested. Chairman Hearn also reminded all in attendance that there was roadwork being conducted at Redwine Road/Bernhard Road/Peachtree Parkway and there were upcoming road closures, delays, and detours. He encouraged everyone to plan accordingly.

EXECUTIVE SESSION:

Four items involving threatened litigation and the review of the September 28, 2023 Executive Session Minutes.

Commissioner Oddo moved to go into Executive Session. Vice Chairman Gibbons seconded. The motion passed 5-0.

The Board recessed into Executive Session at 6:36 p.m. and returned to Official Session at 6:49 p.m.

Return to Official Session and Approval to Sign the Executive Session Affidavit: Commissioner Oddo moved to return to Official Session and for the Chairman to sign the Executive Session Affidavit. Vice Chairman Gibbons seconded. The motion passed 5-0.

Approval of the September 28, 2023 Executive Session Minutes: Commissioner Oddo moved to approve September 28, 2023 Executive Session Minutes. Vice Chairman Gibbons seconded the motion. The motion passed 5-0.

ADJOURNMENT:

Vice Chairman Gibbons moved to adjourn the October 26, 2023 Board of Commissioners meeting. Commissioner Oddo seconded. The motion passed 5-0.

The October 26, 2023 Board of Commissioners meeting adjourned at 6:51 p.m.

 Marlena M. Edwards, Chief Deputy County Clerk

 Edwards Gibbons, Vice Chairman

The foregoing minutes were duly approved at an official meeting of the Board of Commissioners of Fayette County, Georgia, held on the 9th day of November 2023. Attachments are available upon request at the County Clerk's Office.

 Marlena Edwards, Chief Deputy County Clerk

COUNTY AGENDA REQUEST

Department:

Presenter(s):

Meeting Date:

Type of Request:

Wording for the Agenda:

Approval of the Third Amendment to License Agreement for the tower located at 365 Swanson Rd (vendor ID: 26033).

Background/History/Details:

As part of the Public Safety Radio System project, all new equipment is being installed on radio towers to accommodate the system. In order to maximize the system potential, the model of antenna being used will be changed from the original plan. This requires more vertical space on the tower resulting in the need for a lease amendment.

The terms of the original agreement provide for the change in equipment with no monetary penalty.

What action are you seeking from the Board of Commissioners?

Approval of Third Amendment to License Agreement for the tower located at 365 Swanson Rd (vendor ID: 26033)

If this item requires funding, please describe:

Not applicable.

Has this request been considered within the past two years?

If so, when?

Is Audio-Visual Equipment Required for this Request?*

Backup Provided with Request?

*** All audio-visual material must be submitted to the County Clerk's Office no later than 48 hours prior to the meeting. It is also your department's responsibility to ensure all third-party audio-visual material is submitted at least 48 hours in advance.**

Approved by Finance

Reviewed by Legal

Approved by Purchasing

County Clerk's Approval

Administrator's Approval

Staff Notes:

Licensor Site Name/Number: PEACHTREE CITY GA, GA/ 26033

Licensor Contract Number: 45933

Licensee Site Name/Number: Swanson Road/ 365 Swanson Rd

THIRD AMENDMENT TO LICENSE AGREEMENT

This Third Amendment (the “Third Amendment”) to that certain License Agreement dated May 6, 2002 by and between American Tower, L.P. and Fayette County, Georgia, as amended by that certain First Amendment to License Agreement dated June 1, 2005, as amended by that certain Second Amendment to License Agreement dated June 30, 2021 (collectively, the “Agreement”) is made and entered into as of the latter signature date hereof, by and between American Towers LLC, a Delaware limited liability company, as successor-in-interest to the Agreement (the “Licensor”) and Fayette County, Georgia, a government entity (the “Licensee”) (collectively, the “Parties”).

RECITALS

WHEREAS, Licensor owns a certain communications tower on a certain parcel of land located at 365 Swanson Road, Tyrone, GA 30290-1882 more commonly known to Licensor as the PEACHTREE CITY GA, GA tower site (the “Tower Facility”); and

WHEREAS, Licensor and Licensee entered into the Agreement for the use of a certain portion of the Tower Facility; and

WHEREAS, Licensee desires to modify its equipment at the Tower Facility (“Modified Equipment”).

NOW THEREFORE, in consideration of the foregoing promises and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties hereto agree as follows:

- 1) Licensor and Licensee agree and acknowledge that Licensee shall modify its equipment for a final installed configuration pursuant to Exhibit 1 (First Revision).
- 2) Licensor and Licensee agree and acknowledge that Exhibit 1 to the Agreement is hereby deleted in its entirety as of the date this Third Amendment is fully executed and shall be replaced with Exhibit 1 (First Revision) attached hereto and incorporated by this reference. In the event of inconsistency or discrepancy between Exhibit 1 (First Revision) and Licensee’s equipment information set forth in the Agreement, Exhibit 1 (First Revision) shall control.
- 3) Notwithstanding anything to the contrary in the Agreement, the offer to Licensee expressed in this Third Amendment shall automatically become null and void with no further obligation by either party hereto if a structural analysis of the Tower Facility completed after the execution of this Third Amendment by Licensor but before the Commencement Date of the installation of Licensee’s Modified Equipment indicates that the Tower Facility is not suitable for Licensee’s Modified Equipment unless Licensor and Licensee mutually agree that structural modifications or repairs shall be made to the Tower Facility on mutually agreeable terms.

Licensor Site Name/Number: PEACHTREE CITY GA, GA/ 26033

Licensor Contract Number: 45933

Licensee Site Name/Number: Swanson Road/ 365 Swanson Rd

- 4) Capitalized terms contained herein, unless otherwise defined, are intended to have the same meaning and effect as that set forth in the Agreement.
- 5) All other terms and provisions of the Agreement remain in full force and effect.

[SIGNATURES APPEAR ON THE NEXT PAGE]

[REMAINDER OF PAGE LEFT BLANK INTENTIONALLY]

Licensor Site Name/Number: PEACHTREE CITY GA, GA/ 26033

Licensor Contract Number: 45933

Licensee Site Name/Number: Swanson Road/ 365 Swanson Rd

IN WITNESS WHEREOF, the Parties hereto have set their hands to this Third Amendment to that certain License Agreement as of the day and year written below:

LICENSOR:

American Towers LLC, a Delaware limited liability company

LICENSEE:

Fayette County, Georgia, a government entity

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

Licensor Site Name/Number: PEACHTREE CITY GA, GA/ 26033

Licensor Contract Number: 45933

Licensee Site Name/Number: Swanson Road/ 365 Swanson Rd

Exhibit 1 (First Revision)

| Customer Name: FAYETTE COUNTY BOARD | | ATC Asset Name: PEACHTREE CITY GA | | ATC Asset #: 26033 | | |
|--|-----------------------------------|---|-------------------|---|-------------------|---------------------------------------|
| Customer Site Name: Swanson Road | | | | Customer Site #: 365 Swanson Rd | | |
| GROUND SPACE REQUIREMENTS | | | | | | |
| Total Lease Area | Sq. Ft: 237.00' | Primary Contiguous Lease Area | | L:16.00' | W:12.00' | H:9.00' Sq. Ft: 192.00 |
| | Customer Building | | | 16.00' | 12.00' | 9.00' 192.00 |
| | Outside Primary Lease Area | | | N/A | N/A | N/A Sq. Ft: 45.00 |
| | Generator AREA | | | 5.00' | 9.00' | N/A 45.00 |
| BACKUP POWER REQUIREMENTS | | | | | | |
| Generator: Stand Alone | | Fuel Tank Size(gal): 500.0 | | Fuel Type: Diesel | | Fuel Tank Setback(radius): N/A |
| UTILITY REQUIREMENTS | | | | | | |
| Power Provided By: Utility Company Direct | | | | | | |
| Telco/Interconnect: N/A | | | | | | |
| TRANSMITTER & RECEIVER SPECIFICATIONS | | | | | | |
| Type: N/A | | Quantity: N/A | | TX Power(watts): N/A | | ERP(watts): N/A |
| EQUIPMENT SPECIFICATIONS | | | | | | |
| Type | OMNI | OMNI | TTA | OMNI | OMNI | ICE SHIELD |
| Manufacturer | Generic | RFS | dbSpectra | Sinclair | RFS | Generic |
| Model # | 5' Omni | 10017-2 | DS7TMA17C | SC49C- HWBLDF(D00-NUF) | BMR6-D-B1 | 6' Ice Shield |
| Dimensions HxWxD | 60" x 2" x 2" | 176" x 2.8" x 2.8" | 10.8" x 6.5" x 4" | 202.4" x 5" x 5" | 66" x 6.6" x 6.6" | 40" x 76" x 55" |
| Weight(lbs.) | 10.0 | 24.0 | 10.0 | 68.0 | 58.0 | 271.0 |
| Location | Tower | Tower | Tower | Tower | Tower | Tower |
| RAD Center AGL | 461.0' | 392.0' | 375.0' | 375.0' | 335.0' | 145.0' |
| Equipment Tip Height | 463.5' | 399.3' | 375.4' | 383.4' | 337.8' | 146.7' |
| Equipment Base Height | 458.5' | 384.7' | 374.6' | 366.6' | 332.2' | 143.3' |
| Mount Type | Side Arm | Side Arm | N/A | Stand-Off | Stand-Off | N/A |
| Quantity | 2 | 1 | 1 | 1 | 2 | 1 |
| Azimuths/Dir. of Radiation | 1/1 | 1 | 0 | 0 | 0 | 0 |
| Quant. Per Azimuth/Sector | 1/1 | 1 | 1 | 1 | 1 | 1 |
| TX/RX Frequency Units | MHz | MHz | MHz | MHz | MHz | N/A |
| TX Frequency | 793-824 | 793-824 | 0-0 | 0-0 | 806-869 | N/A |
| RX Frequency | 793-824 | 793-824 | 793-824 | 746-869 | 0-0 | N/A |
| Using Unlicensed Frequencies? | No | No | No | No | No | No |
| Equipment Gain | N/A | 10 | N/A | 11.5 | 10.3 | N/A |

| | | | | | | |
|---------------------------------------|-----------|-----------|---|-------------|-------------|-----|
| Total # of Lines | 2 | 1 | 2 | 1 | 2 | 0 |
| Line Quant. Per Azimuth/Sector | 1/1 | 1 | See Config. Summary | 1 | 1 | N/A |
| Line Type | Coax | Coax | Multiple | Coax | Coax | N/A |
| Line Diameter Size | 5/8" Coax | 5/8" Coax | See Config. Summary | 1 5/8" Coax | 1 5/8" Coax | N/A |
| Line Configuration | N/A | N/A | 1 - Coax; 0.41" (10.3mm) LMR-400; 1 1 - Coax; 1 5/8" Coax; 1 | N/A | N/A | N/A |

| EQUIPMENT SPECIFICATIONS | | | | | | |
|--------------------------------|-----------------------|-----------------------|-----------------------|-----|-----|-----|
| Type | DISH-HP | ICE SHIELD | DISH-HP | N/A | N/A | N/A |
| Manufacturer | Andrew | Generic | Commscope | N/A | N/A | N/A |
| Model # | VHLP6-6W-6WH/A | MWIS-3613 | VHLP3-11W-6WH/A | N/A | N/A | N/A |
| Dimensions HxWxD | 6.36' x 6.36' x 3.23' | 26.8" x 34.5" x 45.4" | 3.27' x 3.27' x 1.27' | N/A | N/A | N/A |
| Weight(lbs.) | 137.0 | 80.0 | 37.0 | N/A | N/A | N/A |
| Location | Tower | Tower | Tower | N/A | N/A | N/A |
| RAD Center AGL | 140.0' | 110.0' | 105.0' | N/A | N/A | N/A |
| Equipment Tip Height | 143.2' | 111.1' | 106.6' | N/A | N/A | N/A |
| Equipment Base Height | 136.8' | 108.9' | 103.4' | N/A | N/A | N/A |
| Mount Type | N/A | N/A | N/A | N/A | N/A | N/A |
| Quantity | 1 | 1 | 1 | N/A | N/A | N/A |
| Azimuths/Dir. of Radiation | 127.93 | 0 | 0 | N/A | N/A | N/A |
| Quant. Per Azimuth/Sector | 1 | 1 | 1 | N/A | N/A | N/A |
| TX/RX Frequency Units | GHz | N/A | GHz | N/A | N/A | N/A |
| TX Frequency | 5.925-7.125 | N/A | 10.125-11.700 | N/A | N/A | N/A |
| RX Frequency | 5.925-7.125 | N/A | 10.125-11.700 | N/A | N/A | N/A |
| Using Unlicensed Frequencies? | No | No | No | N/A | N/A | N/A |
| Equipment Gain | 35.7/ 36.9/ 37.7 | N/A | N/A | N/A | N/A | N/A |
| Total # of Lines | 1 | 0 | 1 | N/A | N/A | N/A |
| Line Quant. Per Azimuth/Sector | 1 | N/A | 1 | N/A | N/A | N/A |
| Line Type | Elliptical | N/A | Elliptical | N/A | N/A | N/A |
| Line Diameter Size | EWP63 | N/A | EWP63 | N/A | N/A | N/A |
| Line Configuration | N/A | N/A | N/A | N/A | N/A | N/A |

OAA779949

COUNTY AGENDA REQUEST

Department:

Presenter(s):

Meeting Date:

Type of Request:

Wording for the Agenda:

Approval for Fayette County Fire and Emergency Services to accept \$5,962.51 from the Georgia Trauma Commission FY2024 Trauma Equipment Reimbursement Grant.

Background/History/Details:

Georgia Trauma Commission annually disperses EMS Trauma Equipment Grants collected from Super Speeder Fines: 80% of the funds go to hospitals in Georgia. The other 20% goes to Georgia 911 EMS Services based on the number of ambulances in the 911 service. 20% of the total fines are divided by the total number of 911 ambulances licensed in the State to determine the amount per ambulance, then disperse that amount times the number of ambulances we have in our agency.

This year Fayette County Emergency Medical Services received \$5,962.51. This is a reimbursement grant for specifically listed trauma and medical equipment used by our service.

What action are you seeking from the Board of Commissioners?

Approval for Fayette County Fire and Emergency Services to accept \$5,962.51 from the Georgia Trauma Commission FY2024 Trauma Equipment Reimbursement Grant.

If this item requires funding, please describe:

Not applicable.

Has this request been considered within the past two years?

If so, when?

Is Audio-Visual Equipment Required for this Request?*

Backup Provided with Request?

*** All audio-visual material must be submitted to the County Clerk's Office no later than 48 hours prior to the meeting. It is also your department's responsibility to ensure all third-party audio-visual material is submitted at least 48 hours in advance.**

Approved by Finance

Reviewed by Legal

Approved by Purchasing


County Clerk's Approval

Administrator's Approval

Staff Notes:

ATTACHMENT A


**GEORGIA TRAUMA
COMMISSION**

| GEORGIA TRAUMA COMMISSION EMS TRAUMA-RELATED EQUIPMENT GRANT APPLICATION FORM | | | |
|--|--------------------------------------|---|---------------------|
| Name of Grant: FY 2024 EMS GTCNC EMS Trauma Related Equipment Grant | | | |
| Applying Organization Legal Name: Fayette County Fire /EMS | | | |
| Doing Business As "DBA" (if differs from Legal Name): | | | |
| Mailing Address: 140 Stonewall Ave. West Suite 214 | | | |
| Payment Address*: <i>*Address must be verified & approved by State of Georgia.</i> | | | |
| City: Fayetteville | State: GA | ZIP Code: 30214 | County: Fayette |
| Phone: 770-305-5191 | Fax: 770-305-5190 | E-mail: sroberts@fayettecountyga.gov | |
| Federal Tax ID Number: | 58-6000826 | | |
| GA EMS Provider License Number: | 056-01 | | |
| EMS DIRECTOR OF APPLYING ORGANIZATION | | | |
| Name/Title: Scott Roberts/ Asst. Chief Administration - EMS Director | | | |
| Phone: 770-305-5191 | E-mail: sroberts@fayettecountyga.gov | | |
| CONTACT FOR FURTHER INFORMATION ON APPLICATION (If Different from Person(s) listed above) | | | |
| Name/Title: | | | |
| Phone: | E-mail: | | |
| Please answer each question: | | | |
| QUESTION | | ANSWER FIELD | |
| Is the original signed and notarized affidavit listing and affirming all seven (7) conditions detailed in Attachment B and on the Applying Organization's letterhead included in this completed application? | | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> | |
| Does the Applying Organization understand and agree to comply with the eligible equipment parameters detailed in Attachment B of the grant documents? | | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> | |
| Total number of licensed ambulances for applying organization? | | Total Number: <u>8</u> | |
| Number of "peak demand staffed" 911 response ambulances for this 911 zone? <i>Peak Demand Staffed: The peak number of ambulances that are scheduled and staffed on a consistent basis.</i> | | "Peak Demand Staffed" Number: <u>6</u> | |
| For which county is the Applying Organization requesting funds? *A separate application is required for each county | | County: <u>Fayette</u> | |
| <i>I certify the information contained in the submitted application is true and accurate to the best of my knowledge and that I have submitted this application on behalf of the Applying Organization.</i> | | | |
| SIGNATURE:  | | TITLE: EMS Director | DATE: 10/26/2023 |

All awarded funds are State Funds.

ATTACHMENT B

“I am the Authorized Agent for Fayette County Fire /EMS (Applying Organization). I, Scott Roberts (print name), do affirm the following listed equipment has been/will be purchased and placed in service. I, Scott Roberts (print name), agree to the following items listed below (type out all items listed in Attachment B add additional rows if needed).”

| Item(s) Purchased | Number of Units Purchased | Cost of Each Unit | Total Cost |
|--|---------------------------|-------------------|-------------------|
| Emergency Child Restraints | 8 | \$708.64 | \$5,669.12 |
| Masimo LNCS DCI, Adult Sensors- Pulse Ox | 2 | \$132.21 | \$264.42 |
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| | | | |
| Total Cost of All Items Purchased | | | \$5,933.54 |

1. I am the Authorized Agent for this Ambulance Service. We are the zoned 911 provider in the County we are requesting the grant for. Agree to utilize these grant dollars for trauma-related services with the 911-zone EMS agency described in the application for the grant.

2. Agree that if there is equipment purchased with grant dollars and is to be sold, the Georgia Trauma Commission will approve the disposal before the disposal is affected.
 - a. Agree that this equipment will not be used as collateral for a loan beyond the amount of local contribution.
 - b. Agree that this equipment will remain titled to the original grantee unless permission is obtained from the Georgia Trauma Commission to reallocate this equipment to another 911-zone EMS Agency.

3. Agree that these grant dollars will not be used to supplant, decrease or reallocate the existing budgeted dollars to the local 911-zoned EMS Response system.

4. Applying organization agrees to participate in the Georgia Trauma Commission-sponsored trauma system development activities. Specifically, for CY 2024-2025, the organization agrees to participate in its respective EMS Region trauma system plan; and all Regional Trauma Advisory Committee meetings.

5. Applying organization agrees it is compliant with the Department of Public Health State Office of EMS data submission requirements. The State Office of EMS will determine compliance.

- 6. Applying organization agrees to make available, at all reasonable times during FY 2024, the records for inspection or audit by a duly authorized representative appointed by the Commission or the Georgia State Auditor.
- 7. Applying organization shall preserve and make available its records for a period of five (5) years from the date of final payment under this agreement or for such period (if any) as is required by applicable statute.

AFFIDAVIT OF AUTHORIZED AGENT

Personally appeared before me, the undersigned officer duly authorized to administer oaths, the affiant, after being duly sworn, stated under oath as follows:

- 1. THAT the affiant is the Authorized Agent for the Applying Organization, is over the age of eighteen years, and has personal knowledge of the facts contained in this Affidavit.
- 2. THAT the Applying Organization is the zoned 911 provider in the County for which grant funds are requested.
- 3. THAT the Applying Organization understands that peak staffed 911 response ambulance means the peak number of ambulances that are scheduled and staffed on a consistent basis.

 _____ Date: 10/26/2023
 Signature of Affiant

State of Georgia
 County of Fayette
 Signed and sworn to (or affirmed) before me on 10/26/2023
 Date
 by Mary Elizabeth Edwards

Printed name(s) of individual(s) making statement
 who proved to me on the basis of satisfactory evidence to be the person(s) who appeared before me.

Personally Known or
 Produced Identification

Type of ID
Mary Elizabeth Edwards

Signature of notary public
 Stamped
 (Name of notary, typed, stamped or printed)
 Notary Public State of Georgia
 My commission expires: May 17, 2024



Stamp/Seal



Bound Tree Medical Order Status

Thank you for your order! Below you'll find a summary of items allocated to your order. If you have questions regarding the status of your order, please contact Customer Service at 800.533.0523.

Order Number: 33675443

Master Number: 104867522

PO Number / Order Reference: 2024TRAUMAGRANT

Order Placed: October 26, 2023

Account Number 107937

Ship To: FAYETTE COUNTY BD OF COMMISSIONERS
140 STONEWALL AVE W STE 214
FAYETTEVILLE, GA 30214-1520
US

Bill To: FAYETTE COUNTY BD OF COMMISSIONERS
140 STONEWALL AVE W
STE 214
FAYETTEVILLE, GA 30214-1520
US

Shipping Method: >\$150 NO FRT

| Item Number / Description | UO M | QTY Ordered | QTY Allocated | QTY Remaining | Price | Ext Price | Allocated Location |
|--|------|-------------|---------------|---------------|--------|-----------|--------------------|
| 3250-05318 / Emergency Child Restraints, Complete, includes S, M, L, Cot Straps weight range 4-110 lbs | EA | 8 | 8 | 0 | 708.64 | 5669.12 | Jacksonville, FL |
| 16529 / SENSOR, MASIMO LNCS DCI, ADULT, REUSABLE, 3 FT, GREATER THAN 30 KG | EA | 2 | 2 | 0 | 132.21 | 264.42 | Jacksonville, FL |
| *Subtotal: \$5,933.54 | | | | | | | |

ALLOCATED LOCATION:

Drop Ship - Item(s) will be shipped directly from the manufacturer.

Long-Term Backorder - This item is currently on a manufacturer backorder. We will ship your item(s) once it's available for distribution.

Temporarily Out of Stock - This item is not currently in stock. We are expecting this item to arrive shortly to our warehouse. We will ship your item(s) as soon as the product becomes available to us.

Warehouse Locations - Arlington, TX; Elizabethtown, PA; Flower Mound, TX; Orlando, FL; Southaven, MS; Visalia, CA.

PLEASE NOTE:

The items you have ordered have been allocated to your order through our order-fulfillment system. Item allocation is subject to change. Items may ship from multiple warehouses.

This e-mail was automatically generated. Please do not reply. If you have questions or comments please contact Customer Service at 800.533.0523.

COUNTY AGENDA REQUEST

Department:

Presenter(s):

Meeting Date:

Type of Request:

Wording for the Agenda:

Approval to acquire all fee simple right-of-way and easements for the proposed roundabout and signalized RCUT at the intersection of Hampton Road and SR 92 (2004 SPLOST R-21).

Background/History/Details:

This intersection was approved by the Board of Commissioners for conversion to a signalized RCUT and roundabout on July 3, 2020. Design work is nearing completion and the right-of-way (ROW) plans are final. This agenda item helps provide the appropriate basis from which the land acquisition activities can be concluded.

This agenda item seeks approval for staff to acquire the land and easements necessary for construction.

A copy of the CROY Engineering ROW plans are provided as back-up to this request.

A similar request will be made to the Woolsey Town Council.

What action are you seeking from the Board of Commissioners?

Approval to acquire all fee simple right-of-way and easements for the proposed roundabout and signalized RCUT at the intersection of Hampton Road and SR 92 (2004 SPLOST R-21).

If this item requires funding, please describe:

Funding is available from the 2004 SPLOST (R-21) - \$2,714,800.

Has this request been considered within the past two years?

If so, when?

Is Audio-Visual Equipment Required for this Request?*

Backup Provided with Request?

*** All audio-visual material must be submitted to the County Clerk's Office no later than 48 hours prior to the meeting. It is also your department's responsibility to ensure all third-party audio-visual material is submitted at least 48 hours in advance.**

Approved by Finance

Reviewed by Legal

Approved by Purchasing

County Clerk's Approval

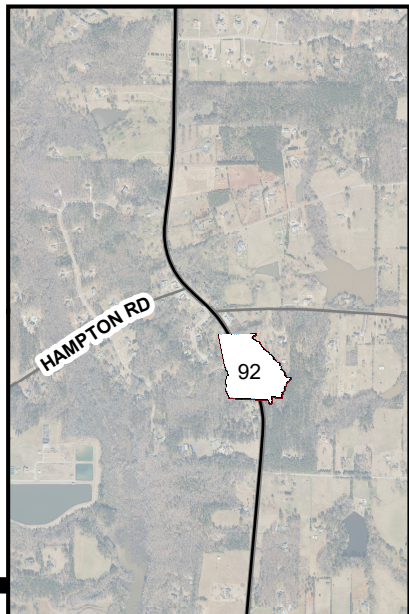
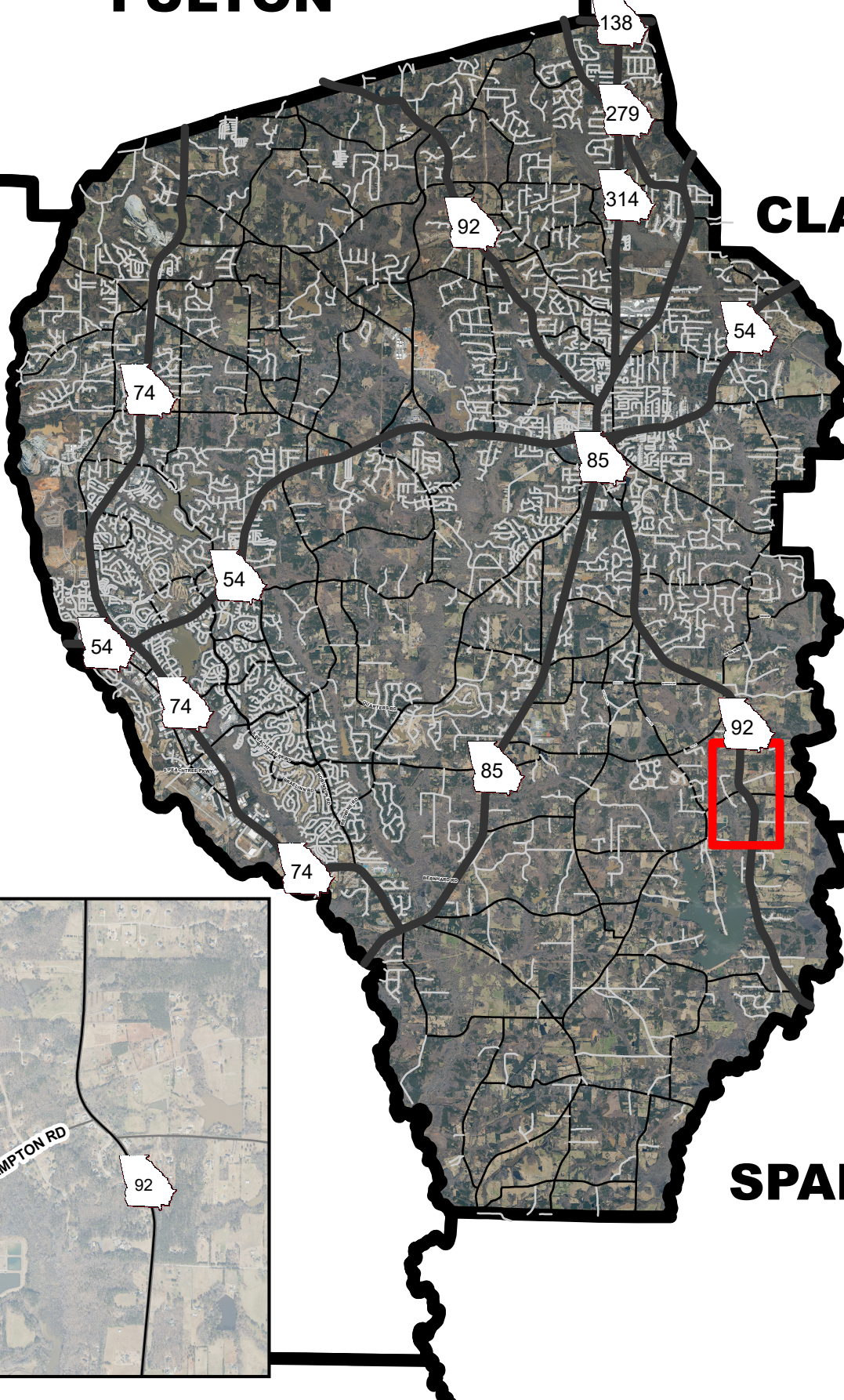
Administrator's Approval

Staff Notes:

FULTON

CLAYTON

SPALDING

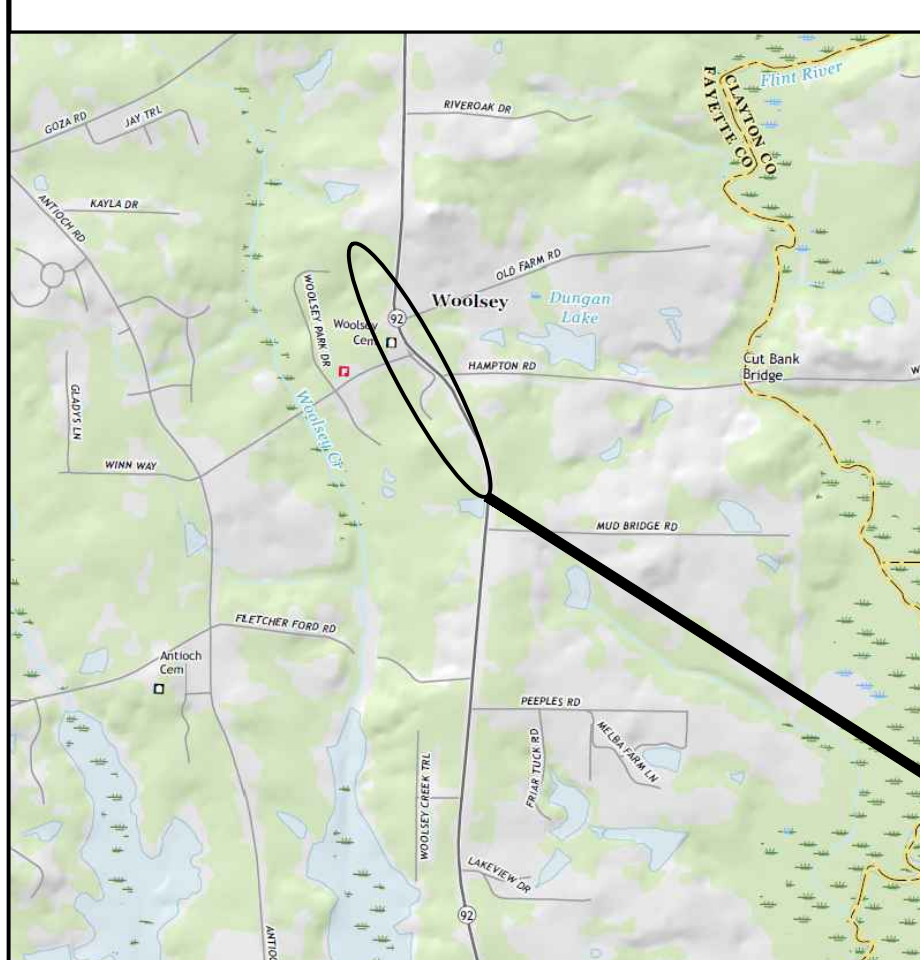


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 USER:Eric Brisse

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| | | | |
|---------|-----------------------|-----------|--------------|
| COUNTY | CROY REFERENCE NUMBER | SHEET NO. | TOTAL SHEETS |
| FAYETTE | 1866.036 | ### | ### |

LOCATION SKETCH



PROJECT LOCATION

FAYETTE COUNTY

RIGHT OF WAY PROPOSED

SR92 AT HAMPTON ROAD

IMPROVEMENTS

PROJECT NO. R-21

| | |
|------------------------------|-------|
| STATE OR COUNTY LINE | ----- |
| CITY LIMIT LINE | ----- |
| LAND LOT LINE | ----- |
| PROPERTY LINE | ----- |
| SURVEY OR BASE LINE | ----- |
| RIGHT OF WAY LINE | ----- |
| EXISTING | ----- |
| REQUIRED | ----- |
| LIMIT OF ACCESS | ----- |
| REQD R/W & LIMIT OF ACCESS | ----- |
| R/W MARKERS | ----- |
| FENCE | ----- |
| RAILROAD | ----- |
| POWER LINE | ----- |
| TELEPHONE LINE | ----- |
| POWER POLES | ----- |
| TELEPHONE OR TELEGRAPH POLES | ----- |

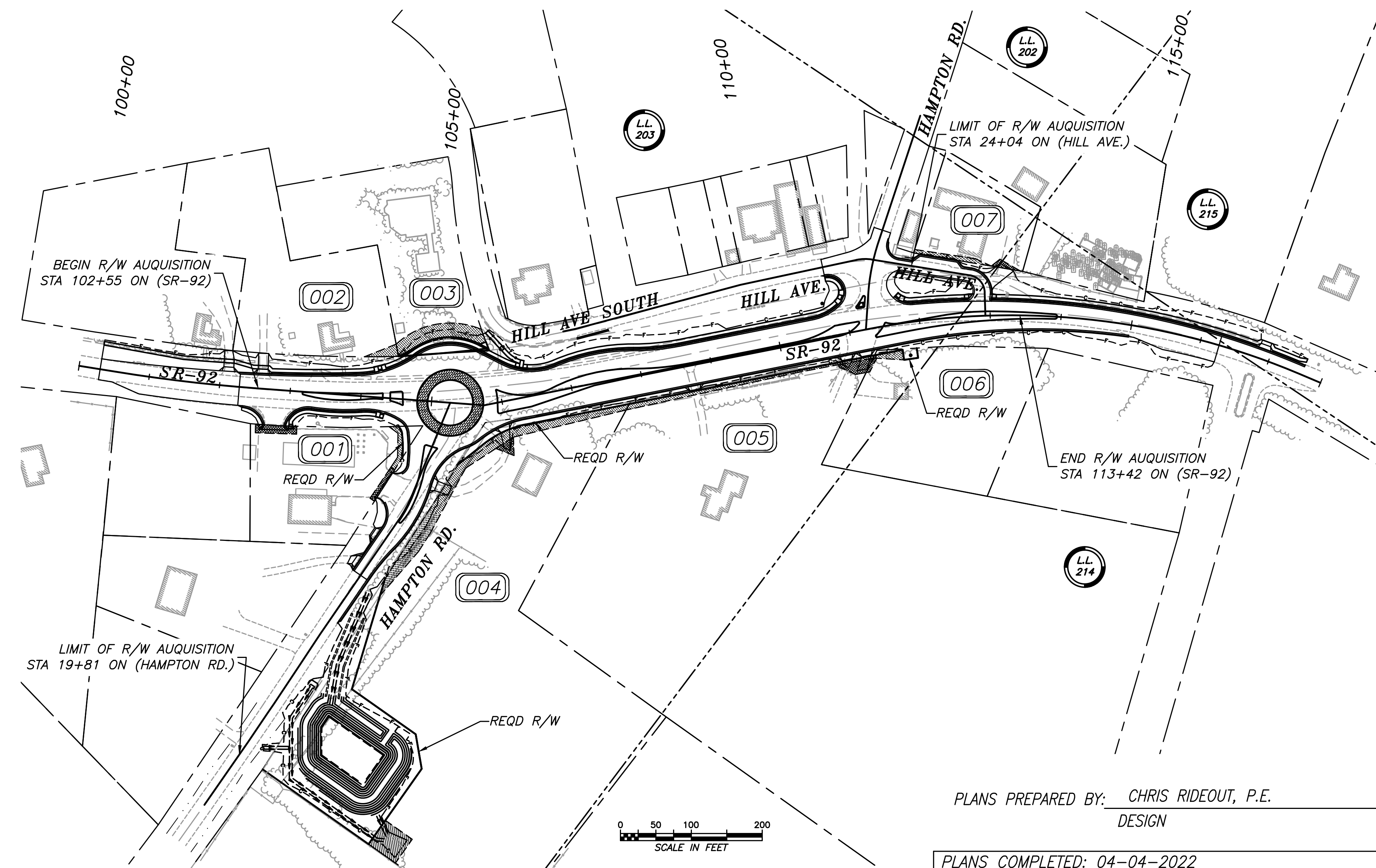
NOT TO SCALE
 THIS PROJECT HAS BEEN PREPARED USING THE HORIZONTAL GEORGIA COORDINATE SYSTEM OF 1984 (NAD 1983)/94 WEST ZONE, AND THE NORTH AMERICAN VERTICAL DATUM (NAVD) OF 1988.

FUNCTIONAL CLASS:
 MINOR ARTERIAL

THIS PROJECT IS 100% IN FAYETTE COUNTY IN CONG. DIST. NO. 4TH.

LAND LOTS: 202, 203, 214, 215
 LAND DISTRICT: 04

NOTE:
 PROJECT TO BE CONSTRUCTED AS PER GEORGIA DEPARTMENT OF TRANSPORTATION STANDARD SPECIFICATIONS, 2021 EDITION, AS APPROVED BY THE FEDERAL HIGHWAY ADMINISTRATION AND MODIFIED BY CONTRACT DOCUMENTS.



200 NORTH COBB PARKWAY, BLDG. 400, SUITE 413
 MARIETTA, GA 30062
 PHONE: (770) 971-5407 FAX: (770) 971-0620

PLANS PREPARED BY: CHRIS RIDEOUT, P.E.
 DESIGN

PLANS COMPLETED: 04-04-2022

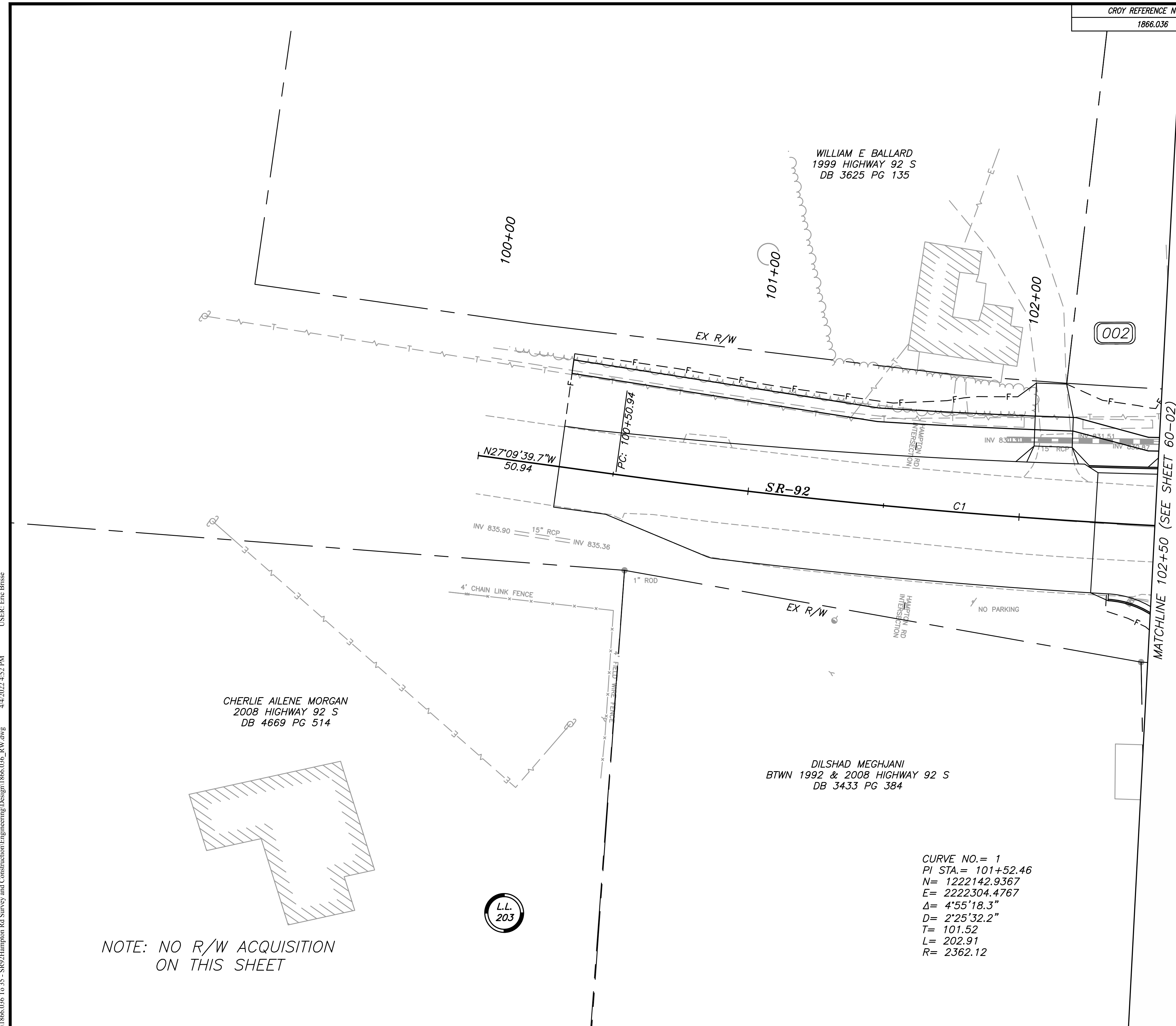
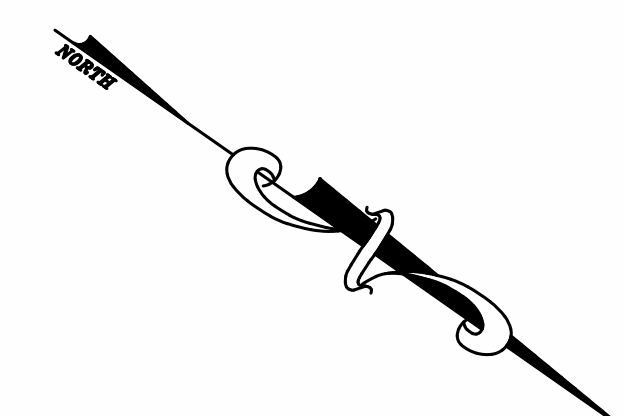
THE DATA, TOGETHER WITH ALL OTHER INFORMATION SHOWN ON THESE PLANS OR IN ANYWAY INDICATED THEREBY, WHETHER BY DRAWINGS OR NOTES, OR IN ANY OTHER MANNER, ARE BASED UPON FIELD INVESTIGATIONS AND ARE BELIEVED TO BE INDICATIVE OF ACTUAL CONDITIONS. HOWEVER, THE SAME ARE SHOWN AS INFORMATION ONLY, ARE NOT GUARANTEED, AND DO NOT BIND FAYETTE COUNTY IN ANY WAY. THE ATTENTION OF BIDDER IS SPECIFICALLY DIRECTED TO SUBSECTIONS 102.04, 102.05, AND 104.03 OF THE SPECIFICATIONS.

| LENGTH OF RIGHT OF WAY PROJECT | COUNTY NO. |
|--------------------------------|------------|
| | 113 |
| | MILES |
| NET LENGTH OF ROADWAY | 0.21 |
| NET LENGTH OF BRIDGES | 0.00 |
| NET LENGTH OF PROJECT | 0.21 |
| NET LENGTH OF EXCEPTIONS | 0.00 |
| GROSS LENGTH OF PROJECT | 0.21 |

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DRAWING No.
 60-00

| | | | | |
|-----------------------------------|-------------------|------------------------|------------------|---------------------|
| CROY REFERENCE NUMBER 1866.036 | COUNTY FAYETTE | PROJECT NUMBER R-21 | SHEET NO. ### | TOTAL SHEETS ### |
|-----------------------------------|-------------------|------------------------|------------------|---------------------|



NOTE: NO R/W ACQUISITION ON THIS SHEET

L.L.
203

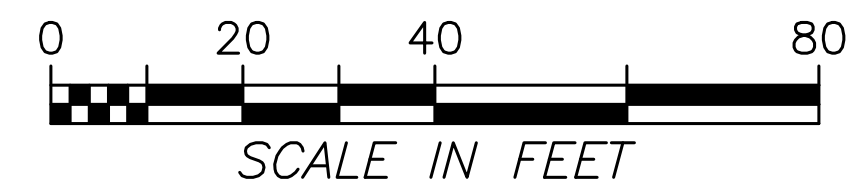
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 PI STA. = 101+52.46
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 E = 2222304.4767
 Δ = 4°55'18.3"
 D = 2'25'32.2"
 T = 101.52
 L = 202.91
 R = 2362.12

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LEGEND

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|---|-------|
| PROPERTY AND EXISTING R/W LINE | --- |
| REQUIRED R/W LINE | --- |
| CONSTRUCTION LIMITS | -C-F- |
| EASEMENT FOR CONSTR & MAINTENANCE OF SLOPES | ▨ |
| EASEMENT FOR CONSTR. OF SLOPES | ▩ |
| EASEMENT FOR CONSTR. OF DRIVES | ▧ |

| | |
|---------------------------------|---------|
| BEGIN LIMIT OF ACCESS | BLA |
| END LIMIT OF ACCESS | ELA |
| LIMIT OF ACCESS | —••••• |
| REQ'D R/W & LIMIT OF ACCESS | — — — |
| ORANGE BARRIER FENCE | —•—•—•— |
| ESA - ENV. SENSITIVE AREA | —▽—▽— |



CROY

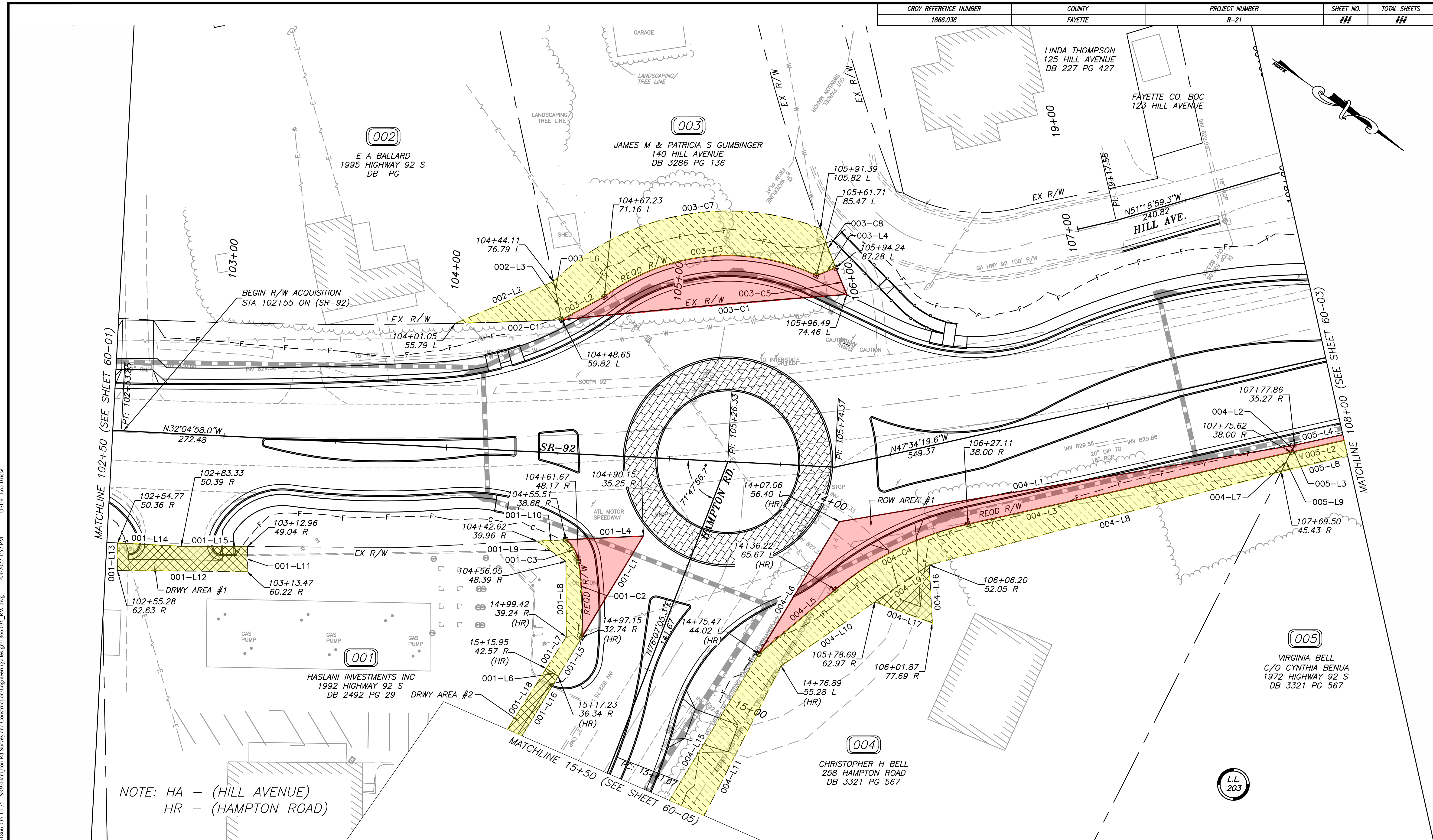
200 NORTH COBB PARKWAY, BLDG. 400, SUITE 413
 MARIETTA, GA 30062
 PHONE: (770) 971-5407 FAX: (770) 971-0620

THESE PLANS AND DRAWINGS ARE NOT TO BE REPRODUCED, CHANGED OR COPIED IN ANY FORM OR MANNER WITHOUT THE WRITTEN PERMISSION AND CONSENT OF CROY ENGINEERING, LLC. NOR ARE THEY TO BE ASSIGNED TO ANY PARTY WITHOUT WRITTEN PERMISSION AND CONSENT.

| REVISION DATES | | |
|----------------|--|--|
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|-----------------------------------|----------------------|
| FAYETTE COUNTY | |
| SR92 AT HAMPTON ROAD IMPROVEMENTS | |
| RIGHT OF WAY PLANS | DRAWING NO. 60-01 |

| | | | | |
|-----------------------|---------|----------------|-----------|--------------|
| CROY REFERENCE NUMBER | COUNTY | PROJECT NUMBER | SHEET NO. | TOTAL SHEETS |
| 1866.036 | FAYETTE | R-21 | ### | ### |



MATCHLINE 102+50 (SEE SHEET 60-01)

MATCHLINE 108+00 (SEE SHEET 60-03)

NOTE: HA - (HILL AVENUE)
HR - (HAMPTON ROAD)

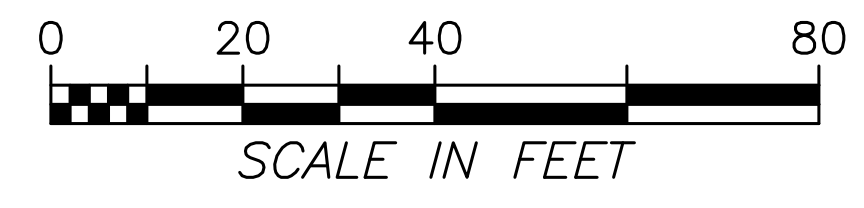
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LEGEND

| | |
|---|---------------|
| PROPERTY AND EXISTING R/W LINE | --- |
| REQUIRED R/W LINE | --- |
| CONSTRUCTION LIMITS | C - F |
| EASEMENT FOR CONSTR & MAINTENANCE OF SLOPES | [Hatched Box] |
| EASEMENT FOR CONSTR. OF SLOPES | [Hatched Box] |
| EASEMENT FOR CONSTR. OF DRIVES | [Hatched Box] |

| | | |
|-----------------------------|---------|-----|
| BEGIN LIMIT OF ACCESS | | BLA |
| END LIMIT OF ACCESS | | ELA |
| LIMIT OF ACCESS | --- | |
| REQ'D R/W & LIMIT OF ACCESS | --- | |
| ORANGE BARRIER FENCE | --- --- | |
| ESA - ENV. SENSITIVE AREA | ---▽--- | |



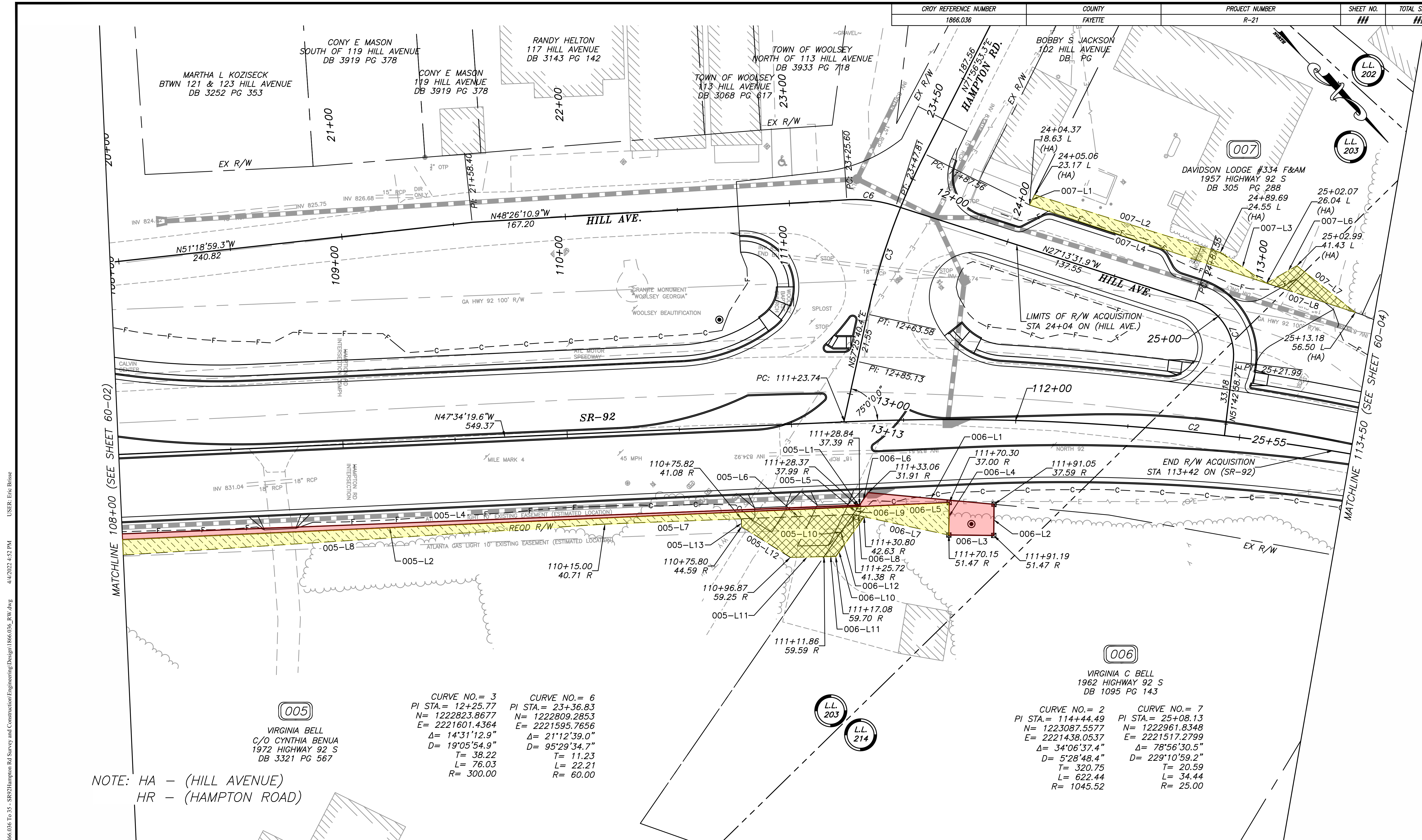
CROY

200 NORTH COBB PARKWAY, BLDG. 400, SUITE 413
MARIETTA, GA 30062
PHONE: (770) 871-5407 FAX: (770) 871-0620

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| REVISION | DATE | DESCRIPTION |
|----------|------|-------------|
| | | |
| | | |

| | |
|-----------------------------------|----------------------|
| FAYETTE COUNTY | |
| SR92 AT HAMPTON ROAD IMPROVEMENTS | |
| RIGHT OF WAY PLANS | DRAWING NO. 60-02 |



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|-----------------------|---------|----------------|-----------|--------------|
| CROY REFERENCE NUMBER | COUNTY | PROJECT NUMBER | SHEET NO. | TOTAL SHEETS |
| 1866.036 | FAYETTE | R-21 | ## | ## |

NOTE: HA - (HILL AVENUE)
 HR - (HAMPTON ROAD)

(005)
 VIRGINIA BELL
 C/O CYNTHIA BENUA
 1972 HIGHWAY 92 S
 DB 3321 PG 567

CURVE NO. = 3
 PI STA. = 12+25.77
 N = 1222823.8677
 E = 2221601.4364
 Δ = 14°31'12.9"
 D = 19°05'54.9"
 T = 38.22
 L = 76.03
 R = 300.00

CURVE NO. = 6
 PI STA. = 23+36.83
 N = 1222809.2853
 E = 2221595.7656
 Δ = 21°12'39.0"
 D = 95°29'34.7"
 T = 11.23
 L = 22.21
 R = 60.00

(006)
 VIRGINIA C. BELL
 1962 HIGHWAY 92 S
 DB 1095 PG 143

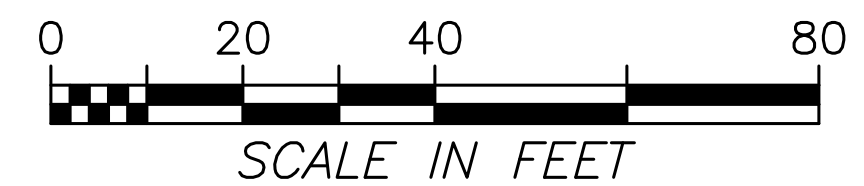
CURVE NO. = 2
 PI STA. = 114+44.49
 N = 1223087.5577
 E = 2221438.0537
 Δ = 34°06'37.4"
 D = 5°28'48.4"
 T = 320.75
 L = 622.44
 R = 1045.52

CURVE NO. = 7
 PI STA. = 25+08.13
 N = 1222961.8348
 E = 2221517.2799
 Δ = 78°56'30.5"
 D = 229°10'59.2"
 T = 20.59
 L = 34.44
 R = 25.00

LEGEND

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|---|-------|
| PROPERTY AND EXISTING R/W LINE | --- |
| REQUIRED R/W LINE | --- |
| CONSTRUCTION LIMITS | C - F |
| EASEMENT FOR CONSTR & MAINTENANCE OF SLOPES | ▨ |
| EASEMENT FOR CONSTR. OF SLOPES | ▩ |
| EASEMENT FOR CONSTR. OF DRIVES | ▧ |

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|-----------------------------|-----|
| BEGIN LIMIT OF ACCESS | BLA |
| END LIMIT OF ACCESS | ELA |
| LIMIT OF ACCESS | --- |
| REQ'D R/W & LIMIT OF ACCESS | ▨ |
| ORANGE BARRIER FENCE | ▩ |
| ESA - ENV. SENSITIVE AREA | ▧ |



CROY

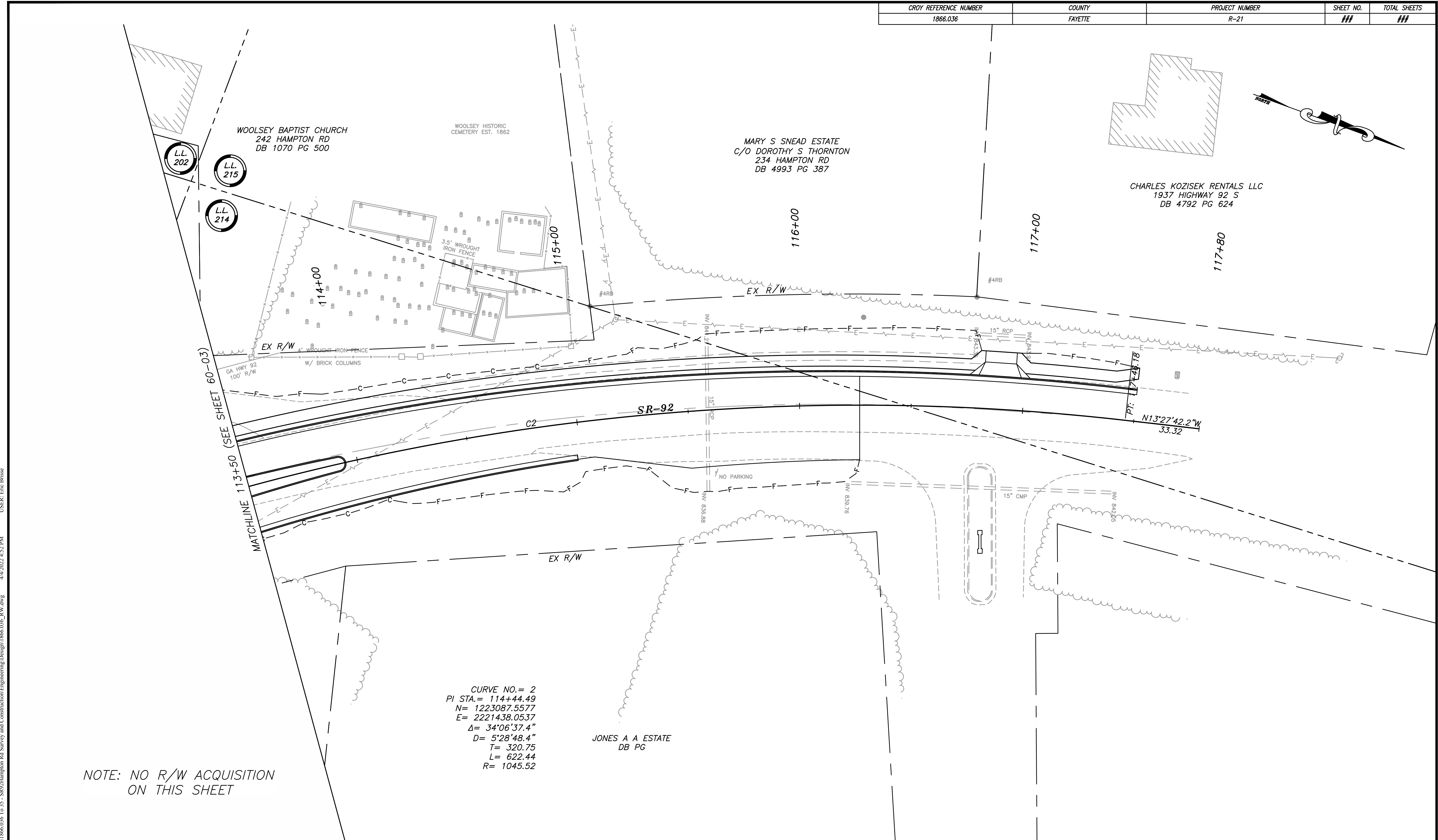
200 NORTH COBB PARKWAY, BLDG. 400, SUITE 413
 MARIETTA, GA 30062
 PHONE: (770) 871-5407 FAX: (770) 871-0620

THESE PLANS AND DRAWINGS ARE NOT TO BE REPRODUCED, CHANGED OR COPIED IN ANY FORM OR MANNER WITHOUT THE WRITTEN PERMISSION AND CONSENT OF CROY ENGINEERING, LLC. NOR ARE THEY TO BE ASSIGNED TO ANY PARTY WITHOUT WRITTEN PERMISSION AND CONSENT.

| REVISION | DATE | DESCRIPTION |
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|-----------------------------------|-------------------|
| FAYETTE COUNTY | |
| SR92 AT HAMPTON ROAD IMPROVEMENTS | |
| RIGHT OF WAY PLANS | DRAWING NO. 60-03 |

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|-----------------------------------|-------------------|------------------------|------------------|---------------------|
| CROY REFERENCE NUMBER 1866.036 | COUNTY FAYETTE | PROJECT NUMBER R-21 | SHEET NO. ### | TOTAL SHEETS ### |
|-----------------------------------|-------------------|------------------------|------------------|---------------------|

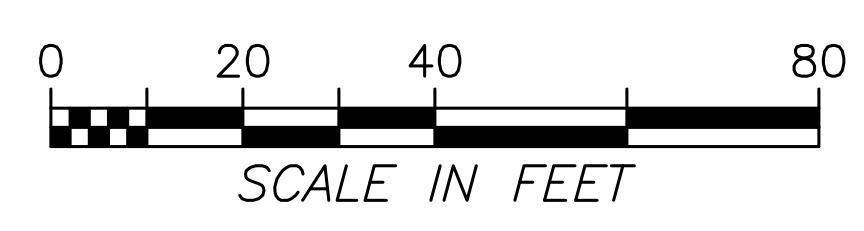


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LEGEND

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|---|---------------|
| PROPERTY AND EXISTING R/W LINE | --- |
| REQUIRED R/W LINE | --- |
| CONSTRUCTION LIMITS | C-F |
| EASEMENT FOR CONSTR & MAINTENANCE OF SLOPES | [Hatched Box] |
| EASEMENT FOR CONSTR. OF SLOPES | [Hatched Box] |
| EASEMENT FOR CONSTR. OF DRIVES | [Hatched Box] |

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| BEGIN LIMIT OF ACCESS | | BLA |
| END LIMIT OF ACCESS | | ELA |
| LIMIT OF ACCESS | --- --- | |
| REQ'D R/W & LIMIT OF ACCESS | --- --- | |
| ORANGE BARRIER FENCE | --- --- | |
| ESA - ENV. SENSITIVE AREA | --- --- | |



CROY
 200 NORTH COBB PARKWAY, BLDG. 400, SUITE 413
 MARIETTA, GA 30062
 PHONE: (770) 971-5407 FAX: (770) 971-0620

| REVISION DATES | |
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|-----------------------------------|----------------------|
| FAYETTE COUNTY | |
| SR92 AT HAMPTON ROAD IMPROVEMENTS | |
| RIGHT OF WAY PLANS | DRAWING NO. 60-04 |

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|-----------------------------------|-------------------|------------------------|-----------------|--------------------|
| CROY REFERENCE NUMBER 1866.036 | COUNTY FAYETTE | PROJECT NUMBER R-21 | SHEET NO. ## | TOTAL SHEETS ## |
|-----------------------------------|-------------------|------------------------|-----------------|--------------------|

CURVE NO. = 4
 PI STA. = 15+61.73
 N = 1222498.6170
 E = 2222262.8360
 Δ = 12°03'19.3"
 D = 30°09'20.4"
 T = 20.06
 L = 39.98
 R = 190.00

L.L.
203

004
 CHRISTOPHER H BELL
 258 HAMPTON ROAD
 DB 3321 PG 567

007
 KENNETH N. WRIGHT CFI, INC.
 273 HAMPTON ROAD
 DB 4227 PG 400

LAMAR & JERRY COX
 281 HAMPTON ROAD
 DB PG

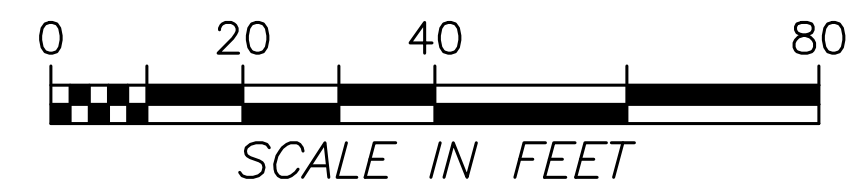
NOTE: HA - (HILL AVENUE)
 HR - (HAMPTON ROAD)

MATCHLINE 15+50 (SEE SHEET 60-02)

LEGEND

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|---|-------|
| PROPERTY AND EXISTING R/W LINE | --- |
| REQUIRED R/W LINE | --- |
| CONSTRUCTION LIMITS | C - F |
| EASEMENT FOR CONSTR & MAINTENANCE OF SLOPES | ▨ |
| EASEMENT FOR CONSTR. OF SLOPES | ▩ |
| EASEMENT FOR CONSTR. OF DRIVES | ▧ |

| | | |
|-----------------------------|-------|-----|
| BEGIN LIMIT OF ACCESS | | BLA |
| END LIMIT OF ACCESS | | ELA |
| LIMIT OF ACCESS | --- | |
| REQ'D R/W & LIMIT OF ACCESS | ▨ | |
| ORANGE BARRIER FENCE | —●— | |
| ESA - ENV. SENSITIVE AREA | ▽ | |



CROY

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 PHONE: (770) 971-5407 FAX: (770) 971-0620

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| REVISION | DATE |
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|-----------------------------------|----------------------|
| FAYETTE COUNTY | |
| SR92 AT HAMPTON ROAD IMPROVEMENTS | |
| RIGHT OF WAY PLANS | DRAWING NO. 60-05 |

P:\Martaia 1866 Fayette County\1866.036 To 35 - SR92 Hampton Rd Survey and Construction Engineering\Design\1866.036_RW.dwg 4:42:02 4/5/22 PM USER: Eric Brisse

COUNTY AGENDA REQUEST

Department:

Presenter(s):

Meeting Date:

Type of Request:

Wording for the Agenda:

Approval of County Attorney's recommendation to approve a disposition of tax refund, as requested by Edith W. Ballard, in the amount of \$36.81 for tax year 2022, 2021 and 2020.

Background/History/Details:

When a taxpayer feels that an error has occurred with respect to taxes paid to Fayette County on Real Estate and Personal Property tax bills, they have the right to request a refund under O.C.G.A. 48-5-380. This request is given to the Tax Assessors' Office in order to be reviewed in detail by the County Attorney. Appropriate recommendation(s) are then forwarded to the Board of Commissioner's for their final approval of said requests.

Refund Request made June 5, 2022 – eligible for tax year 2022, 2021, 2020

Request made by Edith W. Ballard for residential parcel 05-2209-028; 7760 Cedar Knoll Drive at the suggestion of the assessor's office based on error in record of ownership. A 0.36 acre strip/60 foot strip of land was transferred from the 7760 Cedar Knoll Drive parcel to SW Mixon Fayetteville, LLC on March 19, 2019. The strip was not removed from the above parcel in the assessors office. Refund is recommended for 2020, 2021 and 2022 due the ownership transfer.

Recommend Refund is \$36.81 based upon erroneous removal of homestead exemption.

What action are you seeking from the Board of Commissioners?

Approval of County Attorney's recommendation to approve a disposition of tax refund, as requested by Edith W. Ballard, in the amount of \$36.81 for tax year 2022, 2021 and 2020.

If this item requires funding, please describe:

The funding required will be for those refund requests where the overpayment of taxes (voluntarily or involuntarily) was a direct result of property that had previously been erroneously assessed and taxes have already been collected from the taxpayer(s).

Has this request been considered within the past two years?

If so, when?

Is Audio-Visual Equipment Required for this Request?*

Backup Provided with Request?

*** All audio-visual material must be submitted to the County Clerk's Office no later than 48 hours prior to the meeting. It is also your department's responsibility to ensure all third-party audio-visual material is submitted at least 48 hours in advance.**

Approved by Finance

Reviewed by Legal

Approved by Purchasing

County Clerk's Approval

Administrator's Approval

Staff Notes:

COUNTY AGENDA REQUEST

Department:

Presenter(s):

Meeting Date:

Type of Request:

Wording for the Agenda:

Approval of County Attorney's recommendation to approve a disposition of tax refund, as requested by Larry Bailey, in the amount of \$55.26 for tax years 2021, 2020 and 2019.

Background/History/Details:

When a taxpayer feels that an error has occurred with respect to taxes paid to Fayette County on Real Estate and Personal Property tax bills, they have the right to request a refund under O.C.G.A. 48-5-380. This request is given to the Tax Assessors' Office in order to be reviewed in detail by the County Attorney. Appropriate recommendation(s) are then forwarded to the Board of Commissioner's for their final approval of said requests.

Refund requested on March 29, 2022 – refund eligible for tax years 2021, 2020 and 2019

Request made by Larry Bailey for residential tax parcel 0442-010; 155 Anna Lane.
Updated survey reveals a 15.5 acre parcel size not the 20.2 acres previously recorded in the assessor's office.
Refund recommended for tax years 2020 and 2019. Tax year 2021 was corrected on appeal.

Recommended refund of \$55.26 due to mapping error.

What action are you seeking from the Board of Commissioners?

Approval of County Attorney's recommendation to approve a disposition of tax refund, as requested by Larry Bailey, in the amount of \$55.26 for tax years 2021, 2020 and 2019.

If this item requires funding, please describe:

The funding required will be for those refund requests where the overpayment of taxes (voluntarily or involuntarily) was a direct result of property that had previously been erroneously assessed and taxes have already been collected from the taxpayer(s).

Has this request been considered within the past two years?

If so, when?

Is Audio-Visual Equipment Required for this Request?*

Backup Provided with Request?

*** All audio-visual material must be submitted to the County Clerk's Office no later than 48 hours prior to the meeting. It is also your department's responsibility to ensure all third-party audio-visual material is submitted at least 48 hours in advance.**

Approved by Finance

Reviewed by Legal

Approved by Purchasing

County Clerk's Approval

Administrator's Approval

Staff Notes:

COUNTY AGENDA REQUEST

Department:

Presenter(s):

Meeting Date:

Type of Request:

Wording for the Agenda:

Approval of County Attorney's recommendation to approve a disposition of tax refund, as requested by Reagan Moscon on behalf of the Gerald Woolsey Estate, in the amount of \$103.59 for tax years 2022, 2021 and 2020.

Background/History/Details:

When a taxpayer feels that an error has occurred with respect to taxes paid to Fayette County on Real Estate and Personal Property tax bills, they have the right to request a refund under O.C.G.A. 48-5-380. This request is given to the Tax Assessors' Office in order to be reviewed in detail by the County Attorney. Appropriate recommendation(s) are then forwarded to the Board of Commissioner's for their final approval of said requests.

Refund requested March 2, 2023 - refund eligible 2022, 2021, 2020

Refund request made by Reagan Moscon on behalf of the Gerald Woolsey Estate for residential parcel 04-08-010; Highway 74 and Brooks Road, based on mapping error. Updated survey reveals a 1.65 acre parcel, not the 1.9 acres previously recorded in the assessor's office. The error has been corrected for future tax years.

Refund recommended for tax years 2022, 2021 and 2020.

Recommended refund of \$103.59 due to mapping error.

What action are you seeking from the Board of Commissioners?

Approval of County Attorney's recommendation to approve a disposition of tax refund, as requested by Reagan Moscon on behalf of the Gerald Woolsey Estate, in the amount of \$103.59 for tax years 2022, 2021 and 2020.

If this item requires funding, please describe:

The funding required will be for those refund requests where the overpayment of taxes (voluntarily or involuntarily) was a direct result of property that had previously been erroneously assessed and taxes have already been collected from the taxpayer(s).

Has this request been considered within the past two years?

If so, when?

Is Audio-Visual Equipment Required for this Request?*

Backup Provided with Request?

*** All audio-visual material must be submitted to the County Clerk's Office no later than 48 hours prior to the meeting. It is also your department's responsibility to ensure all third-party audio-visual material is submitted at least 48 hours in advance.**

Approved by Finance

Reviewed by Legal

Approved by Purchasing

County Clerk's Approval

Administrator's Approval

Staff Notes:

COUNTY AGENDA REQUEST

Department:

Presenter(s):

Meeting Date:

Type of Request:

Wording for the Agenda:

Approval of County Attorney's recommendation to approve a disposition of tax refund, as requested by Reagan Moscon on behalf of the Gerald Woolsey Estate, in the amount of \$398.01 for tax years 2022, 2021 and 2020.

Background/History/Details:

When a taxpayer feels that an error has occurred with respect to taxes paid to Fayette County on Real Estate and Personal Property tax bills, they have the right to request a refund under O.C.G.A. 48-5-380. This request is given to the Tax Assessors' Office in order to be reviewed in detail by the County Attorney. Appropriate recommendation(s) are then forwarded to the Board of Commissioner's for their final approval of said requests.

Refund requested March 2, 2023 - refund eligible 2022, 2021, 2020

Refund request made by Reagan Moscon on behalf of the Gerald Woolsey Estate for residential parcel 04-08-039; Highway 85 Connector based on mapping error. Updated survey reveals a 0.918 acre parcel, not the 1.5 acres previously recorded in the assessor's office. The error has been corrected for future tax years. Refund recommended for tax years 2022, 2021 and 2020.

Recommended refund of \$398.01 due to mapping error.

What action are you seeking from the Board of Commissioners?

Approval of County Attorney's recommendation to approve a disposition of tax refund, as requested by Reagan Moscon on behalf of the Gerald Woolsey Estate, in the amount of \$398.01 for tax years 2022, 2021 and 2020.

If this item requires funding, please describe:

The funding required will be for those refund requests where the overpayment of taxes (voluntarily or involuntarily) was a direct result of property that had previously been erroneously assessed and taxes have already been collected from the taxpayer(s).

Has this request been considered within the past two years?

If so, when?

Is Audio-Visual Equipment Required for this Request?*

Backup Provided with Request?

*** All audio-visual material must be submitted to the County Clerk's Office no later than 48 hours prior to the meeting. It is also your department's responsibility to ensure all third-party audio-visual material is submitted at least 48 hours in advance.**

Approved by Finance

Reviewed by Legal

Approved by Purchasing

County Clerk's Approval

Administrator's Approval

Staff Notes:

COUNTY AGENDA REQUEST

Department:

Presenter(s):

Meeting Date:

Type of Request:

Wording for the Agenda:

Approval of County Attorney's recommendation to approve a disposition of tax refund, as requested by Ernest Clayton, in the amount of \$133.97 for tax years 2021, 2020 and 2019.

Background/History/Details:

When a taxpayer feels that an error has occurred with respect to taxes paid to Fayette County on Real Estate and Personal Property tax bills, they have the right to request a refund under O.C.G.A. 48-5-380. This request is given to the Tax Assessors' Office in order to be reviewed in detail by the County Attorney. Appropriate recommendation(s) are then forwarded to the Board of Commissioner's for their final approval of said requests.

Refunded requested on August 8, 2022 – refund eligible for tax years 2021, 2020, 2019

Request made by Ernest Clayton for residential parcel 09-03-030; 299 Milam Road based on a duplicative taxation. Fayette was taxing the Fayette County parcel 0903-030 as a 2-acre parcel in Fayette County. Fulton County tax records reveal a one-acre parcel, historically taxed in Fulton County as Fulton County tax parcel 09F-0300-0014-069-1. Half of the parcel taxed in Fayette lies in Fulton County and has been taxed there. A refund is recommended to avoid a duplication of taxation on this property.

Refund recommended for tax years 2021, 2020 and 2019.

Recommended refund of \$133.97 due to duplicate taxation

What action are you seeking from the Board of Commissioners?

Approval of County Attorney's recommendation to approve a disposition of tax refund, as requested by Ernest Clayton, in the amount of \$133.97 for tax years 2021, 2020 and 2019.

If this item requires funding, please describe:

The funding required will be for those refund requests where the overpayment of taxes (voluntarily or involuntarily) was a direct result of property that had previously been erroneously assessed and taxes have already been collected from the taxpayer(s).

Has this request been considered within the past two years?

If so, when?

Is Audio-Visual Equipment Required for this Request?*

Backup Provided with Request?

*** All audio-visual material must be submitted to the County Clerk's Office no later than 48 hours prior to the meeting. It is also your department's responsibility to ensure all third-party audio-visual material is submitted at least 48 hours in advance.**

Approved by Finance

Reviewed by Legal

Approved by Purchasing

County Clerk's Approval

Administrator's Approval

Staff Notes:

COUNTY AGENDA REQUEST

Department:

Presenter(s):

Meeting Date:

Type of Request:

Wording for the Agenda:

Approval of County Attorney's recommendation to approve a disposition of tax refund, as requested by Sheila Tyson, in the amount of \$208.56 for tax years 2021, 2020 and 2019.

Background/History/Details:

When a taxpayer feels that an error has occurred with respect to taxes paid to Fayette County on Real Estate and Personal Property tax bills, they have the right to request a refund under O.C.G.A. 48-5-380. This request is given to the Tax Assessors' Office in order to be reviewed in detail by the County Attorney. Appropriate recommendation(s) are then forwarded to the Board of Commissioner's for their final approval of said requests.

Refund requested on June 13, 2022 - refund eligible for tax years 2021, 2020 and 2019

Request made by Sheila Tyson for residential tax parcel 0549-082; 120 Bentley Way, based on removal of a pool. Aerial photography from 2016 demonstrates the pool was filled, site visit confirms. Refund recommended for 2021, 2020 and 2019.

Recommended refund \$208.56 due to structure removal.

What action are you seeking from the Board of Commissioners?

Approval of County Attorney's recommendation to approve a disposition of tax refund, as requested by Sheila Tyson, in the amount of \$208.56 for tax years 2021, 2020 and 2019.

If this item requires funding, please describe:

The funding required will be for those refund requests where the overpayment of taxes (voluntarily or involuntarily) was a direct result of property that had previously been erroneously assessed and taxes have already been collected from the taxpayer(s).

Has this request been considered within the past two years?

If so, when?

Is Audio-Visual Equipment Required for this Request?*

Backup Provided with Request?

*** All audio-visual material must be submitted to the County Clerk's Office no later than 48 hours prior to the meeting. It is also your department's responsibility to ensure all third-party audio-visual material is submitted at least 48 hours in advance.**

Approved by Finance

Reviewed by Legal

Approved by Purchasing

County Clerk's Approval

Administrator's Approval

Staff Notes:

COUNTY AGENDA REQUEST

Department:

Presenter(s):

Meeting Date:

Type of Request:

Wording for the Agenda:

Approval of County Attorney's recommendation to approve a disposition of tax refund, as requested by Ann Kimbell, in the amount of \$247.73 for tax years 2021, 2020 and 2019.

Background/History/Details:

When a taxpayer feels that an error has occurred with respect to taxes paid to Fayette County on Real Estate and Personal Property tax bills, they have the right to request a refund under O.C.G.A. 48-5-380. This request is given to the Tax Assessors' Office in order to be reviewed in detail by the County Attorney. Appropriate recommendation(s) are then forwarded to the Board of Commissioner's for their final approval of said requests.

Refunded requested on June 24, 2022 – refund eligible for tax years 2021, 2020, 2019

Request made by Ann Kimbell for residential parcel 0546-029; Carnes and Highway 85 based on mapping error. Updated survey reveals a 10.65 acre parcel size not the 12 acres previously recorded in the assessor's office. Refund recommended for tax years 2021, 2020 and 2019.

Recommended refund of \$247.73 due to mapping error.

What action are you seeking from the Board of Commissioners?

Approval of County Attorney's recommendation to approve a disposition of tax refund, as requested by Ann Kimbell, in the amount of \$247.73 for tax years 2021, 2020 and 2019.

If this item requires funding, please describe:

The funding required will be for those refund requests where the overpayment of taxes (voluntarily or involuntarily) was a direct result of property that had previously been erroneously assessed and taxes have already been collected from the taxpayer(s).

Has this request been considered within the past two years?

If so, when?

Is Audio-Visual Equipment Required for this Request?*

Backup Provided with Request?

*** All audio-visual material must be submitted to the County Clerk's Office no later than 48 hours prior to the meeting. It is also your department's responsibility to ensure all third-party audio-visual material is submitted at least 48 hours in advance.**

Approved by Finance

Reviewed by Legal

Approved by Purchasing

County Clerk's Approval

Administrator's Approval

Staff Notes:

COUNTY AGENDA REQUEST

Department:

Presenter(s):

Meeting Date:

Type of Request:

Wording for the Agenda:

Approval of County Attorney's recommendation to approve a disposition of tax refund, as requested by Bernard and Starr Williams, in the amount of \$475.41 for tax years 2021 and 2020.

Background/History/Details:

When a taxpayer feels that an error has occurred with respect to taxes paid to Fayette County on Real Estate and Personal Property tax bills, they have the right to request a refund under O.C.G.A. 48-5-380. This request is given to the Tax Assessors' Office in order to be reviewed in detail by the County Attorney. Appropriate recommendation(s) are then forwarded to the Board of Commissioner's for their final approval of said requests.

Refund requested March 2, 2023 – refund eligible 2021 and 2020

Refund requested by Bernard and Starr Williams for residential parcel 0544-055; 115 Magmar Lane for error in square foot calculation. Assessor measurement of the home during 2022 appeal revealed a discrepancy in measurement. Refund is recommended for 2021 and 2020.

Recommended refund is \$475.41 due to error in square footage calculations.

What action are you seeking from the Board of Commissioners?

Approval of County Attorney's recommendation to approve a disposition of tax refund, as requested by Bernard and Starr Williams, in the amount of \$475.41 for tax years 2021 and 2020.

If this item requires funding, please describe:

The funding required will be for those refund requests where the overpayment of taxes (voluntarily or involuntarily) was a direct result of property that had previously been erroneously assessed and taxes have already been collected from the taxpayer(s).

Has this request been considered within the past two years?

If so, when?

Is Audio-Visual Equipment Required for this Request?*

Backup Provided with Request?

*** All audio-visual material must be submitted to the County Clerk's Office no later than 48 hours prior to the meeting. It is also your department's responsibility to ensure all third-party audio-visual material is submitted at least 48 hours in advance.**

Approved by Finance

Reviewed by Legal

Approved by Purchasing

County Clerk's Approval

Administrator's Approval

Staff Notes:

COUNTY AGENDA REQUEST

Department:

Presenter(s):

Meeting Date:

Type of Request: #15

Wording for the Agenda:

Approval of County Attorney's recommendation to approve a disposition of tax refund, as requested by Camille Feanny, in the amount of \$559.75 for tax years 2020 and 2021.

Background/History/Details:

When a taxpayer feels that an error has occurred with respect to taxes paid to Fayette County on Real Estate and Personal Property tax bills, they have the right to request a refund under O.C.G.A. 48-5-380. This request is given to the Tax Assessors' Office in order to be reviewed in detail by the County Attorney. Appropriate recommendation(s) are then forwarded to the Board of Commissioner's for their final approval of said requests.

Refund requested October 2,2022 – refund eligible for tax year 2021 and 2020

Request made by Camille Feanny for residential parcel 13-0602-053; 174 LaFayette Drive, based on erroneous homestead removal. Assessors confirm an erroneous removal of homestead exemption for tax years 2020 and 2021. Homestead has been reinstated for future tax years. Refund recommended for tax years 2020 and 2021.

Recommended refund of \$559.75 due to error in homestead exemption removal.

What action are you seeking from the Board of Commissioners?

Approval of County Attorney's recommendation to approve a disposition of tax refund, as requested by Camille Feanny, in the amount of \$559.75 for tax years 2020 and 2021.

If this item requires funding, please describe:

The funding required will be for those refund requests where the overpayment of taxes (voluntarily or involuntarily) was a direct result of property that had previously been erroneously assessed and taxes have already been collected from the taxpayer(s).

Has this request been considered within the past two years?

If so, when?

Is Audio-Visual Equipment Required for this Request?*

Backup Provided with Request?

*** All audio-visual material must be submitted to the County Clerk's Office no later than 48 hours prior to the meeting. It is also your department's responsibility to ensure all third-party audio-visual material is submitted at least 48 hours in advance.**

Approved by Finance

Reviewed by Legal

Approved by Purchasing

County Clerk's Approval

Administrator's Approval

Staff Notes:

COUNTY AGENDA REQUEST

Department:

Presenter(s):

Meeting Date:

Type of Request:

Wording for the Agenda:

Approval of County Attorney's recommendation to approve a disposition of tax refund, as requested by Daniel Heaton, in the amount of \$831.08 for tax year 2022.

Background/History/Details:

When a taxpayer feels that an error has occurred with respect to taxes paid to Fayette County on Real Estate and Personal Property tax bills, they have the right to request a refund under O.C.G.A. 48-5-380. This request is given to the Tax Assessors' Office in order to be reviewed in detail by the County Attorney. Appropriate recommendation(s) are then forwarded to the Board of Commissioner's for their final approval of said requests.

Refund requested December 2, 2022– refund eligible for tax year 2022 (taxes paid 11-16-2022)

Refund requested by Daniel Heaton for recorded error in construction grade of home on residential parcel 07-2914-004;130 Cicely Way. This correction is a Board of Assessors triggered error correction in a new neighborhood. Upon completion of construction, the assessors determined that the grade factor should be adjusted to maintain uniformity. The correction was made for future tax years. Refund recommended for tax year 2022.

Recommended refund is \$831.08 for correction of grade.

What action are you seeking from the Board of Commissioners?

Approval of County Attorney's recommendation to approve a disposition of tax refund, as requested by Daniel Heaton, in the amount of \$831.08 for tax year 2022.

If this item requires funding, please describe:

The funding required will be for those refund requests where the overpayment of taxes (voluntarily or involuntarily) was a direct result of property that had previously been erroneously assessed and taxes have already been collected from the taxpayer(s).

Has this request been considered within the past two years?

If so, when?

Is Audio-Visual Equipment Required for this Request?*

Backup Provided with Request?

*** All audio-visual material must be submitted to the County Clerk's Office no later than 48 hours prior to the meeting. It is also your department's responsibility to ensure all third-party audio-visual material is submitted at least 48 hours in advance.**

Approved by Finance

Reviewed by Legal

Approved by Purchasing

County Clerk's Approval

Administrator's Approval

Staff Notes:

COUNTY AGENDA REQUEST

Department:

Presenter(s):

Meeting Date:

Type of Request:

Wording for the Agenda:

Approval of County Attorney's recommendation to approve a disposition of tax refund, as requested by Cheryl Shalhout, in the amount of \$1,005.79 for tax years 2022, 2021 and 2020.

Background/History/Details:

When a taxpayer feels that an error has occurred with respect to taxes paid to Fayette County on Real Estate and Personal Property tax bills, they have the right to request a refund under O.C.G.A. 48-5-380. This request is given to the Tax Assessors' Office in order to be reviewed in detail by the County Attorney. Appropriate recommendation(s) are then forwarded to the Board of Commissioner's for their final approval of said requests.

Refund Request made May 24,2023 – eligible for tax year 2022, 2021, 2020

Request made by Cheryl Shalhout for residential parcel 05-3747-009; 165 Sylvan Loop based on a homestead exemption error. A Quit Claim Deed filed in December 2014 to cause a name change in ownership following a legal name change for Ms. Shalhout triggered the removal of homestead. The homestead has been reinstated. Refund is recommended for all eligible years, 2022, 2021, 2020.

Recommend Refund is \$1,005.79 based upon erroneous removal of homestead exemption.

What action are you seeking from the Board of Commissioners?

Approval of County Attorney's recommendation to approve a disposition of tax refund, as requested by Cheryl Shalhout, in the amount of \$1,005.79 for tax years 2022, 2021 and 2020.

If this item requires funding, please describe:

The funding required will be for those refund requests where the overpayment of taxes (voluntarily or involuntarily) was a direct result of property that had previously been erroneously assessed and taxes have already been collected from the taxpayer(s).

Has this request been considered within the past two years?

If so, when?

Is Audio-Visual Equipment Required for this Request?*

Backup Provided with Request?

*** All audio-visual material must be submitted to the County Clerk's Office no later than 48 hours prior to the meeting. It is also your department's responsibility to ensure all third-party audio-visual material is submitted at least 48 hours in advance.**

Approved by Finance

Reviewed by Legal

Approved by Purchasing

County Clerk's Approval

Administrator's Approval

Staff Notes:

COUNTY AGENDA REQUEST

Department:

Presenter(s):

Meeting Date:

Type of Request:

Wording for the Agenda:

Approval of County Attorney's recommendation to approve a disposition of tax refund, as requested by Rachel and Jeffrey Wicker, in the amount of \$1,136.13 for tax years 2021, 2020 and 2019.

Background/History/Details:

When a taxpayer feels that an error has occurred with respect to taxes paid to Fayette County on Real Estate and Personal Property tax bills, they have the right to request a refund under O.C.G.A. 48-5-380. This request is given to the Tax Assessors' Office in order to be reviewed in detail by the County Attorney. Appropriate recommendation(s) are then forwarded to the Board of Commissioner's for their final approval of said requests.

Refund requested October 12, 2022 – refund eligible 2021, 2020 and 2019

Refund requested by Rachel and Jeffrey Wicker for residential parcel 07-2703-009; 405 Michael Road, for error in square foot calculation. Assessor measurement of the home revealed a discrepancy in measurement and build out on the second story. Refund is recommended for 2021, 2020 and 2019.

Recommended refund is \$1,136.13 due to error in square footage calculations.

What action are you seeking from the Board of Commissioners?

Approval of County Attorney's recommendation to approve a disposition of tax refund, as requested by Rachel and Jeffrey Wicker, in the amount of \$1,136.13 for tax years 2021, 2020 and 2019.

If this item requires funding, please describe:

The funding required will be for those refund requests where the overpayment of taxes (voluntarily or involuntarily) was a direct result of property that had previously been erroneously assessed and taxes have already been collected from the taxpayer(s).

Has this request been considered within the past two years?

If so, when?

Is Audio-Visual Equipment Required for this Request?*

Backup Provided with Request?

*** All audio-visual material must be submitted to the County Clerk's Office no later than 48 hours prior to the meeting. It is also your department's responsibility to ensure all third-party audio-visual material is submitted at least 48 hours in advance.**

Approved by Finance

Reviewed by Legal

Approved by Purchasing

County Clerk's Approval

Administrator's Approval

Staff Notes:

COUNTY AGENDA REQUEST

Department:

Presenter(s):

Meeting Date:

Type of Request:

Wording for the Agenda:

Approval of County Attorney's recommendation to approve a disposition of tax refund, as requested by Brian Micaud, in the amount of \$1,369.62 for tax years 2021 and 2022.

Background/History/Details:

When a taxpayer feels that an error has occurred with respect to taxes paid to Fayette County on Real Estate and Personal Property tax bills, they have the right to request a refund under O.C.G.A. 48-5-380. This request is given to the Tax Assessors' Office in order to be reviewed in detail by the County Attorney. Appropriate recommendation(s) are then forwarded to the Board of Commissioner's for their final approval of said requests.

Refund request made June 9, 2023 - eligible for tax year 2021 and 2022

Request made by Brian Micaud for tax parcel 05-1605-011; 160 Pinevale Court based upon an erroneous homestead exemption removal. The assessor's office erroneously removed the homestead exemption following of the marriage of the property owner, Ms. Caroline Longshore, to Mr. Brian Michaud and subsequent filing of a Quit Claim Deed on September 2, 2020. The homestead has been reinstated for future tax years. A refund is recommended for tax years 2021 and 2022.

Recommended Refund is \$1,369.62 based upon homestead exemption error.

What action are you seeking from the Board of Commissioners?

Approval of County Attorney's recommendation to approve a disposition of tax refund, as requested by Brian Micaud, in the amount of \$1,369.62 for tax years 2021 and 2022.

If this item requires funding, please describe:

The funding required will be for those refund requests where the overpayment of taxes (voluntarily or involuntarily) was a direct result of property that had previously been erroneously assessed and taxes have already been collected from the taxpayer(s).

Has this request been considered within the past two years?

If so, when?

Is Audio-Visual Equipment Required for this Request?*

Backup Provided with Request?

*** All audio-visual material must be submitted to the County Clerk's Office no later than 48 hours prior to the meeting. It is also your department's responsibility to ensure all third-party audio-visual material is submitted at least 48 hours in advance.**

Approved by Finance

Reviewed by Legal

Approved by Purchasing

County Clerk's Approval

Administrator's Approval

Staff Notes:

COUNTY AGENDA REQUEST

Department:

Presenter(s):

Meeting Date:

Type of Request:

Wording for the Agenda:

Approval of County Attorney's recommendation to approve a disposition of tax refund, as requested by Allen Fielding, in the amount of \$1,548.75 for tax year 2022.

Background/History/Details:

When a taxpayer feels that an error has occurred with respect to taxes paid to Fayette County on Real Estate and Personal Property tax bills, they have the right to request a refund under O.C.G.A. 48-5-380. This request is given to the Tax Assessors' Office in order to be reviewed in detail by the County Attorney. Appropriate recommendation(s) are then forwarded to the Board of Commissioner's for their final approval of said requests.

Refund Request made June 6, 2023 – eligible for tax year 2022

Request made by Allen Fielding for residential parcel 05-3003-036; 195 Habersham Place based upon homestead exemption error. Mr. Fielding timely applied for an L3 homestead exemption in April 2021. It was not applied to the 2022 tax bill. The exemption has been applied for future tax years. Approval of refund for tax year 2022 is recommended.

Recommended refund is \$1,548.75 based upon homestead exemption error.

What action are you seeking from the Board of Commissioners?

Approval of County Attorney's recommendation to approve a disposition of tax refund, as requested by Allen Fielding, in the amount of \$1,548.75 for tax year 2022.

If this item requires funding, please describe:

The funding required will be for those refund requests where the overpayment of taxes (voluntarily or involuntarily) was a direct result of property that had previously been erroneously assessed and taxes have already been collected from the taxpayer(s).

Has this request been considered within the past two years?

If so, when?

Is Audio-Visual Equipment Required for this Request?*

Backup Provided with Request?

*** All audio-visual material must be submitted to the County Clerk's Office no later than 48 hours prior to the meeting. It is also your department's responsibility to ensure all third-party audio-visual material is submitted at least 48 hours in advance.**

Approved by Finance

Reviewed by Legal

Approved by Purchasing

County Clerk's Approval

Administrator's Approval

Staff Notes:

COUNTY AGENDA REQUEST

Department:

Presenter(s):

Meeting Date:

Type of Request:

Wording for the Agenda:

Approval of the County Attorney's recommendation to approve a disposition of tax refund, as requested by Sidney Myers, in the amount of \$1,871.42 for tax year 2021.

Background/History/Details:

When a taxpayer feels that an error has occurred with respect to taxes paid to Fayette County on Real Estate and Personal Property tax bills, they have the right to request a refund under O.C.G.A. 48-5-380. This request is given to the Tax Assessors' Office in order to be reviewed in detail by the County Attorney. Appropriate recommendation(s) are then forwarded to the Board of Commissioner's for their final approval of said requests.

Refund requested March 24, 2022 – eligible for tax year 2021

Request made by Sidney Myers for commercial property having tax parcel 05-2402-002; 630 East Lanier Avenue, Fayetteville, GA. According to Fayetteville Fire Department incident report of January 1, 2021, the building on site burned. Refund requested for the value tax on the structure for tax year 2021.

Refund recommended of \$1,871.42 for tax year 2021 due to structure removal.

What action are you seeking from the Board of Commissioners?

Approval of the County Attorney's recommendation to approve a disposition of tax refund, as requested by Sidney Myers, in the amount of \$1,871.42 for tax year 2021.

If this item requires funding, please describe:

The funding required will be for those refund requests where the overpayment of taxes (voluntarily or involuntarily) was a direct result of property that had previously been erroneously assessed and taxes have already been collected from the taxpayer(s).

Has this request been considered within the past two years?

If so, when?

Is Audio-Visual Equipment Required for this Request?*

Backup Provided with Request?

*** All audio-visual material must be submitted to the County Clerk's Office no later than 48 hours prior to the meeting. It is also your department's responsibility to ensure all third-party audio-visual material is submitted at least 48 hours in advance.**

Approved by Finance

Reviewed by Legal

Approved by Purchasing

County Clerk's Approval

Administrator's Approval

Staff Notes:

COUNTY AGENDA REQUEST

Department:

Presenter(s):

Meeting Date:

Type of Request:

Wording for the Agenda:

Approval of County Attorney's recommendation to approve a disposition of tax refund, as requested by Ronald Romuno, in the amount of \$2,951.81 for tax years 2022, 2021 and 2020.

Background/History/Details:

When a taxpayer feels that an error has occurred with respect to taxes paid to Fayette County on Real Estate and Personal Property tax bills, they have the right to request a refund under O.C.G.A. 48-5-380. This request is given to the Tax Assessors' Office in order to be reviewed in detail by the County Attorney. Appropriate recommendation(s) are then forwarded to the Board of Commissioner's for their final approval of said requests.

Refund Request made June 16, 2023 – eligible for 2022, 2021 and 2020

Refund requested by Mr. Ronald Romuno for residential parcel 07-2402-017; 295 Brechin Drive an error in square footage calculation. Site visit and measurement confirmed an error in the recorded size of the garage. The actual square footage is 550 square feet not 2,284. Refund is recommended for all eligible years, 2022, 2021 and 2020.

Recommended refund is \$2,951.81 for an error in square footage calculation.

What action are you seeking from the Board of Commissioners?

Approval of County Attorney's recommendation to approve a disposition of tax refund, as requested by Ronald Romuno, in the amount of \$2,951.81 for tax years 2022, 2021 and 2020.

If this item requires funding, please describe:

The funding required will be for those refund requests where the overpayment of taxes (voluntarily or involuntarily) was a direct result of property that had previously been erroneously assessed and taxes have already been collected from the taxpayer(s).

Has this request been considered within the past two years?

If so, when?

Is Audio-Visual Equipment Required for this Request?*

Backup Provided with Request?

*** All audio-visual material must be submitted to the County Clerk's Office no later than 48 hours prior to the meeting. It is also your department's responsibility to ensure all third-party audio-visual material is submitted at least 48 hours in advance.**

Approved by Finance

Reviewed by Legal

Approved by Purchasing

County Clerk's Approval

Administrator's Approval

Staff Notes:

COUNTY AGENDA REQUEST

Department:

Presenter(s):

Meeting Date:

Type of Request:

Wording for the Agenda:

Approval of County Attorney's recommendation to approve a disposition of tax refund, as requested by Syed Hafeez, in the amount of \$2,988.52 for tax year 2022.

Background/History/Details:

When a taxpayer feels that an error has occurred with respect to taxes paid to Fayette County on Real Estate and Personal Property tax bills, they have the right to request a refund under O.C.G.A. 48-5-380. This request is given to the Tax Assessors' Office in order to be reviewed in detail by the County Attorney. Appropriate recommendation(s) are then forwarded to the Board of Commissioner's for their final approval of said requests.

Refund request made May 8, 2023 - eligible for tax year 2022

Request made by Syed Hafeez for residential parcel 05-1712-027; 120 Humboldt Drive based upon removal of homestead. Tax assessors office has reinstated the exemption and confirmed erroneous removal when Mr. Hafeez's son moved into the residence. Refund is recommended for tax year 2022.

Recommended Refund is \$2,988.52 based upon erroneous removal of homestead exemption.

What action are you seeking from the Board of Commissioners?

Approval of County Attorney's recommendation to approve a disposition of tax refund, as requested by Syed Hafeez, in the amount of \$2,988.52 for tax year 2022.

If this item requires funding, please describe:

The funding required will be for those refund requests where the overpayment of taxes (voluntarily or involuntarily) was a direct result of property that had previously been erroneously assessed and taxes have already been collected from the taxpayer(s).

Has this request been considered within the past two years?

If so, when?

Is Audio-Visual Equipment Required for this Request?*

Backup Provided with Request?

*** All audio-visual material must be submitted to the County Clerk's Office no later than 48 hours prior to the meeting. It is also your department's responsibility to ensure all third-party audio-visual material is submitted at least 48 hours in advance.**

Approved by Finance

Reviewed by Legal

Approved by Purchasing

County Clerk's Approval

Administrator's Approval

Staff Notes:

COUNTY AGENDA REQUEST

Department:

Presenter(s):

Meeting Date:

Type of Request:

Wording for the Agenda:

Approval of County Attorney's recommendation to approve a disposition of tax refund, as requested by Hannah Seaman for Southern Federal Credit Union, in the amount of \$3,089.99 for tax years 2021, 2020 and 2019.

Background/History/Details:

When a taxpayer feels that an error has occurred with respect to taxes paid to Fayette County on Real Estate and Personal Property tax bills, they have the right to request a refund under O.C.G.A. 48-5-380. This request is given to the Tax Assessors' Office in order to be reviewed in detail by the County Attorney. Appropriate recommendation(s) are then forwarded to the Board of Commissioner's for their final approval of said requests.

Refund requested August 8, 2022– eligible for tax year 2021, 2020 and 2019

Request made by Hannah Seaman for Southern Federal Credit Union for commercial property having tax parcel 05-2401-005. A vacant lot on Lanier Avenue. Invoicing and photographs show a September 19, 2016 demolition.

Refund requested for the value taxed on the structure for tax year 2021, 2020 and 2019.

Refund recommended of \$3,089.99 for tax year 2021, 2020 and 2019 due to structure removal.

What action are you seeking from the Board of Commissioners?

Approval of County Attorney's recommendation to approve a disposition of tax refund, as requested by Hannah Seaman for Southern Federal Credit Union, in the amount of \$3,089.99 for tax years 2021, 2020 and 2019.

If this item requires funding, please describe:

The funding required will be for those refund requests where the overpayment of taxes (voluntarily or involuntarily) was a direct result of property that had previously been erroneously assessed and taxes have already been collected from the taxpayer(s).

Has this request been considered within the past two years?

If so, when?

Is Audio-Visual Equipment Required for this Request?*

Backup Provided with Request?

*** All audio-visual material must be submitted to the County Clerk's Office no later than 48 hours prior to the meeting. It is also your department's responsibility to ensure all third-party audio-visual material is submitted at least 48 hours in advance.**

Approved by Finance

Reviewed by Legal

Approved by Purchasing

County Clerk's Approval

Administrator's Approval

Staff Notes:

COUNTY AGENDA REQUEST

Department:

Presenter(s):

Meeting Date:

Type of Request:

Wording for the Agenda:

Approval of County Attorney's recommendation to approve a disposition of tax refund, as requested by Jake and Shirley Mask, in the amount of \$7,258.25 for tax years 2021, 2020 and 2019.

Background/History/Details:

When a taxpayer feels that an error has occurred with respect to taxes paid to Fayette County on Real Estate and Personal Property tax bills, they have the right to request a refund under O.C.G.A. 48-5-380. This request is given to the Tax Assessors' Office in order to be reviewed in detail by the County Attorney. Appropriate recommendation(s) are then forwarded to the Board of Commissioner's for their final approval of said requests.

Refund request made April 19, 2023 - triggered by the tax assessor's office

Originally requested August 1, 2018, by Jake and Shirley Mask for commercial parcel 05-2302-027;105 South Jeff Davis, based on a mapping error. No factual evidence of the error was submitted to support the refund. The Masks were asked to resubmit. On December 29, 2021, a survey was submitted showing a parcel of 4.27 acres not 6.23 as previously recorded by the assessors. The assessors office resubmitted the request to legal on March 23, 2023. A refund is recommended for the three years of taxation prior to the survey submission based upon the refund request made that was pending factual support. The 2021 survey submission caused correction for 2022 and all later tax years and supports a refund for 2021, 2020 and 2019.

Recommended Refund is \$7,258.25 based on mapping error.

What action are you seeking from the Board of Commissioners?

Approval of County Attorney's recommendation to approve a disposition of tax refund, as requested by Jake and Shirley Mask, in the amount of \$7,258.25 for tax years 2021, 2020 and 2019.

If this item requires funding, please describe:

The funding required will be for those refund requests where the overpayment of taxes (voluntarily or involuntarily) was a direct result of property that had previously been erroneously assessed and taxes have already been collected from the taxpayer(s).

Has this request been considered within the past two years?

If so, when?

Is Audio-Visual Equipment Required for this Request?*

Backup Provided with Request?

*** All audio-visual material must be submitted to the County Clerk's Office no later than 48 hours prior to the meeting. It is also your department's responsibility to ensure all third-party audio-visual material is submitted at least 48 hours in advance.**

Approved by Finance

Reviewed by Legal

Approved by Purchasing

County Clerk's Approval

Administrator's Approval

Staff Notes:

COUNTY AGENDA REQUEST

Department:

Presenter(s):

Meeting Date:

Type of Request:

Wording for the Agenda:

Request to approve the County Attorney's recommendation to deny a disposition of tax refund, as requested by James and Susan Lynn, for tax year 2022.

Background/History/Details:

When a taxpayer feels that an error has occurred with respect to taxes paid to Fayette County on Real Estate and Personal Property tax bills, they have the right to request a refund under O.C.G.A. 48-5-380. This request is given to the Tax Assessors' Office in order to be reviewed in detail by the County Attorney. Appropriate recommendation(s) are then forwarded to the Board of Commissioner's for their final approval of said requests.

Refund Request made March 13, 2023 for tax year 2022.

Request made by James and Susan Lynn for residential tax parcel 06-0716-010; 256 Clarridge Curve, based on Homestead exemption. No application for the requested L2 homestead was filed. Denial of the Requested refunded is recommended.

Recommended refunded is \$0.

What action are you seeking from the Board of Commissioners?

Approval of County Attorney's recommendation to deny a disposition of tax refund, as requested by James and Susan Lynn, for tax year 2022.

If this item requires funding, please describe:

The funding required will be for those refund requests where the overpayment of taxes (voluntarily or involuntarily) was a direct result of property that had previously been erroneously assessed and taxes have already been collected from the taxpayer(s).

Has this request been considered within the past two years?

If so, when?

Is Audio-Visual Equipment Required for this Request?*

Backup Provided with Request?

*** All audio-visual material must be submitted to the County Clerk's Office no later than 48 hours prior to the meeting. It is also your department's responsibility to ensure all third-party audio-visual material is submitted at least 48 hours in advance.**

Approved by Finance

Reviewed by Legal

Approved by Purchasing

County Clerk's Approval

Administrator's Approval

Staff Notes:

COUNTY AGENDA REQUEST

Department:

Presenter(s):

Meeting Date:

Type of Request:

Wording for the Agenda:

Request to approve the County Attorney's recommendation to deny a disposition of tax refund, as requested by LDP Ventures dba Chick-Fil-A Midtown, account P216-0402, for tax year 2022.

Background/History/Details:

When a taxpayer feels that an error has occurred with respect to taxes paid to Fayette County on Real Estate and Personal Property tax bills, they have the right to request a refund under O.C.G.A. 48-5-380. This request is given to the Tax Assessors' Office in order to be reviewed in detail by the County Attorney. Appropriate recommendation(s) are then forwarded to the Board of Commissioner's for their final approval of said requests.

Refund Requested November 9, 2022 for tax year 2022.

Refund requested by LDP Ventures dba Chick-Fil-A Midtown based upon mistake in filing business personal property return
Taxpayer asserts that assets claimed on account P216-0402 were also claimed by Chick-Fil-A Corporate. No explicit evidence of duplicative taxation could be produces. This is not an error by the assessor's office.
Denial of the refund request is recommended.

Recommended refund is \$0.

What action are you seeking from the Board of Commissioners?

Approval of County Attorney's recommendation to deny a disposition of tax refund, as requested by LDP Ventures dba Chick-Fil-A Midtown, account P216-0402, for tax year 2022.

If this item requires funding, please describe:

The funding required will be for those refund requests where the overpayment of taxes (voluntarily or involuntarily) was a direct result of property that had previously been erroneously assessed and taxes have already been collected from the taxpayer(s).

Has this request been considered within the past two years?

If so, when?

Is Audio-Visual Equipment Required for this Request?*

Backup Provided with Request?

*** All audio-visual material must be submitted to the County Clerk's Office no later than 48 hours prior to the meeting. It is also your department's responsibility to ensure all third-party audio-visual material is submitted at least 48 hours in advance.**

Approved by Finance

Reviewed by Legal

Approved by Purchasing

County Clerk's Approval

Administrator's Approval

Staff Notes:

COUNTY AGENDA REQUEST

Department:

Presenter(s):

Meeting Date:

Type of Request: #28

Wording for the Agenda:

Request to approve the County Attorney's recommendation to deny a disposition of tax refund, as requested by LDP Ventures dba Chick-Fil-A Midtown, account P216-0403, for tax year 2022.

Background/History/Details:

When a taxpayer feels that an error has occurred with respect to taxes paid to Fayette County on Real Estate and Personal Property tax bills, they have the right to request a refund under O.C.G.A. 48-5-380. This request is given to the Tax Assessors' Office in order to be reviewed in detail by the County Attorney. Appropriate recommendation(s) are then forwarded to the Board of Commissioner's for their final approval of said requests.

Refund Requested November 9, 2022 for tax year 2022.

Refund requested by LDP Ventures dba Chick-Fil-A Midtown based upon mistake in filing business personal property return Taxpayer asserts that assets claimed on account P216-0403 were also claimed by Chick-Fil-A Corporate. No explicit evidence of duplicative taxation could be produces. This is not an error by the assessor's office. Denial of the refund request is recommended.

Recommended refund is \$0.

What action are you seeking from the Board of Commissioners?

Approval of County Attorney's recommendation to deny a disposition of tax refund, as requested by LDP Ventures dba Chick-Fil-A Midtown, account P216-0403, for tax year 2022.

If this item requires funding, please describe:

The funding required will be for those refund requests where the overpayment of taxes (voluntarily or involuntarily) was a direct result of property that had previously been erroneously assessed and taxes have already been collected from the taxpayer(s).

Has this request been considered within the past two years?

If so, when?

Is Audio-Visual Equipment Required for this Request?*

Backup Provided with Request?

*** All audio-visual material must be submitted to the County Clerk's Office no later than 48 hours prior to the meeting. It is also your department's responsibility to ensure all third-party audio-visual material is submitted at least 48 hours in advance.**

Approved by Finance

Reviewed by Legal

Approved by Purchasing

County Clerk's Approval

Administrator's Approval

Staff Notes:

COUNTY AGENDA REQUEST

Department:

Presenter(s):

Meeting Date:

Type of Request:

Wording for the Agenda:

Request to approve the County Attorney's recommendation to deny a disposition of tax refund, as requested by LDP Ventures dba Chick-Fil-A Midtown, account P217-0501, for tax year 2022.

Background/History/Details:

When a taxpayer feels that an error has occurred with respect to taxes paid to Fayette County on Real Estate and Personal Property tax bills, they have the right to request a refund under O.C.G.A. 48-5-380. This request is given to the Tax Assessors' Office in order to be reviewed in detail by the County Attorney. Appropriate recommendation(s) are then forwarded to the Board of Commissioner's for their final approval of said requests.

Refund Requested November 9, 2022 for tax year 2022.

Refund requested by LDP Ventures dba Chick-Fil-A Midtown based upon mistake in filing business personal property return Taxpayer asserts that assets claimed on account P217-0501 were also claimed by Chick-Fil-A Corporate. No explicit evidence of duplicative taxation could be produces. This is not an error by the assessor's office. Denial of the refund request is recommended.

Recommended refund is \$0.

What action are you seeking from the Board of Commissioners?

Approval of County Attorney's recommendation to deny a disposition of tax refund, as requested by LDP Ventures dba Chick-Fil-A Midtown, account P217-0501, for tax year 2022.

If this item requires funding, please describe:

The funding required will be for those refund requests where the overpayment of taxes (voluntarily or involuntarily) was a direct result of property that had previously been erroneously assessed and taxes have already been collected from the taxpayer(s).

Has this request been considered within the past two years?

If so, when?

Is Audio-Visual Equipment Required for this Request?*

Backup Provided with Request?

*** All audio-visual material must be submitted to the County Clerk's Office no later than 48 hours prior to the meeting. It is also your department's responsibility to ensure all third-party audio-visual material is submitted at least 48 hours in advance.**

Approved by Finance

Reviewed by Legal

Approved by Purchasing

County Clerk's Approval

Administrator's Approval

Staff Notes:

COUNTY AGENDA REQUEST

Department:

Presenter(s):

Meeting Date:

Type of Request: #30

Wording for the Agenda:

Request to approve Change Order #1; Contract # 2226-P: Construction Manager at Risk to Renovate School Building for Public Health Use, to accept MEJA Construction, Inc.'s Guaranteed Maximum Price (GMP) of \$10,979,399 for the renovation.

Background/History/Details:

The new Public Health facility is planned to provide all the County's Department of Public Health Services in one place. MEJA Construction was named the Construction Manager at Risk (CMAR) in May 2023. The CMAR provides professional services and acts as a consultant to the owner in the design development and construction phases of the renovation. Mr. Tim Symonds of Morgan Mill Consulting is Project Manager.

Since being appointed MEJA has developed the design of the building which has been priced by sub-contractors. MEJA is now presenting their GMP for approval. This has been checked and reviewed by the Project Manager. The GMP falls within the budgeted cost for the work. See attached "Total Cost Report".

The proposed schedule is to start on site with the Asbestos Abatement on December 4, 2023, with all construction work being completed on December 31, 2024.

The initial contract amount of \$1,190,000 for MEJA for General Conditions & General Requirements, Design and Construction Manager fee will be increased by \$9,789,399 for a total GMP of \$10,979,399.

What action are you seeking from the Board of Commissioners?

Approval of Change Order #1; Contract # 2226-P: Construction Manager at Risk to Renovate School Building for Public Health Use, to accept MEJA Construction, Inc.'s Guaranteed Maximum Price (GMP) of \$10,979,399 for the renovation.

If this item requires funding, please describe:

Project funding is available in CIP 205AA.

Has this request been considered within the past two years?

If so, when?

Is Audio-Visual Equipment Required for this Request?*

Backup Provided with Request?

*** All audio-visual material must be submitted to the County Clerk's Office no later than 48 hours prior to the meeting. It is also your department's responsibility to ensure all third-party audio-visual material is submitted at least 48 hours in advance.**

Approved by Finance

Reviewed by Legal

Approved by Purchasing

County Clerk's Approval

Administrator's Approval


Staff Notes:


(Fund 230) ARPA funding of \$7,052,220 will be encumbered and spent first.



Purchasing Department
 140 Stonewall Avenue West, Ste 204
 Fayetteville, GA 30214
 Phone: 770-305-5420
 www.fayettecountyga.gov

To: Steve Rapson

Through: Ted L. Burgess 

From: Natasha M. Duggan 

Date: November 9, 2023

Subject: Contract #2226-P: Construction Manager at Risk to Renovate School Building for Public Health Use
Change Order 1: Guaranteed Maximum Price

Public Health District 4 and the Fayette County Public Health Department have partnered with the Board of Commissioners to provide a medical office building for public health and community mental health functions. The former East Fayette Elementary School is to be renovated for use as a Public Health facility through a Construction Manager at Risk (CMAR).

MEJA Construction, Inc. was awarded Contract 2226-P by the Board of Commissioners on May 25, 2023, to provide CMAR services. MEJA's initial contract of \$1,190,000 included their Construction Management (CM) fee of 3.25%, pre-construction costs, and anticipated General Conditions and General Requirements (GC/GR) Costs. These were calculated based on an estimated construction cost of \$10 million.

The CMAR has worked closely with the Project Manager, Morgan Mill Consulting, to develop the design of the building which has been competitively priced by sub-contractors and to calculate a Guaranteed Maximum Price (GMP).

The GMP includes the following:

| | |
|------------------------------|-----------------------------|
| Construction Cost | \$9,768,800 |
| GC/GR Cost | 465,000 |
| Design/Pre-Construction Fees | 400,000 |
| CM Fee (3.25%) | <u>345,599</u> |
| GMP | \$10,979,399 (Attachment 1) |

The CM fee is calculated by multiplying the fee percentage (3.25%) by the sum of the Construction Cost, GC/GR Cost, and the Design/Pre-construction Fees. Since the GMP includes the initial contract amount of \$1,190,000, the increase to the contract is \$9,789,399.

Specifics of the proposed contract are as follows:

| | |
|---------------------------------|---|
| Contract Name | 2226-P: Construction Manager at Risk to Renovate School Building for Public Health Use |
| Contractor | MEJA Construction, Inc. |
| Original Contract Amount | \$ 1,190,000.00 |
| Change Order 1 | <u>9,789,399.00</u> |
| Guaranteed Maximum Price | \$10,979,399.00 |
| Budget: | |

| | CIP | ARPA | |
|-----------------|-------------|-------------|------------------------|
| Fund | 375 | 230 | |
| Org Code | 37550110 | 23050110 | Health Department |
| Object | 541320 | 541320 | Buildings & Structures |
| Project | 205AA | 205AA | Public Health Building |
| Contract Amount | \$3,927,179 | \$5,862,220 | \$ 9,789,399 |
| Available | \$8,976,630 | \$5,862,220 | \$14,838,850 |



October 24, 2023

Tim Symonds
Morgan Mill Consulting
140 Stonewall Ave. W
Fayetteville, GA 30214

Re: Fayette County Public Health Renovation – Guaranteed Maximum Price Proposal Letter

Dear Mr. Symonds:

Please find attached MEJA Construction, Inc.'s Guaranteed Maximum Price (GMP) Proposal for the Fayette County Public Health Renovation. We are pleased to propose a Guaranteed Maximum Price of **\$10,979,399.00**. Included within this proposal is the following:

- GMP Summary Sheet
- Exhibit A – Assumptions & Clarifications
- Exhibit B – Alternates
- Exhibit C – Allowances
- Exhibit D – Unit Prices
- Exhibit E – Enumeration of Drawings
- Exhibit F – Project Schedule Outline

This Project will be substantially complete by January 1, 2025


Please call me with any questions.

Sincerely,

A handwritten signature in cursive script that reads "Matt Moore".

Matt Moore
Project Manager

Cc: Jason Rogers, MEJA Vice President

| | | | |
|---|---|-------------------------|---|
|  | | | |
| GMP SUMMARY | | | |
| Project: FAYETTE COUNTY PUBLIC HEALTH BUILDING RENOVATIONS | | Date: 10-24-2023 | |
| Owner: FAYETTE COUNTY | | | |
| Budget Type: | Construction Document Level | | |
| DIVISION | Description | EST. Total | Notes: |
| 2 | EXISTING CONDITIONS | \$ 360,000.00 | Includes Selective Demolition & Haz. Mat. Removal |
| 3 | CONCRETE (INTERIOR) | \$ 159,000.00 | Restroom slab replacement |
| 4 | MASONRY | \$ 170,000.00 | |
| 5 | METALS | \$ 65,000.00 | |
| 6 | WOODS & PLASTICS | \$ 343,000.00 | Includes laminate casework |
| 7 | THERMAL/MOISTURE | \$ 220,000.00 | |
| 8 | DOORS & WINDOWS & GLAZING | \$ 855,000.00 | |
| 9 | FINISHES | \$ 1,150,000.00 | |
| 10 | SPECIALTIES | \$ 110,800.00 | Aluminum Canopies, Restr. Access, Restr. Partitions, Fire extinguishers, Room signage |
| 21 | FIRE SUPPRESSION | \$ 250,000.00 | |
| 22 | PLUMBING | \$ 800,000.00 | |
| 23 | HVAC | \$ 1,750,000.00 | |
| 26 | ELECTRICAL | \$ 1,900,000.00 | |
| 27 | COMMUNICATIONS (VOICE & DATA) | \$ 200,000.00 | |
| 28 | ELECTRONIC SAFETY & SECURITY | \$ 300,000.00 | |
| 31-33 | SITWORK | \$ 536,000.00 | |
| Subtotal | | \$ 9,168,800.00 | |
| | Contingency Allowance | \$ 500,000 | |
| | Utility Service Fees (allowance) | \$ 100,000 | |
| | Preconstruction & Design Costs | \$ 400,000 | |
| | General Conditions & General Requirements | \$ 465,000 | |
| | CM Fee (3.25%) | \$ 345,599 | |
| Total Preliminary GMP | | \$ 10,979,399 | |

**FAYETTE COUNTY PUBLIC HEALTH RENOVATION
ASSUMPTIONS & CLARIFICATIONS
EXHIBIT A**

The Guaranteed Maximum Price is based off of the drawings and specifications prepared by WM2A Architects dated September 22, 2023, EMC Engineering Services dated October 13, 2023, and AH&P Consulting Engineers dated September 22, 2023 titled **FAYETTE COUNTY PUBLIC HEALTH RENOVATION**

DIVISION 1 – GENERAL REQUIREMENTS

1. Renovations in existing kitchen areas are not included.
2. Renovations in existing detached Emergency Preparedness Storage Building are not included except for work described on electrical drawings, added awning, and painting.
3. Renovations to existing Building 4030 (Gymnasium) are not included.
4. Removing existing furniture and items left behind by previous owner not included.
5. Special Inspections and Third-Party Inspections to be performed by Owner.
6. Davis Bacon wages not included.
7. Construction schedule is based on normal working hours, previous owner being vacated by 12/1/23, and the buildings being vacant for the entire duration of the project until completion.

DIVISION 2 – SELECTIVE DEMOLITION

1. As per contract documents.
2. Includes demolition of canopy connecting Bldg. 4020 with Bldg. 4030 (not in contract)

DIVISION 3 – CONCRETE

1. As per contract documents.
2. Included interior slab replacement and repairs.

DIVISION 4 – MASONRY

1. As per contract documents.

DIVISION 5 – METALS

1. As per contract documents.
2. Includes new handrails at east entrance to bldg. 4020 and at the rear exit area of the new McIntosh Trail bldg.

DIVISION 6 – WOOD, PLASTICS, AND COMPOSITES

1. As per contract documents.

DIVISION 7 – THERMAL AND MOISTURE PROTECTION

1. Includes new metal panels at existing McIntosh Trail exterior soffit.
2. Skylight at McIntosh Suite to be removed and roofed over.

MEJA Construction, Inc.

Fayette County Public Health Renovation

3. Includes flashing and roofing components for rough in of new roof mounted mechanical equipment.
4. Roof leaks identified to be repaired.

DIVISION 8 – OPENINGS

1. As per contract documents.
2. Existing exterior metal panels (in the glazing system framing) at Building 4020 (Public Health, Environmental Health, Emergency Preparedness, and W.I.C. wings) to be removed and replaced with 1” insulated exterior glazing (136 pieces). Existing frames to remain. Does not include new mullions. Exterior Metal Panels to be removed as part of the Hazardous Material abatement process.
3. All door hardware shall be Grade One Heavy Duty. Acceptable manufacturers are Ives, Von Duprin, LCN, and Schlage. Available finishes are satin, chrome, or stainless steel. Door Hardware carried as an allowance. **See Exhibit C.**
4. All wood doors to be rotary cut white birch pre-finished and include metal window kits and glass per door schedule.

DIVISION 9 – FINISHES

1. As per contract documents.

DIVISION 10 – SPECIALTIES

1. As per contract documents.
2. Toilet compartments are laminate, overhead braced.

DIVISION 11 – EQUIPMENT

1. Equipment is owner provided and shall be received and installed by contractor.
2. Existing kitchen to remain as-is and has no work scheduled.

DIVISION 12 – FURNISHINGS

1. FF&E are owner provided and owner installed.
2. Window treatments are owner provided and owner installed.

DIVISION 21 – FIRE PROTECTION

1. As per contract documents.
2. Includes code compliant Fire Suppression protection for Bldg. 4020 only.
3. Building 4021 and 4030 (not in contract) and Shop Bldg will not be sprinkled.
4. Initial Flow Test indicate adequate pressure to support Fire Suppression system. No Fire Pump is included.

DIVISION 22 – PLUMBING

1. As per contract documents.
2. Underground Sanitary is considered satisfactory for the new work scheduled. The work currently encompasses the new sanitary piping and tie ins to the existing sanitary system only. Repair and replacement of additional sanitary piping not currently shown on the drawings is **NOT INCLUDED.**

MEJA Construction, Inc.

Fayette County Public Health Renovation

DIVISION 23 – HEATING, VENTILATIONS, AND AIR CONDITIONING (HVAC)

1. As per contract documents.

DIVISION 26 – ELECTRICAL

1. As per contract documents.

DIVISION 27 – COMMUNICATIONS

1. As per contract documents.
2. All Network Switches, Access Points, and head-end phone system are owner provided and installed.

DIVISION 28 – ELECTRONIC SAFETY AND SECURITY

1. As per contract documents.

DIVISION 31- EARTHWORK

1. As per contract documents.

DIVISION 32 -EXTERIOR IMPROVEMENTS

1. As per contract documents.
2. No monument sign proposed.
3. Fencing at generator to be 6 ft chain link (black vinyl coated) with 6 ft. double gate.
4. Includes ADA access points into the building.

DIVISION 33 -UTILITIES

1. As per contract documents.
2. No sewer or stormwater improvements proposed.
3. See allowances for utility improvements. **See Exhibit C.**

MEJA Construction, Inc.

Fayette County Public Health Renovation

FAYETTE COUNTY PUBLIC HEALTH RENOVATION

Amendment No. 1

EXHIBIT B – ALTERNATES

October 24, 2023

*No Alternates

FAYETTE COUNTY PUBLIC HEALTH RENOVATION

Amendment No. 1

EXHIBIT C- ALLOWANCES

Dated: October 24, 2023

ALLOWANCES:

| | |
|-----------------------------------|---------------------|
| 1. Utility Service Fees | \$100,000.00 |
| 2. Wood Doors & Hardware Material | \$500,000.00 |
| 3. Interior Room Signage | \$20,000.00 |
| TOTAL | \$620,000.00 |

FAYETTE COUNTY PUBLIC HEALTH RENOVATION

Amendment No. 1

EXHIBIT D– UNIT PRICES

Dated: October 24, 2023

UNIT PRICE NO. 1 – Unsuitable Soils

Description: Remove and dispose of on-site of cubic yard of unsuitable soils or uncompacted soils and replace with one cubic yard of satisfactory fill material from off-site.

1. Unit of Measurement: Cubic Yard

\$ 35.00 per Cubic Yard

UNIT PRICE NO. 2 – Mass Rock

Description: Remove and dispose of off-site one cubic yard of mass rock and replace with satisfactory fill material from off-site.

1. Unit of Measurement: Cubic Yard

\$ 75.00 per Cubic Yard

UNIT PRICE NO. 3 – Trench Rock

Description: Remove and dispose of off-site one cubic yard of trench rock and replace with satisfactory fill material from off-site.

1. Unit of Measurement: Cubic Yard

\$150.00 per Cubic Yard

UNIT PRICE NO. 4 - #57 Stone

Description: Furnish and install one ton of #57 stone.

1. Unit of Measurement: Ton

\$55.00 per Ton

UNIT PRICE NO. 5 – Suitable Backfill

Description: Place one cubic yard of suitable backfill and or fill material from off-site borrow, compacted as required by the specifications.

1. Unit of Measurement: Cubic Yard

\$30.00 per Cubic Yard

MEJA Construction, Inc.

Fayette County Public Health Renovation

UNIT PRICE NO. 6 – Place Geo-Grid

Description: Place one square yard of mechanical soil-stabilization system as directed by testing laboratory.

1. Unit of Measurement: Square Yard

\$10.00 per Square Yard

UNIT PRICE NO. 7 – Place French Drain System

Description: Furnish and install One Linear Foot of French Drain as directed by testing laboratory.

1. Unit of Measurement: Linear Foot

\$25.00 per Linear Foot

**FAYETTE COUNTY PUBLIC HEALTH RENOVATION
DOCUMENT LIST
EXHIBIT E**

| | |
|---------------------|---|
| GENERAL | Dated: 22 September 2023 |
| G0-0 | TITLE SHEET |
| G0-1 | FRONTAGE AND ALLOWABLE AREA CALCULATIONS |
| G0-2 | TYPICAL DETAILS |
| LIFE SAFETY | Dated: 22 September 2023 |
| LS-1 | LIFE SAFETY PLAN AND INFORMATION |
| CIVIL | Dated: 13 October 2023 |
| 1 | COVER |
| 2 | GENERAL NOTES AND LEGEND |
| 3 | EXISTING CONDITIONS PLAN |
| 4 | EXISTING CONDITIONS PLAN |
| 5 | DEMOLITION PLAN |
| 6 | DEMOLITION PLAN |
| 7 | SITE PLAN |
| 8 | SITE PLAN |
| 9 | UTILITY PLAN |
| 10 | CONSTRUCTION DETAILS |
| 11 | CONSTRUCTION DETAILS |
| ARCHITECTURE | Dated: 22 September 2023 |
| AD-1 | OVERALL DEMO PLAN |
| A1-1 | OVERAL CONCEPT FLOOR PLAN |
| A1-2 | FLOOR PLAN – ENVIRONMENTAL HEALTH PHYSICAL HEALTH & EMERGENCY PREP. |
| A1-3 | FLOOR PLAN – W.I.C. & TRAINING |
| A1-4 | FLOOR PLAN – MCINTOSH MENTAL HEALTH |
| A2-1 | DOOR SCHEDULE, ELEVATIONS, DETAILS AND HARDWARE SCHEDULE |
| A3-1 | INTERIOR ELEVATIONS |
| A3-2 | INTERIOR ELEVATIONS AND CASEWORK DETAILS |
| A4-1 | ENLARGED TOILET PLANS, ELEVATIONS, AND ACCESSORY SCHED. |

MEJA Construction, Inc.

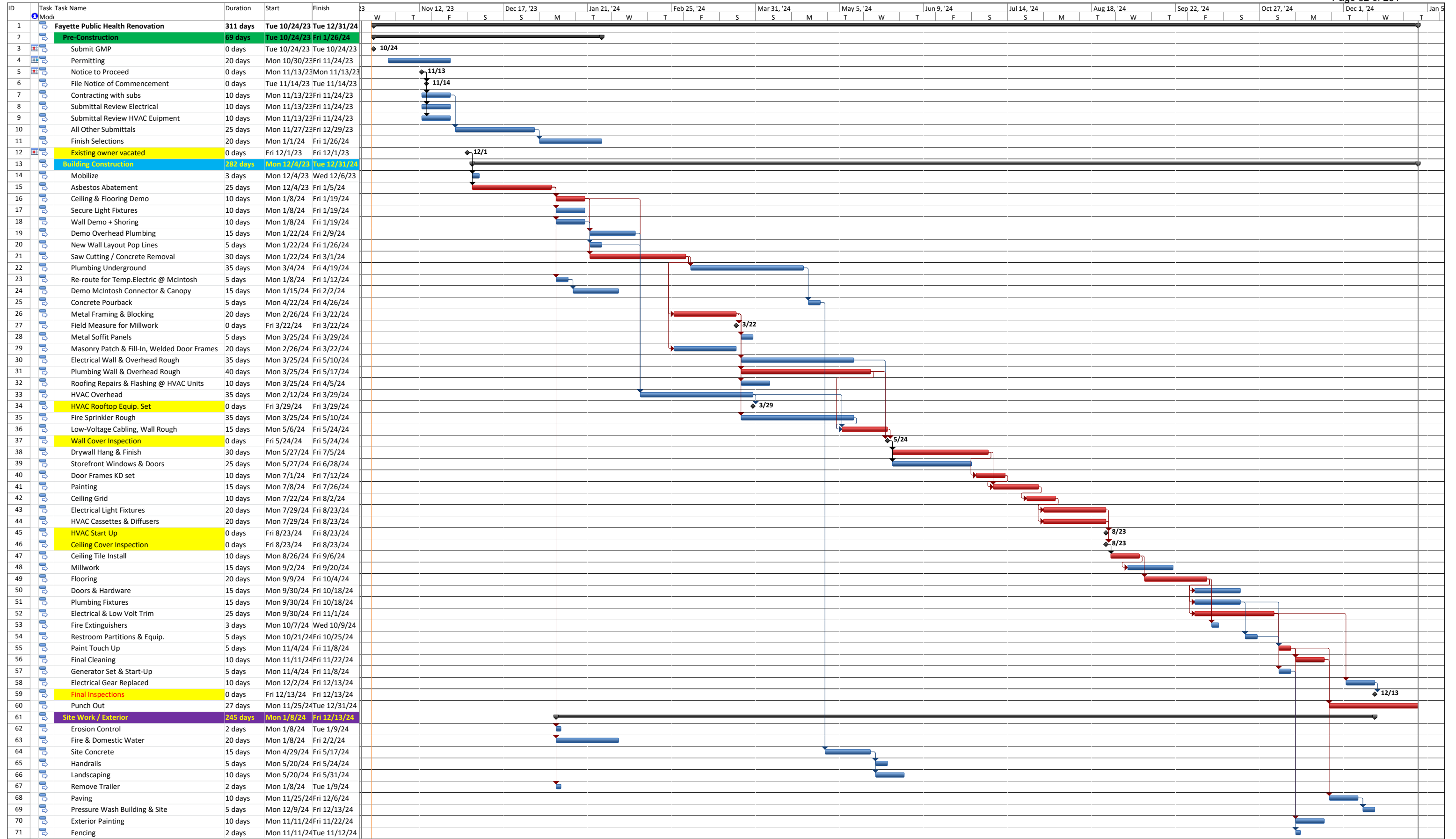
Fayette County Public Health Renovation

| | |
|-------------------|---|
| A5-1 | CASEWORK DETAILS |
| A6-1 | REFLECTED CEILING PLAN |
| A7-1 | FINISH PLAN AND SCHEDULE |
| A8-1 | FF&E |
| MECHANICAL | Dated: 22 September 2023 |
| MD101 | MECHANICAL OVERALL DEMOLITION PLAN |
| M101 | MECHANICAL NEW WORK PLAN – WEST |
| M102 | MECHANICAL DUCT FLOOR PLAN |
| M103 | MECHANICAL NEW WORK PLAN – NORTH |
| M201 | MECHANICAL PIPING PLAN – EAST |
| M202 | MECHANICAL PIPING PLAN – WEST |
| M203 | MECHANICAL PIPING PLAN – NORTH |
| M301 | MECHANICAL PIPING DIAGRAMS |
| M501 | MECHANICAL DETAILS |
| M502 | Unnamed |
| M601 | MECHANICAL SCHEDULES |
| M602 | MECHANICAL SCHEDULES, LEGEND & GENERAL NOTES Copy 1 |
| PLUMBING | Dated: 22 September 2023 |
| PD100 | PLUMBING OVERALL DEMOLITION PLAN |
| P100 | PLUMING OVERALL NEW WORK PLAN |
| P101 | PLUMBING NEW WORK PLAN – EAST – WASTE |
| P102 | PLUMBING NEW WORK PLAN – WEST- WASTE |
| P103 | PLUMBING NEW WORK PLAN – NORTH – WASTE |
| P201 | PLUMBING NEW WORK PLAN – EAST – WATER |
| P202 | PLUMBING NEW WORK PLAN – WEST – WATER |
| P203 | PLUMING NEW WORK PLAN – NORTH – WATER |
| P301 | PLUMBING OVERALL NEW WORK PLAN – GAS |
| P401 | PLUMBING RISERS |
| P402 | PLUMBING RISERS |
| P403 | PLUMBING RISERS |
| P404 | PLUMING SCHEDULES, LEGEND, AND DETAILS |
| ELECTRICAL | Dated: 22 September 2023 |

MEJA Construction, Inc.

Fayette County Public Health Renovation

| | |
|-------|--|
| ED001 | ELECTRICAL DEMOLITION PLAN |
| E001 | ELECTRICAL OVERALL PLAN |
| E101 | ELECTRICAL NEW WORK LIGHTING PLAN – EAST |
| E102 | ELECTRICAL NEW WORK LIGHTING PLAN – WEST |
| E103 | ELECTRICAL NEW WORK LIGHTING PLAN – NORTH |
| E201 | ELECTRICAL NEW WORK POWER PLAN – EAST |
| E202 | ELECTRICAL NEW WORK POWER PLAN – WEST |
| E203 | ELECTRICAL NEW WORK POWER PLAN – NORTH |
| E301 | ELECTRICAL NEW WORK LOW VOLTAGE PLAN – EAST |
| E302 | ELECTRICAL NEW WORK LOW VOLTAGE PLAN – WEST |
| E303 | ELECTRICAL NEW WORK LOW VOLTAGE PLAN – NORTH |
| E601 | ELECTRICAL RISER DIAGRAM & DETAILS |
| E801 | ELECTRICAL PANELBOARD SCHEDULES |
| E802 | ELECTRICAL PANELBOARD SCHEDULES |
| E803 | ELECTRICAL PANELBOARD SCHEDULES |
| E804 | ELECTRICAL PANELBOARD SCHEDULES |
| E805 | ELECTRICAL PANELBOARD SCHEDULES |
| E806 | ELECTRICAL SCHEDULES |
| E807 | ELECTRICAL SCHEDULES AND LEGEND |



Project: Fayette Public Health Con
Date: Mon 10/23/23

| | | | | | | | | | | | | |
|-----------|--|-----------------|--|--------------------|--|------------------|--|-----------------------|--|-------------|--|----------------|
| Task | | Summary | | External Milestone | | Inactive Summary | | Manual Summary Rollup | | Finish-only | | Critical Split |
| Split | | Project Summary | | External Task | | Manual Task | | Manual Summary | | Deadline | | Progress |
| Milestone | | External Tasks | | Inactive Milestone | | Duration-only | | Start-only | | Critical | | |

COUNTY AGENDA REQUEST

Department:

Presenter(s):

Meeting Date:

Type of Request:

Wording for the Agenda:

Request to review and accept the draft Concept Report for the SR 279 Realignment Project and authorization for staff to sign the Concept Report for formal submission to Georgia Department of Transportation (GDOT) (PI # 0017813).

Background/History/Details:

In 2021, the BOC accepted a grant award for the design (PE) phase of the SR 279 Realignment Project. A contract for design services was awarded to Practical Design Partners (PDP) in March of 2022. In February of 2023, the BOC approved Task Order #3 to develop an approved Concept Report.

This agenda item seeks approval of the draft concept report and authorization for staff to sign the final Concept Report once all edits from the Concept Team Meeting have been incorporated.

A copy of the draft Concept Report and a PowerPoint highlighting the key factors are provided as back-up to this request. The presentation will review the project scope, schedule, and most recent cost estimate.

What action are you seeking from the Board of Commissioners?

Approval of the draft Concept Report for the SR 279 Realignment Project and authorization for staff to sign the Concept Report for formal submission to Georgia Department of Transportation (GDOT) (PI # 0017813).

If this item requires funding, please describe:

No funding is required for approval of the Concept Report. The design phase of the project is funded with 2017 SPLOST money (17TAD) and a federal grant.

Has this request been considered within the past two years?

If so, when?

Is Audio-Visual Equipment Required for this Request?*

Backup Provided with Request?

*** All audio-visual material must be submitted to the County Clerk's Office no later than 48 hours prior to the meeting. It is also your department's responsibility to ensure all third-party audio-visual material is submitted at least 48 hours in advance.**

Approved by Finance

Reviewed by Legal

Approved by Purchasing

County Clerk's Approval

Administrator's Approval

Staff Notes:

SR 279 Realignment Project

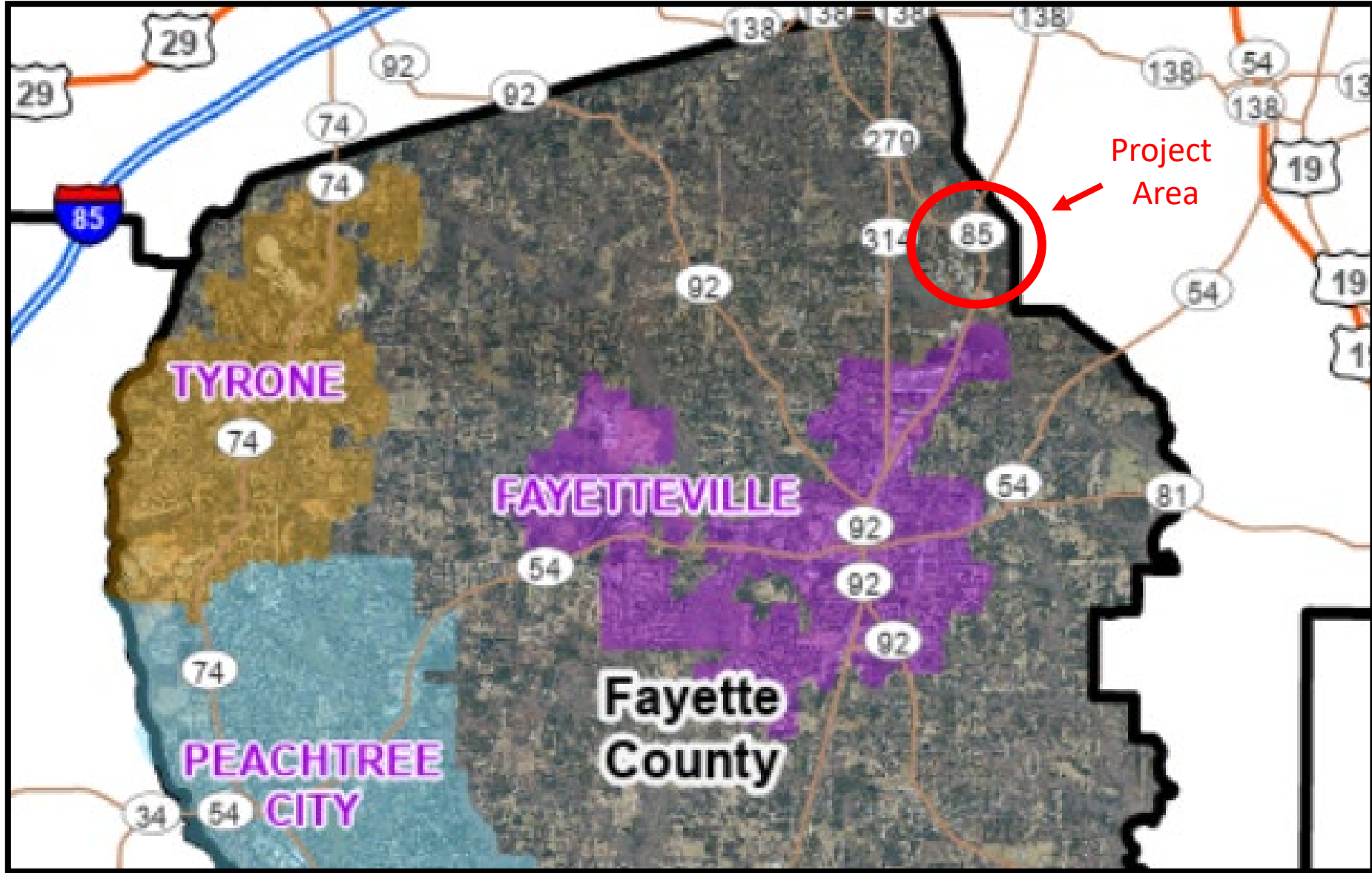
Draft Concept Report

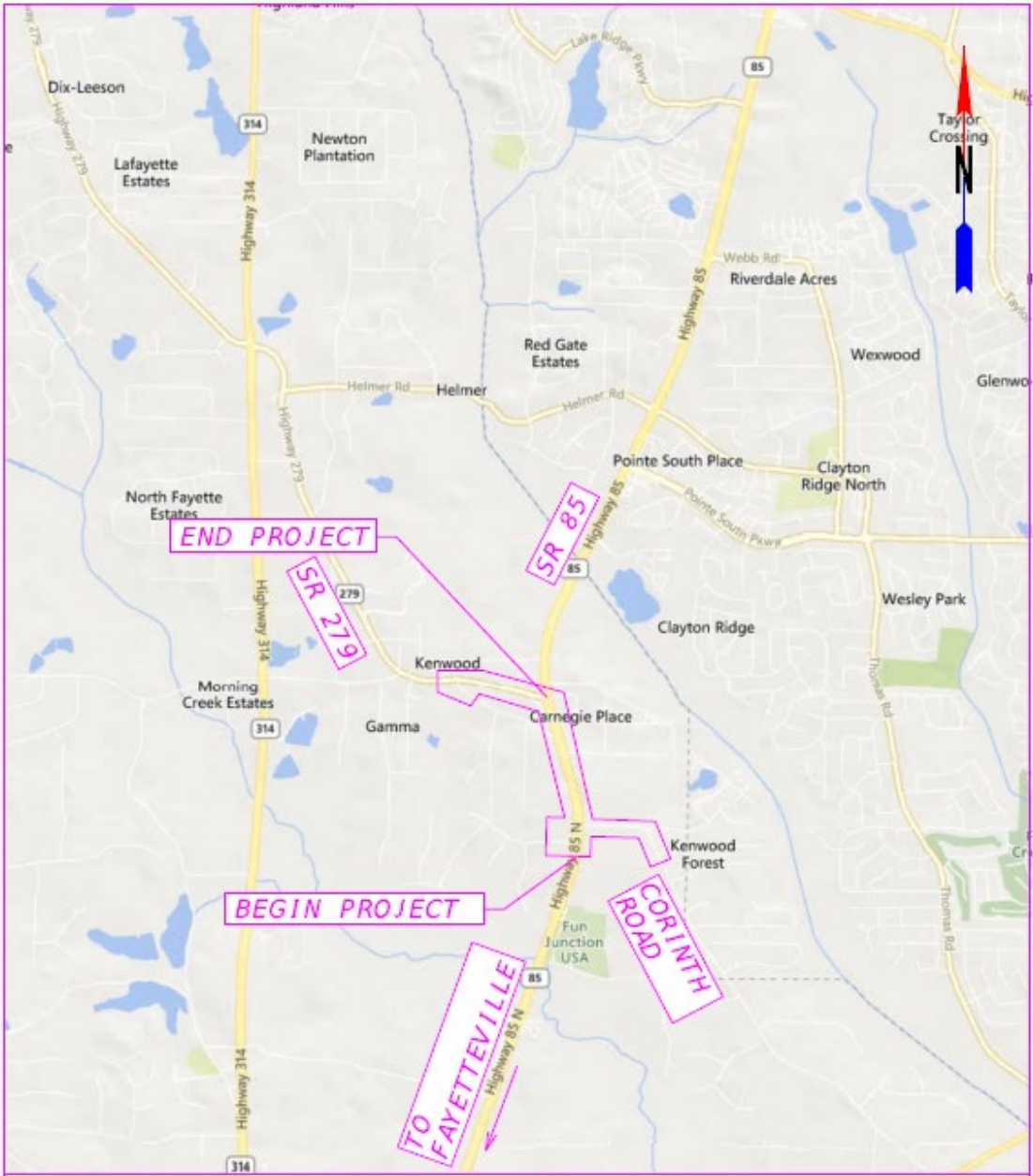
GDOT PI 0017813 /County 17TAD

Fayette County Board of Commissioners

November 9, 2023

Presented by: Phil Mallon





*SR 279 FROM CR 242/CORINTH ROAD TO SR 85 - REALIGNMENT
PI 0017813*

Project Alignment



Project Milestones (1 of 2)

| | |
|-------------------------|---|
| July 2017 | Grant application 1 to ARC for SR 279 Corridor Study |
| Dec 2019 | Study complete and recommends the realignment of SR 279 at SR 85, among other corridor improvements |
| Oct 2019 | Grant application 2 to ARC for the realignment of SR 279 at SR 85 |
| April 2021 | BOC accepts grant money for PE phase and executes Project Framework Agreement with GDOT for PI 0017813 |
| Dec 2021 | Grant application 3 to ARC for additional money for the PE phase |
| March 2022 | BOC awards contract for PE design services to Practical Design Partners |
| April – Oct 2022 | Collection of traffic data, traffic analysis, environmental screening, and development of Alternatives 1 & 2 |

Project Milestones (2 of 2)

| | |
|-----------------|---|
| Dec 2022 | Grant application to ARC for additional money for the PE phase |
| Nov 2022 | Public Engagement for input on Alternatives 1 & 2 |
| Jan 2023 | BOC selection of preferred alternative (Alt 2) |
| Nov 2023 | Presentation of draft Concept Report to BOC |
| Jan 2024 | Concept Report approval by GDOT |
| FY 2026 | Authorize Right-of-Way Phase |
| FY 2028 | Let project for Construction |
| 2030 | Completion |

Concept Report Project Summary

This project will provide corridor improvements along State Route (SR) 279, SR 85 and Corinth Road to improve safety and operations. The project will also include improvements at the intersection of SR 279 and SR 85 as well as realigning the existing intersection of SR 85 and Corinth Road to allow for the new Corinth Road extension from SR 85 to Carnes Road.

Projected Traffic (vehicles per day)

| SR 279 | |
|----------------------|--------|
| Current Year (2022): | 10,175 |
| Open Year (2027): | 11,725 |
| Design Year (2047): | 13,725 |

| SR 85 | |
|----------------------|--------|
| Current Year (2022): | 36,300 |
| Open Year (2027): | 41,875 |
| Design Year (2047): | 48,925 |

| Corinth Road | |
|----------------------|--------|
| Current Year (2022): | 8,825 |
| Open Year (2027): | 10,200 |
| Design Year (2047): | 11,900 |

Design and Structural SR 279

| SR 279 – Minor Arterial | | |
|-------------------------|----------|----------|
| Feature | Existing | Proposed |
| Typical Section | Rural | Urban |
| Number of Lanes | 2 | 2 |
| Lane Width | 11-12 ft | 11-12 ft |
| Outside Shoulder Width | N/A | 10-16 ft |
| Sidewalks | N/A | 5-10 ft |
| Speed | 55 MPH | 45 MPH* |

*design variance to match speed from GDOT Project PI #721290.

Design and Structural SR 85

| SR 85 – Principal Arterial | | |
|----------------------------|----------|----------|
| Feature | Existing | Proposed |
| Typical Section | Rural | Urban |
| Number of Lanes | 4 | 4 |
| Lane Width | 11-12 ft | 11-12 ft |
| Outside Shoulder Width | N/A | 10-16 ft |
| Sidewalks | N/A | 5-10 ft |
| Speed | 55 MPH | 45 MPH* |

*design variance to match speed from GDOT Project PI #721290.

Design and Structural Corinth Rd

| Corinth Road – Minor Arterial | | |
|-------------------------------|----------|----------|
| Feature | Existing | Proposed |
| Typical Section | Rural | Urban |
| Number of Lanes | 2 | 2 |
| Lane Width | 11-12 ft | 11-12 ft |
| Outside Shoulder Width | N/A | 10-16 ft |
| Sidewalks | N/A | 5-10 ft |
| Speed | 35 MPH | 45 MPH* |

* design speed of 45, posted speed to remain 35 mph

Utility and Property

Possible Utility Conflicts

- Atlanta Gas Light
- ATT – Distribution
- Charter
- Comcast
- Crown Castle Networks
- Fayette County Water System
- Georgia Power Company – Distribution
- Georgia Power Company – Transmission
- Zayo Fiber Solutions

Right-of-Way

| Road | Existing | Proposed |
|--------------|----------|---------------|
| SR 279 | 100 ft | 100 ft |
| SR 85 | 170 ft | 170 ft |
| Corinth Road | 80 ft | ≥ 100 ft |

- 30 anticipated number of impacted parcels
- 0 displacements

Permits

- Clean Water Act (CWA) Section 404 Permit
- Buffer Variance
- National Environmental Policy Act (NEPA)
 - Categorical Exclusion (CE) is anticipated
- National Pollutant Discharge Elimination System (NPDES)
- United States Department of Agriculture (USDA) coordination
- GDOT Municipal Separate Storm Sewer System (MS4) Area

Environmental Highlights

- Immediate project area has 79% minority residents
- 2 jurisdictional waters of the US (stream crossings)
- 19 properties are 50 years or older
- 2 archeological resources – Flint Ridge Baptist Church cemetery and a twentieth century artifact scatter
- 1 proximate Public Park (Kenwood)

| Project Cost Estimate for PI 0017813 (17TAD) | | | | | | |
|---|-----------------------|-----------------------------------|-------------|-----------------------------------|--------------|-----------------------|
| PE Activities | | | | | | |
| | PE Funding | Section 404 Mitigation | ROW | Reimbursable Utilities | CST | Total Cost |
| Programmed Cost | \$1,000,000 | | \$5,490,000 | \$80,000 | \$2,120,230 | \$8,690,230 |
| Jan '23 BOC Mtg Estimate | | | | | | <\$10,000,000 |
| Feb '23 Preliminary Estimate | \$1,000,000 | | \$3,450,000 | \$1,000,000 | \$12,200,000 | \$17,650,000 |
| Draft Concept Report | \$2,000,000 | \$300,000 | \$4,864,000 | \$7,650,000 | \$12,568,186 | \$27,382,186 |
| Potential Funding | | | | | | |
| Local | \$400,000 | \$60,000 | \$1,665,000 | \$1,530,000 | \$2,513,637 | \$6,168,637 |
| State/Federal | \$1,600,000 | \$240,000 | \$3,199,000 | \$6,120,000 | \$10,054,549 | \$21,213,549 |
| Total | \$2,000,000 | \$300,000 | \$4,864,000 | \$7,650,000 | \$12,568,186 | \$27,382,186 |

Coordination Activities

- PIOH held on 11/15/2022
- Stakeholder meeting with local HOAs held on 11/19/2022
- Transportation Committee meetings on 11/01/2022 and 01/10/2023
- Board of Commissioners Meeting held on 01/26/2023 and 2/23/2023

Next Steps

Approval of
Concept Report

```
graph TD; A[Approval of Concept Report] --> B[Preliminary, ROW, and Final Plans]
```

Preliminary,
ROW, and Final
Plans

COUNTY AGENDA REQUEST

Department:

Presenter(s):

Meeting Date:

Type of Request: #32

Wording for the Agenda:

Request to amend Policy 200.01; Purchasing-Procuring Goods and Services; Addendum Public Works Projects Using Federal Funds, Engineering & Design Related Services; Procedures, to include the Fayette County annotated Georgia Department of Transportation (GDOT) Procurement Manual, Version 1, dated June 20, 2016.

Background/History/Details:

To receive Federal Aid for locally-sponsored transportation projects, Fayette County must maintain a Local Administered Project (LAP) certification from the Georgia Department of Transportation. As part of the recertification process, it is recommended that Fayette County adopt the Georgia Department of Transportation's (GDOT's) Procurement Manual For the Procurement, Management and Administration of Engineering and Design Related Consulting Services, Version 1, dated June 20, 2016 - as annotated for implementation by a local government versus a state agency.

A copy of the revised Policy 200.01 and the annotated Procurement Manual are provided as backup.

What action are you seeking from the Board of Commissioners?

Request to amend Policy 200.01; Purchasing-Procuring Goods and Services; Addendum Public Works Projects Using Federal Funds, Engineering & Design Related Services; Procedures, to include the Fayette County annotated Georgia Department of Transportation (GDOT) Procurement Manual, Version 1, dated June 20, 2016.

If this item requires funding, please describe:

This item does not require funding.

Has this request been considered within the past two years?

If so, when?

Is Audio-Visual Equipment Required for this Request?*

Backup Provided with Request?

*** All audio-visual material must be submitted to the County Clerk's Office no later than 48 hours prior to the meeting. It is also your department's responsibility to ensure all third-party audio-visual material is submitted at least 48 hours in advance.**

Approved by Finance

Reviewed by Legal

Approved by Purchasing

County Clerk's Approval

Administrator's Approval

Staff Notes:

**FAYETTE COUNTY
POLICIES AND PROCEDURES**

PURCHASING – Procuring Goods and Services

**ADDENDUM ~~– Transportation Public Works~~ Projects Using Federal Funds
Engineering & Design Related Services
200.01**

PURPOSE:

When the County partners with the State of Georgia and the federal government for transportation projects using federal funds, it is the County's obligation to observe and follow rules, regulations, or other requirements that apply. This policy and procedures section provides guidance to County officials in fulfilling that obligation, as it applies to procurement of engineering and design related services.

DEFINITION:

- Engineering and design related services: Program management, construction management, feasibility studies, preliminary engineering, design engineering, surveying, mapping, architectural related services, or similar services with respect to a highway construction project.

POLICY:

The County will maintain and comply with written policies and procedures for the procurement, management, and administration of engineering and design related consultant services, as appropriate for the use of funds granted by the Federal Highway Administration (FHWA). The County will follow requirements of the common grant rule Uniform Administrative Requirements ~~except where inconsistent with the requirements of 23 CFR 172~~ and other laws and regulations applicable to the Federal-aid highway program (FAHP). The County will procure engineering and design related services in accordance with the qualifications-based selection procedures prescribed in the Brooks Act (40 U.S.C. 1101 et seq.) and will accept and apply consultant indirect cost rates established by a cognizant Federal or State agency in accordance with the Federal Acquisition Regulation cost principles (48 CFR part 31). It will further be County policy to follow other federal or state laws, rules, or regulations that may apply.

PROCEDURES:

~~A. The County will use the method of procurement that is most appropriate for the particular situation. Methods may include:~~

- ~~1. **Small purchases:** This method may be used where an adequate number of qualified sources are reviewed, and the total contract costs do not exceed the federal simplified acquisition threshold in force at the time for federal purchases, or do not exceed \$75,000 for state purchases. This requirement applies to the cumulative value of the~~

**FAYETTE COUNTY
POLICIES AND PROCEDURES**

PURCHASING—Procuring Goods and Services

ADDENDUM—Public Works Projects Using Federal Funds*

Engineering & Design-Related Services

200.01

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initial contract plus any contract amendments. A minimum of three consultants will be considered when the small purchase method is used.

2. **Competitive Negotiation:** This may include Requests for Proposals (RFP), Requests for Qualifications (RFQ), and/or other appropriate forms of competitive negotiation. When using this method, the County will comply with laws, rules, and regulations that apply, including the Brooks Act, codified under 40 U.S.C. 1101-1104. Costs proposals or elements of cost will be required in a concealed format and separate from technical/qualifications proposals, and not considered in the evaluation, ranking, and selection phase of procurement. *In-state or local preferences* will not be used; however, a *local presence* may be considered where appropriate. Evaluations will consider the qualifications of the prime consultant and any sub-consultants identified within the proposal. The County will conduct interviews or other discussions with at least three of the most highly qualified consultants. Prior to receipt of the most highly qualified consultants' cost proposals, the County will prepare a detailed independent estimate in conformance with federal requirements.

3. **Noncompetitive procurement:** When the above two procurement methods are not appropriate, the County may conduct a noncompetitive procurement. This may involve situations in which the service is available only from a single source, an emergency exists, or available competition is inadequate.

B. To assure compliance with federal and state laws, rules and regulations, procurements of engineering and design related services will address the following:

1. **Scope of work and evaluation factors:** The Originating Department will prepare a scope of work that adequately describes the services needed, so that potential consultants clearly understand what is needed, and can respond accordingly. Evaluation factors will be included, which will convey to potential consultants those things the County considers important for the project in question.

2. **Solicitation of proposals:** The County will solicit proposals widely enough so that sufficient competition is generated. Solicitation methods may include printed media, Internet-based tools, the County's website, or other available means of advertising. Solicitations for procurements will be advertised in the Georgia Procurement Registry as required by Georgia Code at O.C.G.A. § 36-80-26.

**FAYETTE COUNTY
POLICIES AND PROCEDURES**

~~PURCHASING—Procuring Goods and Services~~

~~ADDENDUM—Public Works Projects Using Federal Funds*~~

~~Engineering & Design-Related Services~~

~~200.01~~

- ~~3. ***Conflicts of Interest:***—The County will maintain a written code of standards of conduct governing the performance of employees, including those employees engaged in the award and administration of engineering and design related services contracts.~~
- ~~4. ***Suspension and debarment:***—The County will verify suspensions or debarments of consultants as specified in 2 CFR part 180 and 2 CFR part 200.~~
- ~~5. ***Evaluating proposals and ranking / selection of a consultant:*** An Evaluation Committee will be formed to rank proposals and recommend a consultant for contract award. The Committee will use evaluation criteria as specified in the RFQ, RFP, or other advertisement. Evaluation factors may include, but are not limited to, technical approach, work experience, specialized expertise, professional licensure, staff capabilities, workload capacity, past performance, or other criteria pertinent to the project at hand. Price or cost related items will not be used as evaluation criteria. The County may conduct interviews or other discussions as appropriate with at least three of the most highly qualified consultants.~~
- ~~6. ***Independent agency estimate:***—Prior to receipt of cost proposals, the County will prepare independent cost estimates as required by federal regulations.~~
- ~~7. ***Contract type, payment method, and provisions:***
 - ~~a. The County will use the contract type which is most appropriate for each procurement. It may be a project specific contract, a multiphase project specific contract, an on-call or indefinite delivery/indefinite quantity (IDIQ) contract, or other as needed.~~
 - ~~b. The method of payment to be used will be spelled out in the solicitation which, in turn, will become part of the contract. Acceptable methods may include lump sum, cost plus fixed fee, cost per unit of work, specific rates of compensation, or other as may be acceptable to the FHWA and the Georgia Department of Transportation.~~
 - ~~c. Contract provisions will include those required by the Uniform Administrative Requirements at 2 CFR part 200 and Procurement, Management, and Administration of Engineering and Design-Related Services—Contracts and administration at 23 CFR 172.9.~~~~

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FAYETTE COUNTY

POLICIES AND PROCEDURES

~~———— PURCHASING — Procuring Goods and Services~~

~~ADDENDUM — Public Works Projects Using Federal Funds~~

~~Engineering & Design Related Services~~

~~200.01~~

~~8. **Contract negotiation:** After potential consultants have been evaluated, the County will negotiate with the most qualified consultant in an attempt to negotiate a contract.~~

~~If unsuccessful, the County will then negotiate with the next most qualified consultant, and so on until a successful negotiation has been accomplished.~~

~~9. **Elements of costs, indirect cost rates, consultant compliance:** — The County will use indirect cost rates established by the State Transportation Agency (STA) in establishing contract costs. Rates will not be limited by administrative or de facto ceilings of any kind. The County will compensate for direct costs as provided in 23 CFR 172 and other federal regulations and guidelines.~~

~~10. **Allowable consultant costs:** — The County will provide reasonable assurance that consultant contract costs are allowable in accordance with federal cost principles, and consistent with the contract terms and acceptability of the consultant's work.~~

~~11. **Monitoring consultant work:** County staff will monitor the consultant's work to provide reasonable assurance of compliance with the terms, conditions, and specifications of the contract.~~

~~12. **Consultant's performance evaluation:** — Upon completion of services, County staff will conduct an evaluation of the consultant's performance, to be used in future evaluation and ranking regarding future services. The evaluation report will include, but not be limited to, evaluation of timely completion of work, adherence to contract scope and budget, and quality of the work. The County will provide the consultant a copy of the report, and allow the consultant an opportunity to respond.~~

~~13. **Contract closeout:** — The responsible County employee will close out a contract only when the service has been completed to the satisfaction of the County, and all direct or indirect costs have been paid. A complete file will be maintained for the length of time established by law or by policy, whichever applies.~~

~~14. **Records retention:** — All required records will be retained for at least three years after the County makes final payment and all other pending matters are closed for all contracts and subcontracts.~~

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~~15. **Liability for errors and omissions:** Where appropriate, a Certificate of Insurance will be required from the consultant, naming Fayette County, Georgia as an additional insured. The insurance limit of liability shall be determined by the nature of the contract, the risks involved, and other pertinent factors.~~

FAYETTE COUNTY

POLICIES AND PROCEDURES

PURCHASING – Procuring Goods and Services

ADDENDUM – Public Works Projects Using Federal Funds

Engineering & Design Related Services

200.01

~~16. **Legal remedies:** — In case of a legal dispute, the laws of the State of Georgia shall prevail.~~

~~17. **Dispute resolution:** — The County will be responsible for the settlement of contractual and administrative issues, except for violations of federal law or federal regulations, or other issues reserved for resolution at the federal level.~~

~~C. The County will give consideration to Disadvantaged Business Enterprise (DBE) consultants in the procurement of engineering and design related service contract subject to 23 U.S.C. 112 (b) (2) in accordance with 49 CFR part 26 and any other laws, rules, or regulations pertinent to DBE.~~

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A. For County-sponsored projects delivered through the Georgia Department of Transportation’s Local Administered Project (LAP) program, the procurement, management and administration of engineering and design related consultant services shall be governed by the Fayette County annotated *GODT Procurement Manual For the Administration of Engineering and Design Related Consultant Services*, Version 1, dated June 20, 2016.

In addition, the County will comply with all applicable requirements contained in the Uniform Administrative Requirements at 2 CFR 200.318 through 200.327. This includes, but is not limited to, the following:

B. GENERAL PROCUREMENT STANDARDS

- (a) The County will have and use documented procurement procedures, consistent with State and local laws and regulations, and the standards of this section of the CFR.
- (b) The County will maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.
- (c) The County will maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts.
- (d) The County will avoid acquisition of unnecessary or duplicative items.
- (e) The County will award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement, giving consideration to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.

- (f) The County will maintain records sufficient to detail the history of procurement, including at a minimum, rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.
- (g) The County will use a time-and-materials type contract only after a determination that no other contract is suitable and if the contract includes a ceiling prices that the contractor exceeds at its own risk.
- (h) The Contractor alone will be responsible for the settlement of all contractual and administrative issues arising out of procurements.

C. COMPETITION

- (a) All procurement transactions will be conducted in a manner providing full and open competition.
- (b) Contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals will be excluded from competing for such procurements.
- (c) The County will not create situations restrictive of competition such as:
 1. Unreasonable requirements on firms in order for the to qualify to do business;
 2. Unnecessary experience and excessive bonding;
 3. Noncompetitive pricing practices between firms or affiliated companies;
 4. Noncompetitive contracts to consultants that are on retainer contracts;
 5. Organizational conflicts of interest;
 6. Specifying only a "brand name" product instead of allowing "an equal" product;
- (d) The County will not use state or local geographical preferences in the evaluation of bids or proposals, except in those cases where applicable Federal statutes expressly mandate or encourage geographic preference.
- (e) The County will ensure that all solicitations:
 1. Incorporate a clear and accurate description of the technical requirements for the material, product, or service procured.
 2. Identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.
- (f) The County will ensure that all prequalified lists of persons, firms, or products used in acquiring goods or services are current and include enough qualified sources to ensure maximum open and free competition. The County will not preclude potential bidders from qualifying during the solicitation period.
- (g) Noncompetitive procurements will only be awarded in accordance with the Code of Federal Regulations at 2 CFR 200.320(c).

D. CONTRACTING WITH SMALL AND MINORITY BUSINESSES, WOMEN'S BUSINESS ENTERPRISES, AND LABOR SURPLUS AREA FIRMS

- (a) The County will take all necessary affirmative steps to assure that small and minority businesses, and women's business enterprises, are used when possible. At such time as the County may be declared a labor surplus area, such consideration will be given to labor surplus area firms also.
- (b) The County will take affirmative steps including:

1. Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
2. Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
3. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises.
4. Establishing delivery schedules, when the requirements permit, which encourage participation by small and minority businesses, and women's business enterprises;
5. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and
6. Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in 1 through 5 above.

E. DOMESTIC PREFERENCES FOR PROCUREMENTS

- (a) The County will, to the greatest extent practicable under a Federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements will be included in all contracts and purchase orders for work or products under the award.

F. PROCUREMENT OF RECOVERED MATERIALS

- (a) The County will comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. This will include procuring only items designated in guidelines of the Environmental Protection Agency at 40 CFR 247 that contain the highest percentage of recovered materials practicable consistent with the guidelines in that regulation.

G. CONTRACT COST AND PRICE

- (a) The County will perform a cost or price analysis, as appropriate, in connection with every procurement action in excess of the Simplified Acquisition Threshold. As a starting point, this will include an independent estimate before receiving bids or proposals.
- (b) The County will negotiate profit as a separate element of the price for each contract in which there is no price competition, and in all cases where cost analysis is performed.
- (c) Cost plus a percentage of construction cost will not be used.

H. CONTRACT PROVISIONS

- (a) All contracts will contain provisions covering the following, as applicable for a contract for road engineering and design services:
 1. Administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, including sanctions and penalties as appropriate (contracts in excess of the simplified acquisition threshold).
 2. Termination for cause and for convenience (contracts over \$10,000).

3. Compliance with the Clean Air Act (42 U.S.C. 7401-767q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended (contracts and subcontracts over \$150,000).
4. Debarment and Suspension (all contracts).
5. Byrd Anti-Lobbying Amendment (31 U.S.C. 2352) (all contracts over \$100,000).

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State of Georgia
Department of Transportation
Office of Procurement

Procurement Manual

For The Procurement, Management and Administration of Engineering and Design Related Consultant Services

6/20/2016
600 West Peachtree Street N.W.
Atlanta, GA 30308
Ver. 1

Annotated for Fayette County
November 9, 2023



GEORGIA DEPARTMENT OF TRANSPORTATION

PROCUREMENT MANUAL

FOR THE PROCUREMENT, MANAGEMENT AND ADMINISTRATION OF ENGINEERING AND DESIGN RELATED CONSULTANT SERVICES

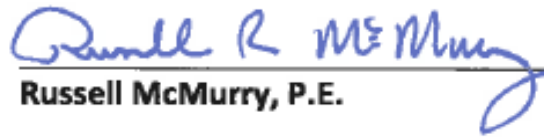


Approved by FHWA

Approved by GDOT



Rodney Barry, P.E.
Georgia Division Administrator
Federal Highway Administration



Russell McMurry, P.E.
Georgia Department of Transportation
Commissioner

6/30/14

Date

6-22-16

Date



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Acronyms

| | |
|----------------|--|
| A&E | Architectural and Engineering |
| AASHTO | American Association of State Highway and Transportation Officials |
| AMRL | AASHTO Materials Reference Laboratory |
| CFR | Code of Federal Regulations |
| CO | Contract Officer |
| CPM | Consultant Pre-qualification Manual |
| CS | Contract Specialist |
| DBE | Disadvantaged Business Enterprise |
| DLC | Direct Labor Cost |
| DOAS | Department of Administrative Services |
| EC | Categorical Exclusion |
| EEO | Equal Employment Opportunity |
| EIS | Environmental Impact Study |
| FAHP | Federal-Aid Highway Program |
| FHWA | Federal Highway Administration |
| GDOT | Georgia Department of Transportation |
| GPR | Georgia Procurement Registry |
| IDIQ | Indefinite Delivery/Indefinite Quantity (On-Call) |
| LPA | Local Public Agencies |
| NIGP | National Institute of Governmental Purchasing |
| NTF | Notice to Finalists |
| NTP | Notice To Proceed |
| O.C.G.A | Official Code of Georgia Annotated |
| PAR | Practical Alternative Report |
| PDP | Plan Development Process |
| PM | Project Manager |
| PNA | Public Notice Announcement |
| PRF | Procurement Requisition form |
| PTIP | Project Team Initiation Process |
| QBS | Qualification Based Selection |
| R/W | Right of Way |
| RFQ | Request for Qualifications |
| SAM | System For Award Management |
| SAT | Simplified Acquisition Threshold |
| SME | Subject Mater Expert |
| SOQ | Statement of Qualifications |
| SUE | Subsurface Utility Engineering |

| | |
|------------|-------------------------------------|
| TSP | Transportation Services Procurement |
| VE | Value Engineering |

Purpose

The purpose of the Transportation Services Procurement (TSP) Manual is to develop policies and procedures in accordance with the requirements set by the Federal Highway Administration (FHWA) in 23 CFR Part 172, Procurement Management, and Administration of Engineering and Design Related Services. The manual will adhere to these procurement rules and regulations as well as those set by the State of Georgia and Georgia Department of Transportation (GDOT) Policy 4020-1 to provide guidance for engineering and design related consultant services procured by the Office of Procurement's TSP Section. The manual will provide requirements for local governments (Local Public Agencies – LPAs) for engineering and design related consultant services procurements when utilizing Federal-Aid Highway Program (FAHP) Funds. The purpose of the requirements in 23 CFR 172 are to ensure that a qualified consultant is obtained through an equitable qualifications-based selection (QBS) procurement process accomplished in a timely manner at a fair and reasonable cost.

This manual will be updated on a periodic basis, as prescribed in GDOT Policy 4020-1 to reflect changes in guiding federal and state regulations, and any other changes that may affect methods of procurement covered by this manual. This manual, and all subsequent revisions, shall be approved by FHWA in accordance with 23 CFR 172.5(c) written policies and procedures.

Overview

Fayette County's Purchasing Department serves as the procurement entity for all engineering and design related consultant services for Fayette County. Fayette County's Purchasing Department is responsible for coordinating all engineering and design related consultant services procurement activities once a valid procurement requisition is received. The procedures set forth in this manual are designed to provide GDOT and LPAs, using federal funds for contracted engineering and design related consultant services, the required methods for acquiring those services. These procedures incorporate the required regulatory practices, as well as procurement industry best practices, determined to be most appropriate for GDOT. ~~Due to federal funding of services, the majority of procurements will require adherence to federal regulations. For consistency of process and adherence to best practices, GDOT will generally follow the same procedures required for federally funded procurements when procuring non-federally funded services. Federal requirements may be waived for non-federally funded services if a clear advantage to the State can be demonstrated and so long as procurement regulations outlined in Official Code of Georgia Annotated (O.C.G.A.) 50-22-1 through 50-22-9 are complied with in full.~~

Guiding Regulations

GDOT operates under the authority of the O.C.G.A. Title 32 Highways, Bridges, and Ferries, Chapter 2. Department of Transportation, for the procurement of goods and services required for the construction and maintenance of roads and bridges and any services ancillary to such work. For the procurement of engineering and design related consultant services which utilize FAHP funds, the following regulations are also applicable:

Federal Laws and Regulations

- 23 U.S.C 112, Letting of Contracts
- 23 CFR Part 172 Procurement, Management and Administration of Engineering and Design Related Services; Final Rule
- 2 CFR Chapter I, and Chapter II, Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards; Final Rule
- 40 U.S.C. 1101-1104 Selection of Architects and Engineers “The Brooks Act”
- 48 CFR Part 31 – Contract Cost Principles and Procedures
- Moving Ahead for Progress in the 21st Century Act (MAP-21)
- Repayment of Preliminary Engineering Cost (Order 2020.1)
- FHWA Policy for Contractor Certification of Costs in Accordance with Federal Acquisition Regulations (FAR) to Establish Indirect Cost Rates on Engineering and Design-related Services Contracts Order No. 4470.1A
- FHWA Policy of Permissible Project Related Activities during the National Environmental Policy Act (NEPA) Process Order 6640.1A

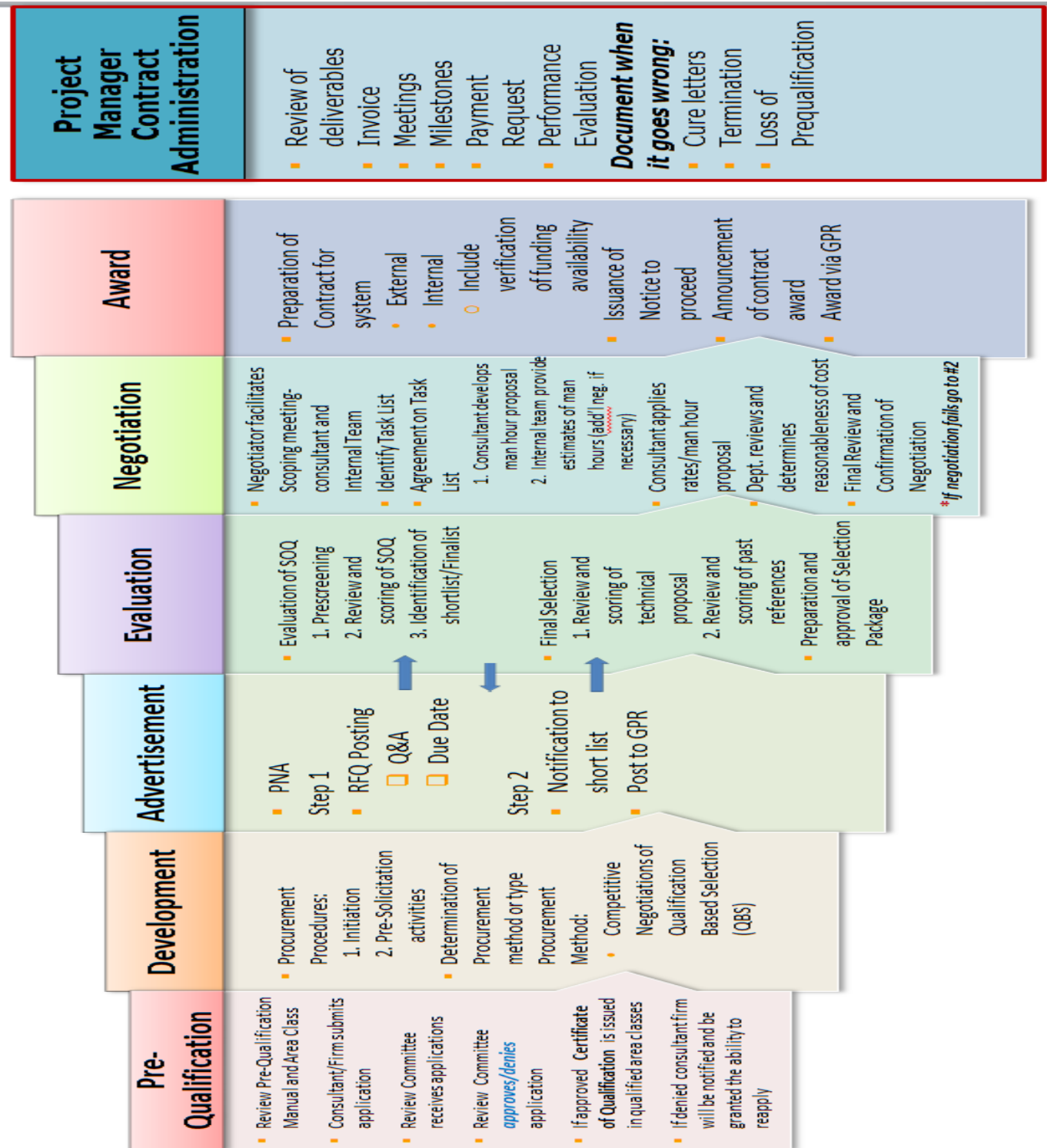
State Regulations

- O.C.G.A. Title 32. Highways, Bridges, and Ferries, Chapter 2. Department of Transportation
- O.C.G.A. Title 50. State Government, Chapter 22. Managerial Control Over Acquisition of Professional Services
- O.C.G.A. Title 43. Professions and Businesses, Chapter 15. Professional Engineers and Land Surveyors

Introduction

This manual is arranged in the seven (7) stages of engineering and design related services procurement. The organization of the seven stages occurs in a logical progression in the order that each stage is required to be performed. The seven (7) stages are discussed in detail in this manual and should provide readers/users of the manual with a step by step guide to the engineering and design related consultant services procurement process. The seven stages are as follows:

THE SEVEN STAGES OF ENGINEERING AND DESIGN RELATED SERVICES PROCUREMENT



Stage 1-Pre-qualification

Pre- Qualification

- Review Pre-Qualification Manual and Area Class
- Consultant/Firm submits application
- Review Committee receives applications
- Review Committee *approves/denies* application
- If approved **Certificate of Qualification** is issued in qualified area classes
- If denied consultant firm will be notified and be granted the ability to reapply

In accordance with 23 CFR Part 172, GDOT requires engineering consultants to be qualified for the work they are proposing to perform. It is GDOT's policy to procure all consultant professional services from consultants pre-qualified by GDOT. However, it should be noted that the pre-qualification process is not, nor does it substitute for a valid procurement process. This process is a key step in procuring engineering and design related services. This pre-qualification process governs the minimum qualifications of professional engineering consultants that perform design and any related work for GDOT including firms providing other ancillary services such as; Transportation Planning, Mass Transit Operations, Highway Design Roadway, Highway structures, Topography, Soils, Foundation & Materials Testing, Construction and Erosion and Sedimentation Control, to support design work that directly leads to construction. GDOT has made its Consultant Pre-Qualification Manual available on its website

(<http://www.dot.ga.gov/PartnerSmart/Business/Prequalification/Documents/ConsultantPrequalificationManual.pdf>), which further describes the process to obtain prequalification.

1.1 Pre-Qualification Process

Consultants are required to submit a pre-qualification application (<http://www.dot.ga.gov/PartnerSmart/Business/Prequalification/Documents/PrequalificationApplication.pdf>) via e-mail to consultants_prequals@dot.ga.gov mailbox. This application must be submitted along with the Employee Qualifications Sheet selecting the area class(es) being requested. Applications to be qualified by GDOT shall be submitted using forms and procedures established by the Department.

1.1.1 Pre-qualification will be required in accordance with the below:

- a) Certified consultants who desire to maintain qualification are required to submit a renewal application every three (3) years.
 - 1) The application shall be submitted three (3) months prior to the anniversary of the initial/current qualification for Class of Work.
 - 2) All changes of personnel, updated work experience for all key personnel, and any other information requested must be submitted with the application.
- b) If additional area classes are requested during the three (3) year period, an updated certificate will be provided indicating the date of update. However, the expiration date of the original certificate shall prevail regardless of when the updated area classes are added.

1.1.2 Review of Pre-qualification Application

The consultant's application shall be examined by the Pre-qualification Committee to determine the consultant's ability to perform one (1) or more of the area classes of work. Refer to the Consultant Pre-qualification Manual (CPM) for a list of [Area Classes](#) and qualification requirements:

- a) GDOT will issue a ***Certificate of Qualification*** with an expiration date three (3) years from the first month in the calendar year in which the consultant is determined to be qualified.
- b) Should the consultant be dissatisfied with the decision of the Committee concerning the assigned area class(es) of work, the consultant may file an appeal. Consultants may file an appeal within 30 days of receiving the committee's decision by e-mail.

1.2 Appeal/Suspension Process

Should the consultant be dissatisfied with the decision of committee as to the assigned area class(es) of work, the consultant may file an appeal of the decision with the committee. An appeal of the committees' decision will follow the same procedures as a suspension of certification.

During the course of providing services consultants may be subject to suspension or revocation of the pre-qualification status for a variety of reasons, including but not limited to loss of staff, loss of certifications for staff, unacceptable performance evaluation, failure to maintain an adequate accounting system, suspension as defined in the Federal Acquisition Regulations (FAR), and adverse actions taken by the Office of Secretary of State, and/or State Board of Registration for Professional Engineering and Land Surveyors.

Should consultants be subject to suspension or revocation of their pre-qualification status, GDOT will notify the consultant in writing that their qualification status has been revoked or suspended and cite specific reasons why the action has taken place. Once the notification is received, the consultant has the following options:

If a consultant wishes to appeal, they should make a formal appeal, in writing to the chairperson of the Pre-qualification Committee within thirty (30) days of receiving the committee's decision by e-mail, including all of the documentation to be considered. The committee shall provide the firm written notice of its decision within twenty-one (21) calendar days of receipt of the appeal. If the decision of the committee supports the original judgment of the Consultant Pre-qualification Committee, the consultant will not be allowed to reapply for pre-qualification in the area class for a period of no less than one (1) year from the effective date in the notification letter unless the Pre-qualification Committee determines a shorter period is warranted. The decisions of the committee shall be final.

If a firm on revocation or suspension wishes to be reinstated in any or all area classes, it shall submit a Plan of Correction to GDOT no less than three (3) months before possible reinstatement. The firm shall submit documentation showing the corrective measures implemented. The committee shall review the firm's documentation along with any additional documentation from on-going deliverables and make a determination to reinstate area class(es) or extend the revocation or suspension.

If the consultant's pre-qualification certification expires during the revocation or suspension period, they can only reapply after the period has ended. If an application of renewal is submitted, it must include a copy of their corrective plan that was reviewed and approved by GDOT.

If a consultant is reinstated after a period of suspension or revocation and a second suspension or revocation is issued, the consultant shall become ineligible for the area class(es) for a minimum of three (3) years and possibly indefinite, depending on the severity of the violation.

1.3 Pre-qualification Utilization in Procurement Process

GDOT utilizes the pre-qualification status of consultants during the procurement process to ensure that prime consultants and their sub consultant team members are qualified to perform the anticipated services. Each procurement will contain area class requirements which must be held by the prime consultant as well as those which may be held by sub consultants. Consultants responding to solicitations will be required to provide the Pre-Qualification Certificates of the prime and sub consultants which demonstrate compliance with the area class requirements. If any consultant desires to respond to a procurement opportunity and does not hold a required area class at the time the procurement is advertised, they will be allowed to proceed in the procurement process so long as they provide evidence (in the Statement of Qualifications response) of submission of the area class application to the Pre-Qualification Committee two (2) weeks prior to the closing date of the procurement. Consultants and/or sub consultants who do not have the area class(es) approved three (3) weeks after the closing date of the procurement, shall be ineligible for award. Consultants and their sub consultant team members, responding to a procurement without the required area class(es) and no evidence of submission of the application are provided, shall be ineligible to proceed in the process.

Stage 2-Development

Development

- Procurement Procedures:
 1. Initiation
 2. Pre-Solicitation activities
- Determination of Procurement method or type
Procurement Method:
 - Competitive Negotiations of Qualification Based Selection (QBS)

The section will detail the requirements for developing Fayette County procurement opportunities for engineering and design related services. The following stage lists the policies and procedures Fayette County's Purchasing Department follows when procuring these services.

2.1 Development Activities

During the Development stage, it is the responsibility of the Fayette County Project Manager (PM) to define the overall services required and the specific tasks associated (commonly referred to collectively as the "scope"). There are several activities involved, which include but are not limited to:

2.1.1 Project Team Initiation Process (PTIP)

PTIP is a process through which Fayette County's PMs and assigned subject matter experts (SMEs) from each SME office meet regarding the services and associated scope required to see a project through construction. During PTIP, the Fayette County PM and SMEs will review the project and determine in as much detail as necessary what the scope of the project will entail. One of the major decisions which will be made is whether or not the project scope will be completed with Fayette County staff or whether it will be outsourced to a consultant firm which is prequalified in one or more area classes. This decision will be based on a variety of factors, including but not limited to whether or not Fayette County has the technical expertise to perform the work and whether or not Fayette County's staff has the capacity to perform the work anticipated. During this process, the Fayette County PM and SMEs will determine the required area class(es)

for the prime and sub consultants, as well as determine the anticipated tasks and necessary level of effort required to complete the work and independent estimate.

2.1.2 Projects/Contracts Not Requiring PTIP

Project specific contracts for non-design work, indefinite delivery/indefinite quantity (On-Call) contracts, and contract modifications may not be discussed in the PTIP process. During the Pre-Solicitation process for these types of procurements, the Contract Specialist (CS) will work with the Fayette County PM and SMEs to determine the scope and required area class(es) for the prime and sub consultants.

2.1.3 Preparation of Scope

The Fayette County PM and SMEs will draft the scope of the project with as much detail as possible. The draft should be organized in a linear and progressive manner consistent with the order in which services should be completed. Since this scope may be utilized by Fayette County's staff, (in the event Fayette County's staff perform the services), or in a contract with a consultant, it should be organized utilizing standard outline format as indicated below:

- I. Introduction
 - A. Lead In
 - B. Establish the High Level Service to be provided
- II. First Scope Item to be Performed
 - A. Supporting detail #1
 - B. Supporting detail #2
 - 1. Sub-Point #1
 - 2. Sub-Point #2
 - a. Item #1
 - b. Item #2
 - 1) Detail #1
 - 2) Detail #2
- III. Second Scope Item to be Performed
 - A. Supporting detail #1
 - B. Supporting detail #2
 - 1. Sub-Point #1
 - 2. Sub-Point #2
 - a. Item #1
 - b. Item #2

The scope for every solicitation and resulting contract will be different; however, following a standard outline format will assist in helping to organize similar items together. This format is one tool that the Office of Procurement utilizes to ensure some standard of organization is consistent across all solicitations and contracts.

2.1.4 Selection of Appropriate Area Classes

During the PTIP process, the Fayette County PM and SMEs should review the area classes listed in the Pre-qualification Manual and identify the area classes which the prime consultant must hold as well as the area classes which are acceptable for any team member to hold (prime or sub consultant team member). It is extremely important that the Fayette County PM and SMEs are careful when selecting area classes which only the prime consultant can meet as this may limit competition. As more area classes are required of the prime consultant only, the potential pool of consultants who can qualify is reduced.

Area classes required of the prime consultant should be limited to those area classes' needed to complete the work.

Developing the area class list requires close review of the project during the PTIP process to ensure that the area classes associated with all services which may be required are included. This is critical to ensure that there is prequalified team members which can perform any service required in order to complete the project.

2.1.5 Identify Key Team Roles to be considered in Evaluation/Scoring

The CS, PM and SMEs will determine which key team roles they deem pertinent to the scope of the project/contract being procured. Generally, this will include the PM as well as others identified based on the scope of the project and should focus on those areas where it is important to determine if an individual is qualified to provide the services desired.

2.2 Procurement Procedures

The recommended procurement procedures set forth in this section are designed to assist GDOT PMs (and LPAs) in acquiring needed professional services to complete project needs. Since QBS selection procedures will constitute the majority of procurements, QBS will be the focus of these procedures. Additional or different procedures will be noted for Simplified Acquisition or Non-Competitive Negotiation.

An experienced CS should manage the overall process to procure contracts for these services. The CS is responsible for procurement schedule coordination, SOQ distribution, evaluation tools and documents, and meeting facilitation (including receipt of SOQs, evaluation meetings, and interviews). In addition, the CS is the sole point of contact for interested consultants and prospective proposers from the advertisement of the procurement opportunity through the announcement of contract award. This role as the single point of contact for all communications during the procurement process is extremely important for several reasons:

- 1 It helps maintain the integrity of the procurement process.
- 2 It reduces the risk of undue influence or pressure on GDOT and the Selection Committee.
- 3 It maintains a consistent and orderly flow of information at the appropriate time and in the appropriate manner.

The following items are essential elements and tasks of the procurement process. They are arranged in the suggested order in which they should be completed. Basic instructions for completing these tasks are included. These are generally intended to be applicable to consultant selection efforts, but some projects may require different tasks and instructions.

2.3 Initiation

To begin the process for procuring consultant services, the requesting office must submit a Procurement Requisition Form (PRF). The form should be filled out and signed by the PM, the requesting office head, and the applicable division director then scanned, and sent via e-mail to the [TSP](#) mailbox. Careful attention must be paid to completing the required information on the form including:

- a) Complete all contact information
- b) The purpose of the requested solicitation
- c) Project Identification number (PI# - if applicable)
- d) Brief work description

- e) What skills, knowledge, resources, etc, are needed but not available internally which necessitates outsourcing?
- f) Can this service be performed in-house by cheaper means?
- g) Estimated/allotted costs and time duration

For each new advertisement, TSP will review and obtain approval of the Chief Engineer prior to beginning procurement activities. TSP will assign a CS who will then contact the PM to begin procurement procedures.

2.4 Pre-Solicitation Activities

The CS will meet with the Fayette County PM to determine needed information to prepare and post an advertisement for the desired services. Major discussion points include:

2.4.1 Determine Procurement Methods and Procedures

The CS will discuss the services to be procured with the Fayette County PM and determine which procurement method outlined in 23 CFR Part 172.7, entitled Procurement Methods and Procedures (as detailed herein), will be the best method for procuring the desired services. Such determination may be dependent on whether or not the services are related to the construction of a project utilizing FAHP funds, the estimated cost of the services, and whether or not it is feasible to award by competitive negotiations or simplified acquisition. With the exception of the standard process for Competitive Negotiations/QBS, the CS shall document the reasoning for the procurement method decision in the procurement file.

2.4.1.1 Procurement Methods

GDOT will use the following procurement methods:

a) Competitive Negotiations or Qualifications Based Selection (QBS)

QBS is a type of selection for services that intentionally avoids giving any weight to any proposed fee for those services. That is not to say that fees are unimportant. Fees have an important role to play in the contracting process, only not in the “selection” process. Instead, QBS allows consultants to initially compete solely upon their qualifications and demonstrated expertise (and additional QBS and allowable non-QBS criteria outlined in 23 CFR Part 172.7(a)(1)(iii)(A) and 23 CFR Part 172.7(a)(1)(iii)(D) respectively. The contract is awarded to the consultant deemed to be the most qualified, without consideration of cost or fee. Weighted criteria are used to evaluate qualification-related factors in the selection. An actual contract award is subject to successful cost negotiation with the proposer.

b) All GDOT Engineering and Design Related Services procurements will require QBS process with the following exceptions:

1. Small Purchase/Simplified Acquisition

As allowable in 23 CFR Part 172.7(2), a relatively simple and informal procurement method where an adequate number of qualified sources are reviewed may be utilized, where the total contract cost does not exceed the

simplified acquisition threshold (SAT) for federal purchases not to exceed \$150,000 (2 CFR part 200) or for state purchases not exceeding \$75,000 (O.C.G.A. § 50-22-7 (d)). GDOT will always adhere to the more restrictive state limitation of \$75,000 for simplified acquisition. *Contract requirements should not be broken down into smaller components to permit the use of small purchase requirements. The full amount of any contract modification or amendment that causes the total contract amount to exceed the established SAT is ineligible for Federal-Aid funding. The FHWA may withdraw all Federal-aid funding if the contract is amended above the applicable established SAT. The procurement method to be utilized would be consistent with QBS criteria allowable under 23 CFR Part 172.7(2) and O.C.G.A. 50-22-4.

2. *Non-Competitive Negotiations*

Non-competitive negotiations may be used when it is not feasible to award by competitive negotiations or simplified acquisition and are limited to the following:

- a) The service is available from only a single source.
- b) An emergency that will not permit the time necessary to conduct competitive negotiations.
- c) After solicitation of a number of sources, competition is determined to be inadequate.

GDOT must submit justification to FHWA and receive approval before using this method of contracting for any contract utilizing federal funds. The only exception to this would be in the event of an emergency purchase where it is not feasible to obtain approval prior to performing work. In this event, GDOT would proceed with the work and gather the information necessitating the emergency purchase and submit to FHWA as soon as practical.

~~If a project is to be funded exclusively with state funds and if a consultant has previously worked on the project, GDOT may enter into contract with that consultant without competition if the provisions of O.C.G.A 50-22-7(a) apply. The PM must certify that the consultant has significant previous work on the project that may be reused and that the scope of the project has not significantly changed or expanded.~~

2.5 Determine Contracting and Payment Method

The CS will discuss various contracting options with the **Fayette County** PM to determine which contracting method most appropriate for the services being procured. The two major decisions for contracting methodology are the Contract Type and Payment Method:

2.5.1 Contract Type

Based on the description of each contract type below, the CS shall determine the appropriate contract type to utilize and ensure the RFQ specifies the contract type anticipated to contract for the solicited services in accordance with 23 CFR Part 172.9:

2.5.1.1 Project Specific

A contract between the contracting agency and consultant for the performance of services and defined scope of work related to a specific project or projects. With

this contract type, the entire scope can be determined and negotiated in a single phase/contract.

2.5.1.2 Multi-Phase Project Specific

A Multi-Phase project specific contract is where the defined scope of work is divided into phases which may be negotiated and authorized individually as the project progresses. With this contract type, there are many unknowns and it is not possible to identify all work which must be performed at the time of negotiations and therefore, the work is negotiated and authorized in separate phases(s).

2.5.1.3 Indefinite Delivery Indefinite Quantity (IDIQ) – ON Call

A contract for the performance of services for a number of projects (which are unknown at the time of selection) for performance of smaller projects or for performance of routine or specialized services on a number of projects, under task or work orders issued on an as-needed or on-call basis, for an established contract period (which shall not exceed a maximum of five (5) years).

2.5.2 Payment method

Based on the description of each payment type below, the CS and Fayette County PM will discuss the request and will determine the appropriate payment method. A single contract may contain different payment methods as appropriate for compensation of different elements of work. Each RFQ shall specify the method(s) of payment anticipated to contract for the solicited services in accordance with 23 CFR part 172.9:

2.5.2.1 Cost Plus Fixed Fee

This payment method shall be utilized when the scope of work is fairly well defined but the total engineering effort required to complete the work cannot be estimated precisely. These contracts pay a pre-determined fee that was agreed upon at the time of contract negotiations.

2.5.2.2 Firm Fixed Price/Lump Sum

This payment method shall only be used when the extent, scope, complexity, character and duration of the work required has been established to a degree that is fair and reasonable and the total cost can be determined at the time of negotiations. ****Note:** When the method of payment is other than firm fixed price/lump sum, the contract shall specify a maximum amount payable which shall not be exceeded unless adjusted by a contract modification.

2.5.2.3 Cost per Unit of Work

The consultant shall be reimbursed for work and services completed at a pre-negotiated rate based on the Unit of Work cost. The Units of Work could be routinely used, recurring and would not necessitate multiple negotiations. The Negotiations for each unit of work will be conducted in the same manner whereby the level of effort for each unit of work is estimated independently by the Fayette County PM and consultant.

2.5.2.4 Specific Rates of Compensation

This provides for reimbursement on the basis of direct labor hours at specified fixed hourly rates plus any direct expenses or costs, subject to an agreement maximum amount. This payment method would only be utilized when it is not possible at the time of procurement to estimate the extent or duration of the work or the estimated cost with any reasonable degree of accuracy. The specific rates of compensation payment method should be limited to contracts or components of contracts for specialized or support type services where the consultant is not in direct control of the number of hours worked, such as construction engineering and inspection. When using this payment method, GDOT shall manage and monitor the consultant's level of effort and classification of employees used to perform the contracted services. The consultant would only be paid for the actual work completed.

****Note:** Cost plus percentage of cost and percentage of construction cost methods of compensation shall not be used.

2.6 Develop Request for Qualifications (RFQ)

The Fayette County PM must collaborate with the CS to establish the elements required for the RFQ Advertisement. The Fayette County PM and CS may enlist the help of the Selection Committee, to develop some of the required elements. This is especially appropriate for particularly complicated solicitations where the Selection Committee may be comprised of specialized subject matter experts. Key components of the RFQ are as follows:

- a) Identify any special provisions or contract requirements associated with the solicited services;
- b) Require that submission of any requested cost proposals or elements of cost be in a concealed format and separate from technical/qualifications proposals, since these shall not be considered in the evaluation, ranking, and selection phase; and
- c) Provide an estimated schedule for the procurement process and establish a submittal deadline for responses to the RFQ that provides sufficient time for interested consultants to receive notice, prepare, and submit a proposal, which except in unusual circumstances shall be not less than 14 calendar days from the date of issuance of the RFQ.

2.6.1 Scope

Consulting services for a project can be comprehensive or can be limited to select services. The Fayette County PM will collaborate with the CS to refine the scope for inclusion in the RFQ document. The scope should follow the format previously discussed in Section 2.1.3. The Fayette County PM should develop a comprehensive scope prior to requesting the procurement of consulting services. Emphasis should be placed on ensuring the scope and technical requirements are clear, accurate, and detailed to the extent practical. The scope should detail the purpose and describe the project, the services to be performed, deliverables to be provided, estimated scheduled for performance, and applicable standards, specifications and policies. It should be noted that as much attention as possible should be paid to detailing all requirements because scope items not included in the advertisement cannot be added to the contract later per 23 CFR Part 172.

2.6.2 Area Class Requirements

CS will work with Fayette County PM to finalize area classes for the prime consultant and the Sub consultant Team Members. Engineering and design related services for which GDOT requires pre-qualification will have minimum area class requirements that the prime consultant or sub consultants must hold to

accomplish the desired scope of services. The CS and Fayette County PM must ensure that each required scope item has corresponding area classes identified as mandatory.

Normally a set of minimum area class requirements will be specified that a prime consultant must meet in order to be further evaluated and ranked. The prime consultant will generally be required to be prequalified in the area classes representing predominate work areas for the solicited project. Typically, area class requirements for related services may be fulfilled by the prime or sub consultant Team Members.

2.6.3 Pre-Established Evaluation Criteria

The evaluation criteria must be identified in each RFQ and will be used in the evaluation, ranking, and selection of consultants to provide the desired services. For QBS selections, price or cost is specifically prohibited from use as selection criteria since it is not an element of the qualifications of the consultant. Likewise, a requirement that the consultant be in-state or local preference shall not be used as a factor in the evaluation, ranking, or selection phase as these do not demonstrate qualifications of the consultant to do the work and is not allowable. GDOT has reviewed the allowable QBS and Non-QBS criteria and has established usual evaluation criteria to include:

2.6.3.1 Identify Key Team Leaders

CS will work with Fayette County PM to finalize key team leaders. Each solicitation will require a Fayette County PM as mandatory and therefore this is not a Key Team Leader and should not be included in this section. Each Key Team Leader identified will result in resumes being submitted in the SOQ package and the evaluation for qualifications and experience will be based on these resumes. The major categories of services should be identified. Each major category identified (i.e. design, bridge, environmental, traffic operations, utilities, etc.) should dictate the required Key Team Leaders.

2.6.3.2 Project Manager, Key Team Leader(s) and Prime's Experience and Qualifications

Usual criteria related to the Fayette County PM, Key Team Leaders, and prime's experience and qualifications are as follows:

a) Fayette County PM and Key Team Leaders

Information is provided pertaining to the Fayette County PM and key team leaders, including but not limited to:

1. Education.
2. Registration.
3. Relevant engineering experience.
4. Relevant project management experience for projects of similar complexity, size, scope, and function.
5. Relevant experience utilizing GDOT specific processes, manuals, or guidance (Plan Development Process (PDP, Design Policy, Environmental Procedures Manual, etc.).

Prime Experience

Information is provided pertaining to the prime’s experience and ability in delivering effective services for projects of similar complexity, size, scope, and function. For each project, the following information should be provided:

1. Client name, project location, and dates during which services were performed.
2. Description of overall project and services performed by your firm.
3. Duration of project services provided by your firm, and overall project budget.
4. Experience utilizing GDOT specific processes, manuals, or guidance (PDP, Design Policy, Environmental Procedures Manual, etc.).
5. Client(s) current contact information including contact names and telephone numbers.
6. Involvement of Key Team Leaders on the projects.

2.6.3.4 Fayette County PM, Key Team Leader(s) and Prime’s Resources and Workload Capacity

Usual criteria related to the Fayette County Project Manager, Key Team Leaders and prime’s Resources and Workload Capacity are as follows:

- a) Fayette County Project Manager workload capacity.
 Workload capacity of Key Team Leader(s).
 Resources dedicated to delivering project.
 Ability to meet project schedule.

2.6.4 Technical Approach

O.C.G.A Section 50-22-4(b) requires that GDOT to enter into discussions with three (3) to five (5) consultant identified as the most highly qualified. The evaluation of respondent’s technical approach may be through written response, by telephone, video conference, or by oral presentation with the most highly qualified consultants following submission and evaluation of qualifications. The evaluation of the technical approach in the delivery of the project and meeting contract requirements is usually represented by the following criteria:

- a) Project understanding and innovative technical approaches the firm offers relative to addressing anticipated scope of services.
 Use of alternative methods for delivery (if applicable), and/or management of the project.
 Identify unique challenges of the project and how the firm intends to mitigate these challenges, including quality control, quality assurance procedures.
 Provide specific qualifications, skills, knowledge of the project and project area which may uniquely benefit the firm and project.
 Provide ability and willingness to meet project schedule and budget requirements.

2.6.5 Past Performance

Usual criteria pertaining to the past performance evaluation includes, but is not limited to:

- a) References provided for non-GDOT projects which are relevant and performance evaluations were not performed.
References provided for consultants which have not been awarded contracts with GDOT previously.
Documented knowledge any Selection Committee members have of performance on relevant projects.
Performance evaluations on completed GDOT projects/contracts.

2.6.6 Developed Evaluation Criteria

The usual criteria, in Section 2.6.3 – 2.6.6 above, have been established to streamline the RFQ development process. However, these criteria do not preclude GDOT from developing different criteria so long as they are compliant with 23 CFR Part 172. In the event different criteria are desired, the CS will assist the Fayette County PM in developing the appropriate, project/contract-specific evaluation criteria. When developing the criteria, the CS would ask probing questions to determine what qualifications define the best criteria for this project, and what proposal information is needed to evaluate SOQs accordingly. In developing the criteria, much consideration must be given to the deliverables as they are developed into the solicitation documents, and whether the deliverables should be adjusted in order to provide the Selection Committee with the necessary volume and type of information for proper evaluation. Additionally, the criteria must assess the demonstrated competence and qualifications for the type of professional services being solicited. The criteria are broken down into two categories including QBS Criteria and Non-QBS Criteria.

2.6.6.1 QBS Criteria

The CS will work with the Fayette County PM to establish the specific, detailed, or “granular” criteria and such granular criteria must be grouped as a component of a major category. Prior to advertisement, the Fayette County PM should assign appropriate weights to the major criteria categories, which will be communicated to all respondents in the RFQ. Major categories of evaluation criteria should be used to allow for easy understanding by all respondents of what basic attributes are generally considered important, and for better processing by the Selection Committee. Allowable QBS Criteria include but are not limited to:

- a) Technical approach (e.g., project understanding, innovative concepts, or alternatives, quality control procedures).
Work experience.
Specialized expertise.
Professional licensure.
Staff capabilities.
Workload capacity.
Past performance.

2.6.6.2 Non-QBS Criteria

FHWA has allowed the utilization of Non-Qualification Based Criteria in accordance with 23 CFR Part 172.7.(a)(1)(iii)(D). The CS will work with the Fayette County PM and will advise of these allowable criteria and determine if the project/contract being advertised could benefit from these criteria. However, the combined total of all Non-QBS criteria must not exceed ten (10) % of the overall evaluation. Allowable Non-QBS criteria are as follows:

a) Local Presence

This criteria shall not be based on political or jurisdictional boundaries and may be applied on a project-by-project basis for contracts where a need has been established for a consultant to provide a local presence, a local presence will add value to the quality and efficiency of the project, and application of this criteria leaves an appropriate number of qualified consultants, given the nature and size of the project. If a consultant from outside of the locality area indicates as part of a proposal that it will satisfy the criteria in some manner, such as establishing a local project office, that commitment shall be considered to have satisfied the local presence criteria.

DBE Utilization Goal

For contracts utilizing federal funds, GDOT specifies a DBE utilization goal in accordance with 49 CFR Part 26. In order to evaluate the ability of a proposing consultant to meet this goal, the Committee will typically evaluate a consultant's DBE policy and practices. ***Note:** If you have a DBE goal you cannot have a scored criteria as FHWA interprets this as "or" not "and" Please refer to FHWA Question and Answers for further guidance.

****Note:** Local Governments must ensure that when considering DBE utilization that only firms certified by GDOT as DBE firms are allowable.

*****Note:** When Local Governments are utilizing Federal-Aid Highway Program Funds, any DBE goal must either be consistent with GDOT's DBE goal, or must be approved in advance by GDOT's Office of Equal Employment Opportunity (EEO).

2.7 Establish RFQ deliverables

Deliverables of prospective respondents must correlate to the evaluation criteria stated in the RFQ. Ideally, the deliverables should mirror the evaluation criteria in the RFQ and should reflect any unique directions or selection strategies necessary for the individual project. The CS will work with the Fayette County PM and will review the evaluation criteria and will ensure that the requested RFQ deliverables correlate closely. Careful attention should be paid to the scope of work for each RFQ which will dictate the evaluation criteria and ultimately the RFQ deliverables. In accordance with GDOT's Pre-Established Evaluation Criteria, there are pre-established RFQ deliverables which correspond. These Pre-Established Criteria usually include:

2.7.1 Phase I Evaluation Deliverables

All interested respondents would be required to respond to the criteria identified below:

a) *Administrative Requirements* – **NOTE:** This section is not scored but is used as Pass/Fail to determine whether respondents are deemed as responsive to each solicitation.

1. Basic company information:
 - A. Company name.
 - B. Company Headquarter Address.
 - C. Contact Information - Name and contact information (telephone number(s) and e-mail address) of primary proposing contact, (this will be the individual with whom the Department will direct all communications).
 - D. Company website (if available).
 - E. Georgia Addresses - Identify and provide addresses for the offices located in the State of Georgia.
 - F. Staff - List the number and disciplines of staff members employed in each office in the State of Georgia.
 - G. Ownership - 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. **Certification Form** - Complete the Certification Form (*Exhibit "II" enclosed with RFQ*), and provide a notarized original within the firm's Statement of Qualifications. This is to be submitted for the prime **ONLY**.
3. **Georgia Security and Immigration Compliance Act Affidavit** – Complete the form (*Exhibit "III" enclosed with RFQ*), and provide a notarized original within the firm's Statement of Qualifications. This is to be submitted for the prime **ONLY**.
4. **Addenda** - Signed cover page of any Addenda issued for the prime **ONLY**.

Experience and Qualifications

1. Information pertaining to the **Fayette County** PM, including but not limited to:
 - A. Education.
 - B. Registration (if necessary and applicable.)
 - C. Relevant engineering experience.
 - D. Relevant project management experience for projects of similar complexity, size, scope, and function (no more than five (5) projects).
 - E. Relevant experience utilizing GDOT specific processes, manuals, or guidance (Plan Development Process, Design Policy, Environmental Procedures Manual, etc.).
2. Key Team Leaders - Provide experience of Key Team Leaders (defined as those individuals who oversee project areas determined as particularly important to each specific project. For each Key Team Leader identified provide:
 - A. Education.

- B. Registration (if necessary and applicable.)
 - C. Relevant experience in the applicable resource area (on no more than three (3) of the most relevant projects).
 - D. Relevant experience utilizing GDOT specific processes, manuals, or guidance (PDP, Design Policy, Environmental Procedures Manual, etc.) which are specific to the key resource area.
3. Prime Experience - Provide information on the prime’s experience and ability in delivering effective services for projects of similar complexity, size, scope, and function. Describe no more than five (5) projects, in order of most relevant to least relevant, which demonstrate the consultant's capabilities to provide services for GDOT. For each project, the following information should be provided:
- E. Client name, project location, and dates during which services were performed.
 - F. Description of overall project and services performed by your firm.
 - G. Duration of project services provided by your firm, and overall project budget.
 - H. Experience utilizing GDOT specific processes, manuals, or guidance (PDP, Design Policy, Environmental Procedures Manual, etc.)
 - I. Client(s) current contact information including contact names and telephone numbers.
 - J. Involvement of Key Team Leaders on the projects.
4. Area Class Summary Form and Notice of Professional Consultant Qualifications - Prime consultants are defined as the firm submitting the Statement of Qualifications and the firm with whom GDOT will contract. “The Team” is defined as the prime consultant and their sub consultants, who are considered team members. Prime consultants and their sub consultant team members must meet the Area Class requirements listed for each project on which they apply. In regards to the required Area Classes, respondents should submit a summary form which details the required area classes for the prime consultant and all sub consultants or joint-venture of consultants on the team listed in the Statement of Qualifications. The area classes and consultants meeting the area classes listed on the summary form must meet all required area classes or the team will be disqualified. If a team member’s pre-qualification expires prior to the due date of the SOQ, documentation must be provided which shows that the firm has submitted its application for Pre-qualification prior to the SOQ due date. The team must maintain its Pre-qualification certification in order to be considered eligible for award if selected.

Resources/Workload Capacity

- 1. Provide information regarding the overall resources dedicated to delivering the specific project, including:
 - K. Organizational chart which identifies the project manager, prime, Key Team Leaders, support personnel, and reporting structure.
 - L. Primary Office - Identify and discuss the primary office which will be responsible for handling the specific project and the number and types of staff within the office and how this office could benefit the project and promote efficiency.

M. Narrative on Additional Resource Areas and Ability – Respondents are also allowed one page to provide information regarding additional resource areas identified as important to the project, to discuss how the key areas will integrate and work together on the project, to discuss any information which is pertinent to these areas, to provide a narrative regarding how the organization of the team, including the Fayette County PM and Key Team Leaders can deliver the project on schedule given their workload capacity. (Fayette County recognizes that some individuals may be able to meet the schedule while carrying heavier project loads.) Respondents may discuss the advantages of your team and the abilities of the team members which will enable the project to meet the proposed schedule. If there is no proposed schedule, discuss the advantages of the team and the abilities of the team members which will enable the project to move as expeditiously as possible.

2. *Project Manager Commitment Table* - Provide a list of ALL projects (Fayette County, other governments and private contracts) on which the proposed project manager is currently committed, to enable the Department to ascertain the project manager’s availability.
3. *Key Team Leader Project Commitment Table* - Provide a list of ALL projects the Key Team Leaders is committed on to enable the Department to ascertain the available capacity.

2.7.2 Phase II Evaluation

The three (3) to five (5) respondents deemed the most highly qualified consultant would be required to respond to the criteria identified below:

2.7.2.1 Technical Approach

Provide any unique technical approaches your firm offers relative to addressing anticipated design concepts, use of any alternative methods for delivery (if applicable), and/or management of the project. Identify any unique challenges of the project and how your consultant intends to mitigate these challenges, including quality control, quality assurance procedures. Provide any specific qualifications, skills, knowledge of the project and project area which may uniquely benefit the firm and project.

2.7.2.2 Past Performance

Past performance may be evaluated through several methods including but not limited to:

- a) Checking of project references for the proposed project manager as well as the consultant.
Fayette County consultant performance ratings which have been prepared on completed projects/contracts and archived for consideration.
Knowledge that any members of the Selection Committee have pertaining to the past performance of the consultant on any project which is shared and documented during the evaluation process.

2.7.2.3 RFQ Deliverables for Developed Evaluation Criteria

The usual deliverables, have been established to streamline the RFQ response process. However, these deliverables do not preclude Fayette County from developing different deliverables

to correspond with the evaluation criteria so long as they are compliant with 23 CFR Part 172. In the event different deliverables are desired, the CS will assist the Fayette County PM in developing the appropriate, project/contract-specific deliverables. When developing the deliverables, the CS would review the developed evaluation criteria and ask probing questions to determine what deliverables, best allow evaluation of the developed criteria for this project, and what proposal information is needed to evaluate SOQs accordingly. In developing the deliverables, much consideration must be given to provide the Selection Committee with the necessary volume and type of information for proper evaluation. Additionally, the deliverables must assess the demonstrated competence and qualifications for the type of professional services being solicited.

2.7.2.4

Deliverables for Developed QBS Criteria

The CS will work with the Fayette County PM to establish the specific, detailed, or “granular” deliverables and such granular deliverables must be grouped as a component of a major category. Prior to advertisement, the Fayette County PM should assign appropriate weights to the major deliverables, which will be communicated to all respondents in the RFQ. Allowable QBS deliverables include but are not limited to:

- a) Technical approach (e.g., project understanding, innovative concepts, or alternatives, quality control procedures).

- Work experience.
- Specialized expertise.
- Professional licensure.
- Staff capabilities.
- Past performance.

2.7.2.5 RFQ Deliverables for Non-QBS Criteria

- a) Local Presence

If a need has been established for a consultant to provide a local presence, a local presence will add value to the quality and efficiency of the project, and application of this criteria leaves an appropriate number of qualified consultants, and Fayette County decides to utilize the criteria, the location of the consultant would be considered. The respondent would be required to identify its office location, or whether or not it will establish an office location which meets the criteria as well as a narrative on the value and efficiency that this location would add to the project.

DBE Utilization Goal

Fayette County usually applies its current DBE utilization goal to all solicitations. In the event that Fayette County decided not to utilize the DBE utilization goal and decided to use scored criteria, the corresponding deliverables would require the respondent to identify its approach to utilizing DBE consultants, current and history of utilizing DBE consultants, as well as DBE consultants intended to be utilized for the project/contract under evaluation.

2.7.2.6 Establish RFQ Scoring

In accordance with 23 CFR Part 172.7(a)(1)(iii)(B) and Official Code of Georgia (O.C.G.A.) Section 50-22-4, price is not allowed as an evaluation criterion as it violates the mandates established in the Brooks Act for Qualification Based Selection procedures. Additionally, In-State or Local Preference may not be utilized in accordance with 23 CFR Part 172.7(a)(1)(iii)(C). However, when federal funds are not being utilized, O.C.G.A. Section 50-22-4 does allow GDOT to consider project location and office location, although it has generally been determined that this may be utilized only in unique situations even when utilizing state funds only.

2.7.2.7 Pre-Established Evaluation Criteria Weighting

- a) GDOT has identified the standard evaluation criteria in the following categories:
 - 1. Project Manager, Key Team Leader(s) and prime’s Experience and Qualifications
-30%
 - 2. Project Manager, Key Team Leader(s) and prime’s Resources & Workload Capacity - 20%
 - 3. Technical Approach - 40%
 - 4. Past Performance – 10%

- b) These pre-established evaluation criteria will allow respondents to demonstrate competence and qualification for the various types of engineering and design related services being solicited. While the intent is for these to be used universally, they may not be sufficient or detailed enough for every solicitation. With this in mind, the CS will work with each customer and review the standard criteria and associated weight and may adjust accordingly.

- c) Developed Evaluation Criteria Weighting:

- d) The usual evaluation criteria and weights have been established by the Chief Engineer in order to streamline the RFQ development process and to provide consistency in the evaluations. However, these criteria and weights do not preclude Fayette County from developing more detailed criteria and weights, specific to each project/solicitation so long as they are compliant with 23 CFR Part 172. In the event different criteria and weights are desired, the CS will assist the Fayette County PM in developing the appropriate evaluation factors for each project/contract. When developing, the CS would review the developed evaluation factors to allow emphasis to be placed on those criteria and weights which demonstrate the relevant importance in relation to the project, as well as for compliance with 23 CFR Part 172. The CS will ask probing questions to determine what evaluation factors best support the evaluation of the developed criteria for this project, and what weighting is needed to allow respondents to best demonstrate qualifications and competence.

2.8 Procurement Schedule

The CS will work with the Fayette County PM and determine the overall schedule of events for the solicitation to allow sufficient to allow sufficient time for interested consultants to receive notice, prepare, and submit proposals. At a minimum, the schedule will identify the solicitation posting date, due date and time for questions and clarification(s), and the due date and time for the submittal deadline. For projects with State or Federal funding, the CS will ensure that the minimum required posting time of thirty (30) calendar days to allow sufficient time for interested consultants to respond and which compliance with both state and federal law. The Fayette County PM will take into account the appropriate time needed and the availability of the various participants, including Selection Committee members, when establishing the procurement schedule.

Stage 3 - Advertisement

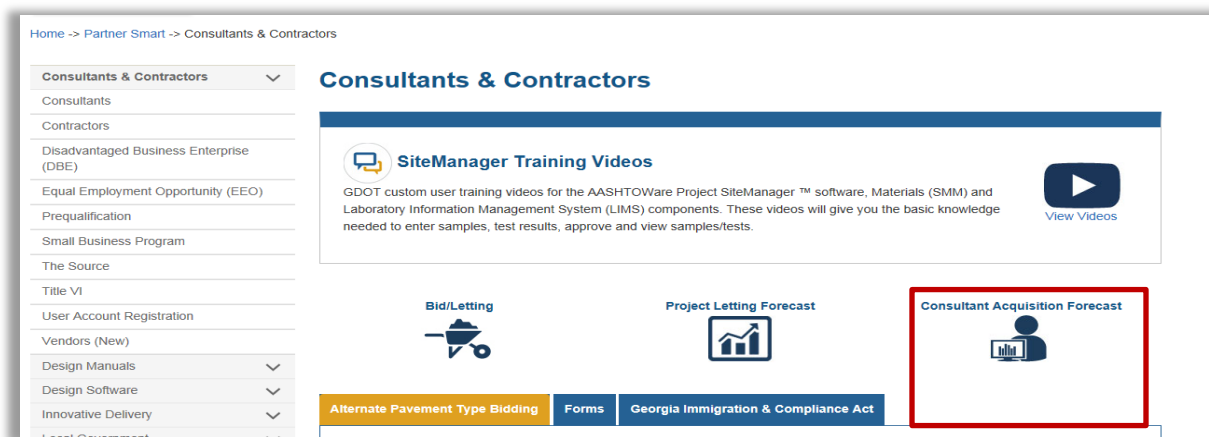
Advertisement

- PNA
- Step 1
 - RFQ Posting
 - ▢ Q&A
 - ▢ Due Date
- Step 2
 - Notification to short list
 - Post to GPR

The section will detail the requirements for advertising procurement opportunities for engineering and design related services. These requirements will allow GDOT to identify potential consultants to be considered for award for engineering and design related services. The Request for Qualifications (RFQ) process allows the Department to thoroughly identify and select qualified consultants and award federally-funded engineering and design related contracts based on open competitive negotiations and the consultant(s) demonstrated competence and professional qualifications for the type of professional services required at a fair and reasonable price using the Qualifications Based Selection (QBS) process as required by the Brooks Act.

3.1 Consultant Acquisition Needs List

GDOT's Office of Program Delivery (OPD) solicits input from all of the SME offices (bridge, environmental, design, etc.) and identifies its own needs for consultant resources. Once this input is received, OPD updates the GDOT webpage at the following link <http://www.dot.ga.gov/PS/Business>. Once at the page, interested parties should click on the consultant Acquisition Forecast icon:



When this link is opened, the information pertaining to the forecasted needs will be displayed in a manner similar to the below:

2015 - 2016 Potential Consultant Acquisition Needs

| Project ID (PI number) | Description | Primary Work Type | County | GDOT District | Phase* | 2015 Batch # ** | | | | |
|------------------------|--|--|--------|--------------------|-------------|-----------------|--------|-----------------|--------------|-------------------------|
| N/A | Environmental Statewide Contracts for full environmental services, including environmental surveys, report preparation, and quality assurance reviews of reports prepared by other firms. Restricted to State funded projects. | Environmental | All | All | PE | Fall 2015 | | | | |
| N/A | Safety Design Services for one of three regions in the state. The regions are based upon GDOT District boundaries and are grouped as follows: Districts 1 & 2 & 5 = Region A, Districts 6 & 3 = Region B and Districts 7 & 4 = Region C. The Consultant will perform all services as determined through negotiations of individual task orders and provide all detailed work, services, materials, equipment and supplies to perform the work as an on-call service. | Traffic Management Center (TMC) | All | All | PE | Fall 2015 | | | | |
| N/A | Program Management Services for OPD for the Traffic Operations and Safety Programs | Program Management (OPD) | All | All | PE | Winter 2015 | | | | |
| N/A | Program Management Services for OPD for the Bridge Program | Program Management (OPD) | All | All | PE | Winter 2015 | | | | |
| N/A | Design-Build Bridges - reference http://www.dot.ga.gov/PS/Innovative/DesignBuild | Bridge Replacements | | 1, 2, 3, 4, & 5 | PE & CST | Winter 2015 | | | | |
| Bundle # | Project ID (PI number) | 2016 Bridge Bundles Batch #1 | | Primary Work Type | County | GDOT District | Phase* | 2016 Batch # ** | # of Bridges | Bridge_Serial_Num |
| 1 | 0013716 | SR 10 LOOP EB & WB @ SR 8/US 29 | | Bridge Replacement | Clarke | 1 | PE | February 2016 | 2 | 059-0017-0 & 059-0018-0 |
| 1 | 0013806 | SR 10/US 78 @ NORTH OCOONEE RIVER | | Bridge Replacement | Clarke | 1 | PE | February 2016 | 1 | 059-0025-0 |
| 2 | 0007170 | SR 136 @ CHESTATEE RIVER 8.3 MI SOUTHEAST OF DAWSONVILLE | | Bridge Replacement | Dawson/Hall | 1 | PE | February 2016 | 1 | 085-0020-0 |
| 2 | 0010212 | SR 53 WB @ CHATTAHOOCHEE RIVER | | Bridge Replacement | Hall | 1 | PE | February 2016 | 1 | 139-0020-0 |
| 2 | 0013807 | SR 183 @ COCHRAN CREEK 6 MI NW OF DAWSONVILLE | | Bridge Replacement | Dawson | 1 | PE | February 2016 | 1 | 085-0021-0 |
| 2 | 0013746 | SR 385 @ HAZEL CREEK IN DEMOREST | | Bridge Replacement | Habersham | 1 | PE | February 2016 | 1 | 137-0006-0 |

3.2 Advertisement Methods

3.2.1 Batch Advertisements

GDOT has elected to establish a standard advertisement schedule for its project specific opportunities. These are referred to as Batch advertisements and the projects advertised will in most cases result in multi-phase project specific advertisements. GDOT will generally advertise these batch advertisements three (3) to five (5) time a year, although it reserves the right to add additional Batches if determined necessary. The projects advertised in the Batches will typically be the projects which have been identified in the Consultant Acquisition Forecast, although GDOT reserves the right to add additional projects as may be necessary due to unforeseen circumstances. Since Batch advertisements are listed on the consultant Acquisition Forecast, GDOT does not intend to issue a Public Notice Announcement for these projects. It should be noted that each project on each Batch advertisement will be require consultants to submit to each in which they have interest separately. The resulting evaluation/selection process for each project on each Batch will be handled as separate evaluations and selections even though they will have common schedules and response due dates.

3.2.2 Public Notice of Advertisement

For projects not listed in the Consultant Acquisition Forecast and for On-Call Advertisements, GDOT has elected to utilize a Public Notice Advertisement (PNA) to notify interested consultants of the opportunity prior to the actual RFQ being issued. This PNA will typically be posted for a period of thirty (30) calendar days to the Georgia Procurement Registry, although, GDOT reserves the right to reduce this posting period to fifteen (15) calendar days if determined necessary due to time constraints. The PNA will contain information which identifies the need to include but not be limited to:

- a) Project Identification Number: For On-Call contracts, this will be "N/A" since an on-call contract may utilize an infinite number of projects.
- b) Project/Contract Description and Scope of Work: Information provided by the GDOT PM will be provided to give interested parties a brief project/contract description in order to determine if they have interest in the forthcoming opportunity.
- c) Anticipated Schedule: The RFQ Issuance Date will typically be 30 days from the date that the PNA was posted. However, GDOT reserves the right to reduce the time if determined necessary.
- d) Statement of Qualifications Due Date: This is the closing date of the RFQ Advertisement. (This date should be 60 calendar days, excluding holidays, from the date the PNA was posted, should be a business day).
- e) Contact Information: GDOT assigned CS contact information for the Project.

The PNA is used for informational purposes only. Specific project related questions from the consulting community are not answered at this time. All project related questions are provided by the CS after the solicitation closes. However, the Department may make administrative corrections or clarifications during the PNA period through the posting of an addendum on the Georgia Procurement Registry (GPR), if needed.

3.2.3 Advertisement Periods

After the PNA period has expired, or in accordance with the Batch schedule, Fayette County will post each advertisement for multi-phase project specific, project specific, and on-call projects/contracts for a period of thirty (30) calendar days on the Georgia Procurement Registry.

3.2.4 Location of Advertisement Postings

All advertisements for engineering and design related services shall be posted to the Georgia Procurement Registry (GPR) website located at the following link:

http://ssl.doas.state.ga.us/PRsapp/PR_index.jsp GDOT is mandated to post these advertisements to the GPR in accordance with O.C.G.A. 50-22-3. Posting to the GPR also ensures compliance with 23 CFR Part 172, which requires that advertisements be via public announcement, public advertisement, or any other public forum method that assures qualified in-State and out-of-State consultants are given a fair opportunity to be considered for award.

3.2.5 Utilization of NIGP Codes

The GPR requires the CS to identify National Institute of Governmental Purchasing (NIGP) codes which are associated with the services being procured. The complete list of NIGP codes may be found at the following link:

http://ssl.doas.state.ga.us/PRSapp/PR_nigp_list.jsp?whereFrom=public

For engineering and design related services, GDOT will ensure selection of at least the following NIGP codes at a minimum:

| NIGP Code | Code Description |
|-----------|---|
| 91842 | Engineering Consulting |
| 91843 | Environmental Consulting |
| 91896 | Transportation Consulting |
| 92513 | Bridge Engineering |
| 92517 | Civil Engineering |
| 92533 | Professional Engineer Services |
| 92535 | Environmental Engineering |
| 92536 | Engineering Services (Not Otherwise Classified) |

When CSs are posting each solicitation, they will select the NIGP codes listed above. With these selections, the GPR will automatically send e-mail notifications to every consultant who has registered with the GPR to receive notifications about any opportunities which include one or more of these NIGP codes. consultants are able to register on the GPR for free by completing basic information about their consultant as well as by identifying the NIGP codes for which they want to receive notifications when opportunities are posted.

3.3 Advertisement Process

The advertisement process will consist of two phases (Phase I and Phase II.) In Phase I, consultant submit Statement of Qualifications (SOQs) based on an established criteria (provided by GDOT) for evaluation of Statement of Qualifications and Phase II, the 3-5 short-listed consultant firms submit Proposals (Technical Approach), based on an established criteria (provided by GDOT) for evaluation of Proposals to GDOT for evaluation and scoring by an Selection Committee. During Phase I, consultant(s) submit their Statements of Qualifications (SOQ) by the designated deadline date/time established in the RFQ advertisement to be considered for the Project. The Selection Committee will review all submittals and will identify three (3) to five (5) consultants (as mandated by O.C.G.A. 50-22-6) identified as the most qualified from whom technical proposals (Phase II) will be requested. These short-listed consultant firms will submit technical proposals to GDOT by the designated deadline date/time established in the Notice to Selected Finalist (NTSF) attachment e-mailed to the short-listed consultant firms at the conclusion of Phase I for further consideration for the Project.

3.4 Questions and Answers

During the advertisement period it is required that prospective respondents be allowed to submit questions to the CS. The Schedule of Events outlined in each advertisement will indicate the date and time when written questions are due. All written questions are required to be submitted to the CS via e-mail. Once the deadline for written questions has passed, the CS will compile all questions and send to the Selection Committee members for consideration and to provide answers. Upon receipt of the answers to the written questions, the CS will prepare an addendum to the advertisement and post to the solicitation on the GPR. The goal of this process is to ensure that all prospective respondents have access to the same information at the same time so as not to provide any unfair advantage to any consultant.

3.5 Restriction of Communication

Every advertisement for engineering and design related services will contain a standard restriction of communication requirement. This restriction is effective from the advertisement date of each solicitation until successful respondents are selected and the award is made official and announced. Consultants are not allowed to communicate about the solicitation or scope with any staff of Fayette County including the County Manager and the County Commissioners, except for the submission of questions as instructed in the RFQ, or with the contact designated in the RFQ, or as provided by any existing work agreement(s). For violation of this provision, GDOT reserves the right to reject the submittal of the offending respondent. The purpose of this restriction is to ensure all prospective respondents have access to the same information at the same time so as not to provide any unfair advantage to any consultant.

3.6 Notification of Finalists and Selection

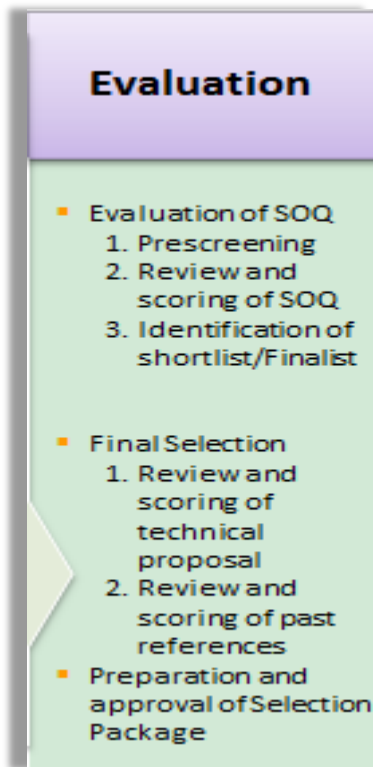
3.6.1 Notice to Finalist

Upon completion of Phase I of the selection process, Fayette County will send a Notice to Selected Finalists (NTSF) to the three to five firms deemed the most qualified. This notice will initiate Phase II for the finalists. After the NTSF is sent, the CS will also post the finalists to the GPR with the RFQ advertisement listing.

3.6.2 Notice of Most Qualified

Upon completion of Phase II of the selection process, Fayette County will notify the firm identified as the most qualified to enter into negotiations. Fayette County will also notify the remaining unselected finalists they were not selected to enter into negotiations. However, it should be noted that should negotiations with the most qualified be unsuccessful, Fayette County may enter negotiations with the second most qualified and so on until an agreement can be reach at a price deemed fair and reasonable.

Stage 4 - Evaluation and Selection



The following section provides guidance and procedures for conducting evaluations and the selection of consultants.

4.1 Selection Committee

4.1.1 Eligible Appointees

Prior to the advertisement of a procurement opportunity, the Fayette County PM will coordinate with the appropriate office head(s) to appoint qualified staff members to serve as a Selection Committee. Selection Committees should be cross-functional teams, comprised of varied, unbiased, responsible, and professional individuals. The committee may include representatives from:

- a) The requesting office/area.
 - Project involved specialty service offices (subject matter experts).
 - Other internal SMEs for the project.
 - Private practitioners of engineering and design related professions.

4.1.2 Identification/Establishment of Selection Committee Members

The County Engineer shall ensure members serving on the Selection Committee have appropriate knowledge and experience to serve on the Committee.

The Selection Committee shall generally consist of a minimum of three (3) county employees who have detailed knowledge of the work necessary to complete the scope associated with the RFQ. The individuals selected generally possess knowledge and expertise on the services to be performed under the project/contract, or other aspects of the procurement/contract/construction process. It is the responsibility of Fayette County's Engineer to approve the Selection Committee.

The County Engineer shall send the approved RFQ Selection Committee list to the CS, who will send an email to members of the RFQ Selection Committee providing expectations and important dates related to the RFQ. This email shall include at a minimum a copy of the RFQ and dates and times related to the Evaluation Kick-off meeting, Phase I Evaluation meeting, Phase II Evaluation Submittal Distribution Meeting, and the Phase II Evaluation meeting.

The CS will verify that there are no real or potential conflicts of interest with any of the Selection Committee members. Selection Committee members will be required to sign a statement of Confidentiality and Conflict of Interest Agreement indicating that they have no actual, potential, or perceived conflicts of interest. The CS may follow up with committee members' supervisors to assure that the committee membership is free from any potential conflicts of interest. If at any time during the selection process, a committee member realizes they may have a conflict of interest, real or perceived, they must immediately notify the CS of the conflict. The CS will take appropriate action to mitigate the potential conflict. The County Engineer will provide the approval of Selection Committee members to the CS.

4.1.3 Size of Selection Committees

The Selection Committee will generally be limited to three (3) to five (5) individuals. Whenever possible, the committee members shall remain consistent through the entire selection process to maximize information assimilation and maintain a consistent evaluation process. In addition to the Selection Committee, SMEs may be enlisted to aid in the gathering of procurement-related information and may contribute to the evaluation process as necessary.

4.1.4 Selection Committee Instructions

The Selection Committee must be properly trained in the process. The CS will provide a Guideline for Evaluation to assist with this process. The Guideline for Evaluation (Step I) specifies member duties/deadlines, and provides a quick-reference to the specific deliverables expected in the submittals and to all of the evaluation criteria. Additionally, the Fayette County PM may convene a meeting of the Selection Committee before or shortly after the advertisement is posted to outline for the committee their expected duties and how the selection process will be conducted.

Note: A significant amount of time and effort is required of a Selection Committee member, and a commitment must be made to allocate time for review of qualifications and proposals and to attend required meetings.

4.2 Evaluation Process

FHWA rules allow a solicitation evaluation to be conducted in a single phase, and O.C.G.A. 50-22-4(b) requires a two-phase evaluation. Fayette County's approach to meeting FHWA and Georgia laws necessitate a two-phase solicitation evaluation. Phase I of the evaluation usually requires review and scoring of experience, qualifications, resources, and workload capacity. Phase II of the evaluation usually requires review and scoring of the technical approach and past performance.

4.3 Scoring Documents

Standard scoring forms have been developed for utilization by the voting members of the Selection Committee. The scoring forms correspond to the established major criteria categories and weighting in order to provide for an accurate scoring summary. (More information on scores and rank is provided in section “6” *Evaluation of Statements of Qualifications (SOQ) and Selection of Finalists*). The scoring forms have been developed in a way that renders the form as intuitive for the scorer as possible, with clear indicators of:

- a) Evaluator number.
- RFQ number.
- Proposing firms.
- Criteria weighting/points.
- Scores and rank.
- Sections for notation.

4.3.1 Individual Scoring Documents

Scoring documents have been developed to be utilized by each individual Selection Committee member. Each member will review the consultants SOQs individually and will determine the appropriate adjectival rating and provide comments which support their opinion of the rating.

4.3.2 Overall Committee Scoring Documents

Overall committee scoring documents and summary comments will be a part of the scoring forms. The scoring summary document will serve as a freely-shared record for those interested in the outcome of a selection, and as a tool for debriefings with unsuccessful proposers. The names of the committee members will **not** be included on the scoring forms and scoring summary documents. Rather, a number will be assigned to each committee member and the individual’s number will be a part of the scoring record.

4.3.3 Additional Considerations for Scoring Documents

Work sheets may be developed to assist members in assessing, cumulatively, the merits of consultants during review of submittals. However, such cumulative assessment may also be accomplished in many cases by members simply using the existing RFQ documents or other guides during their individual reviews. It is advisable to allow committee members latitude in their detailed individual review, because most will differ in their own study/review techniques. Therefore, it is not recommended to formulate extensive matrices which might serve to increase possibility of error, and stifle the group diversity and human decision-making competence of the qualified, professional members. Looked at as a whole, the review and scoring process should not be unnecessarily “dumbed-down” or “computerized”; instead, Selection Committee members should be properly orientated in the process requirements.

4.4 Evaluation of Statements of Qualifications and Selection of Finalists

In order to be compliant with both state and federal law, and to maximize the competitive opportunity for consultants, as well as promote an efficient evaluation, a two-phase process is used for engineering and design related procurements. In Phase I, firms are invited, via a publicly advertised RFQ solicitation document, to submit SOQs. These submittals must be responsive to the deliverables and acceptable criteria relevant to the project/contract advertisement. Firms are then evaluated by the Selection Committee that will select three (3) to five (5) firms determined to be most qualified. The selected firms are invited to

provide a secondary submittal containing a technical approach specific to the project at hand. Additionally, the CS shall provide past performance information to the Selection Committee which shall be reviewed, discussed, and scored. In Phase II, the Selection Committee shall determine the final ranking of the firms based on information provided in the technical approach and the past performance information. The final ranking will be used to develop a Selection Package, which contains the final ranking, a summary of activities related to the RFQ, and the name of the top ranked firm, concurrence from the appropriate Division Director and approval from the Procurement Administrator. The Selection Package will be presented to the negotiator, which shall cause the scheduling of a meeting with the top-ranked firm to negotiate the final fees and contract terms. If there is no agreement on fees or contract terms with the top-ranked consultant, negotiations with the firm will be terminated. Fayette County will then proceed to negotiate in the same manner with the second-ranked firm, and so on until an agreement is reached.

4.4.1 Evaluation Procedures

The procedures set forth in this section are designed to assist the CS in executing a Qualifications Based Selection evaluation process, compliant with 23 CFR Part 172 and O.C.G.A. 50-22-1 through 50-22-9, and assist members of the Selection Committee in selecting the most qualified consultant based on a QBS process.

4.4.2 Receive Statement of Qualifications (SOQ) from Respondents

Instructions pertaining to the content, due date, method of delivery, and delivery location of the consultant's SOQ are provided in the RFQ. Upon receipt of each SOQ, the CS shall timestamp the 'Original' copy of the SOQ and will provide a receipt, if requested, indicating the time the SOQ was received. Submittals will be accepted up to and including the date and time specified in the RFQ. Any submittals received after the due and time specified will be disqualified from further consideration.

4.4.1.2 SOQ Pre-screen Check and SOQ Disqualification

The purpose of this step is to verify the consultant's SOQ contains all mandatory requirements, is properly formatted, that each respondent's team holds the required area classes, that the page allowances have been adhered to and that the SOQ was received no later than the required date and time defined in the RFQ.

Upon completion of the SOQ pre-screening checks, Fayette County's CS will provide information to the Director of the Fayette County Purchasing Department with a report of SOQs which did not pass all the pre-screen checks. This report will contain a list of items found to be deficient within the SOQ and a recommendation for next steps for the consultant's SOQ. The Director of the Fayette County Purchasing Department, using the principles of fairness and inclusion as a guide, will review the results of the pre-screen checks and decide on final determination of next steps. Next steps for deficient SOQs shall include, but are not limited to, approving the SOQ to be included in the evaluation as-is, asking the consultant to correct/replace portions of the SOQ which are not salient to the evaluation to be conducted by the Selection Committee (with the intent of approving the SOQ to be included in the evaluation once the corrected/replaced portions are received), or disqualification of the SOQ. The Director of the Fayette County Purchasing Department will communicate final determination of next steps for the SOQs to the CS.

When the pre-screen results of an SOQ include asking the consultant to correct/replace portions of the SOQ, the CS will send an email to the consultant's key contact person, identified in the SOQ, with details of the information which needs correcting/replacing along with a deadline for the information no later than within 24-hours of sending the email. If the consultant provides the corrected information in the timeframe provided, the SOQ will be included in the evaluation. Otherwise, the SOQ will be disqualified.

When the pre-screen results of an SOQ result in disqualification, the CS will email the consultant’s key contact person outlining the reason for the disqualification. At this point, the SOQ will be removed from the RFQ evaluation process. If the consultant does not agree with the disqualification ruling, the consultant can appeal the ruling by

contacting the **Director of the Fayette County Purchasing Department**. This contact must be done expeditiously in order to ensure timely inclusion into the evaluation process if the disqualification ruling is changed.

It should be noted that this section is not intended to undermine the integrity of the selection process. While there are some items that the consultant firms must submit, they may not be salient to the evaluation to be conducted by the Selection Committee. Examples of these type items includes failure to complete the certification form correctly, failure to provide the Notice of Consultant’s Professional Qualifications (approved area class listing), and/or failure to organize the SOQ exactly as prescribed in the RFQ. **Fayette County** reserves the right to request these items to be corrected and/or provided. However, some items which are salient to the evaluation to be conducted may necessitate disqualification if not provided correctly or as required. These include exceptions taken to the certification form which would make the consultant ineligible to contract with **Fayette County** for any reason, failure to provide a team which meets all required area class requirements, provision of resumes of more than the allowed number, and provision of more than the allowed number of pages (note that these may necessitate disqualification because they would provide an unfair advantage over firms which complied with the requirements.) This section is not intended to identify every situation and item which may be considered for disqualification but is intended to mention the major ones. **Fayette County** reserves the right, in its sole discretion to determine eligibility for proceeding or for disqualification.

Number of SOQ Responses Insufficient to be Considered Competitive Negotiations

If the pre-screen process results in less than three (3) qualified SOQs, or if less than three responses are received, then the RFQ does not meet the qualifications of a Competitive Procurement (per 23 CFR Part 172). The CS shall:

- 4.4.1.3** a) Work with the GDOT PM to alter the RFQ for including additional qualified consultants in the RFQ process. This is generally accomplished by modifying the required area classes to remove any that are unnecessarily restricting respondents or by adding new area classes to expand the pool of eligible respondents. It is possible that after reviewing, it is determined that there were no unnecessary restrictions and that no modifications to the area class requirements are necessary.

Receive approval from the **Fayette County Director of Purchasing** to extend the SOQ receipt day to at least fifteen (15) days after the posting of an updated RFQ.

Post the updated RFQ to the Georgia Registry under a new RFQ#.

Reschedule the Evaluation Kick-off meeting, Phase I Evaluation meeting, Phase II Evaluation Submittal Distribution Meeting, and the Phase II Evaluation meeting to coincide with the new RFQ schedule.

Any additional SOQs received will go through the SOQ Pre-screen Check and SOQ Disqualification process defined above. If the pre-screen process results in at least two (2) qualified SOQs, then the evaluation shall proceed as detailed later in this section. However, if the pre-screen process still results in one (1) qualified SOQ, the CS shall proceed with the evaluation/award process since competition has been determined to be inadequate. The CS shall prepare a selection package along with a request for non-

competitive award approval, which will be sent to FHWA for approval, and which shall contain the following:

- a) FHWA Non-Competitive Procurement Approval Letter.

GDOT Request to Utilize the Noncompetitive Procurement Process.

Advertisement and all Addendums.

Consultants' Submission Prescreening Checklist.

Verification of Non-Debarment from System for Award Management (SAM) Website for Intended Awardee.

Pre-Qualification Certificate for Intended Awardee.

The Procurement Administrator will review the request for non-competitive award approval and if the request is approved, will forward to FHWA to obtain approval that the process be allowed to proceed as a non-competitive procurement. The solicitation will be put 'on hold' until approval is received from FHWA. If approval is not granted, then the RFQ shall be cancelled.

4.4.1.4 Hold Kick-off Meeting and Distribute SOQs

The purpose of the Kick-off meeting is to provide members of the Selection Committee with instructions and guidance on the two step evaluation process for engineering and design related procurements and to provide them with the requisite information necessary to complete the first step of the evaluation of the SOQs, which passed the SOQ Pre-screen Check.

During the Kick-off meeting, the CS will:

- a) Assign each committee member an evaluator ID. This evaluator ID will be utilized through-out the evaluation process to protect the identity of each evaluator.

Hand-out the Guide for Selection Committee Members, scoring forms, and SOQs which passed the SOQ prescreen check.

Describe the documents distributed, with special emphasis on the Confidentiality and Conflict of Interest Agreement and the Guide for Selection Committee Members (i.e. information the Selection Committee member can and cannot use during the evaluation, categories to be scored, instructions for scoring each category, and the depth of comments requested for each category).

Obtain a signed copy of the Confidentiality and Conflict of Interest Agreement from each of the Selection Committee members. If a member of the committee believes they have a conflict of interest or cannot abide by the confidentiality agreement, then the CS will provide such details to the Fayette County Director of Purchasing and they will make the final determination with regard to the member's inclusion on the committee. If the Fayette County Director of Purchasing agrees to exclude the committee member, then the CS will communicate this information to the Office Head, who will find a suitable replacement using the Identification of Selection Committee members process described above.

NOTE: The CS may elect to conduct kick-off via e-mail for standard selection procedures (if all Selection Committee members are experienced in the process) or may elect to meet only with evaluators not familiar with the process and email instructions to others.

4.4.1.5 Phase I Preliminary Evaluation

The purpose of the Phase I preliminary evaluation is to allow the Selection Committee members to conduct an initial review and rating of all of the respondents SOQs. As the members review the SOQs they will assign an adjectival rating to each category they are reviewing and provide comments which justify the rating provided. The adjectival ratings used are as follows and shall be used throughout all phases of the evaluation:

| | |
|-----------|---|
| Poor | 0% of the available points assigned to the category |
| Marginal | 25% of the available points assigned to the category |
| Fair | 50% of the available points assigned to the category |
| Good | 75% of the available points assigned to the category |
| Excellent | 100% of the available points assigned to the category |

Upon completion of the review of all respondents SOQs, the Selection Committee members will forward their completed forms to the CS. The CS will review the adjectival ratings provided and will insert each committee members ratings into the master scoring spreadsheet prior to the phase I evaluation meeting. From these ratings, the CS will determine the firms which are within the competitive range (generally considered the top ten rated firms, however this may be different for each evaluation and may depend on the total number of responses received as well, as how many may have been tied after the preliminary review.) The group of firms determined to be within the competitive range shall be referred to as the top submittals. The purpose of determining the top submittals is to determine which firms will be discussed in the Phase I evaluation meeting. Typically, given the total number of responses received, it is not always feasible to discuss firms which are not determined in the competitive range in the same level of detail as those that are determined in the competitive range. Once the top submittals have been determined, the evaluation will proceed to the next phase which is the Phase I Evaluation.

4.4.1.6 Phase I Evaluation

The purpose of the Phase I Evaluation meeting is to review, discuss, and rank the top consultant’s SOQ submittals and identify the top three (3) to five (5) consultants which will move on to the Phase II Evaluation. The steps necessary to accomplish this include:

- Step 1 For each of the consultant’s determined in the competitive range, members of the Selection Committee will discuss the consultant’s qualifications in detail and provide the CS with a committee rating and comments for each evaluation category described in the RFQ. This information will be entered into the evaluation spreadsheet and a ranking of each of the consultant’s SOQs will be determined based on standard category weights established by Fayette County’s Engineer.
- Step 2 Upon completion of the Phase I Evaluation meeting, the CS will prepare a Phase I Shortlist Package. The purpose of this package is to provide adequate information to determine which three (3) to five (5) consultants will be allowed to participate in the Phase II Evaluation. The Phase I Shortlist Package shall consist of a list of the consultant’s SOQ submittals, Phase I ranking based on the Selection Committee’s consensus ranking/comments, the individual evaluator’s Evaluation spreadsheet for all

consultants SOQ. Upon review of the Phase I Shortlist Package, the CS will determine the list of finalists for Phase II. Generally, the finalist list will contain between three (3) to five (5) consultants, although in some instances more than five (5) may be allowed in the event of a tie in scoring.

- Step 3 The CS will complete the Notice to Selected Finalists template and the Shortlist template indicating the list of consultants who will be asked to participate in Phase II of the evaluation process. At this point, any modifications to the Phase II instructions will also be added to the Notice to Selected Finalists. The Notice to Selected Finalists and Shortlist documents will be reviewed and approved by the Fayette County Director of Purchasing. Upon approval, the Notice to Selected Finalists will be emailed to the selected consultant’s project manager, using contact information found in the SOQ. The email communication sent to the consultants shall request a confirmation of receipt.
- Step 4 The CS will post a PDF version of the Shortlist to the GPR, which in turn communicates this information to all the consultants that are registered to receive information for the specific NIGP codes associated with the RFQ.
- Step 5 The CS will verify that the selected consultants did receive the Notice to Selected Finalists email by receipt of confirmation from the consultants. If a receipt of confirmation is not obtained with two (2) working days, the CS will call the consultant’s Fayette County PM to receive confirmation of receipt.

4.4.1.7 Past Performance

The purpose of this phase of the process is to gather and quantify past performance information related to projects listed in the SOQs for each consultant invited to participate in the Phase II evaluation. The Selection Committee shall use this information along with history with the consultant to determine a rating for the Past Performance portion of the Phase II evaluation. The steps necessary to accomplish this include:

- a) **Reference Check**
The CS will populate the RFQ Reference Check template with information from two (2) projects listed in Section B. Experience and Qualifications of each consultant’s SOQ. (Note: the CS should exclude any project listing a member of the Selection Committee as the Client’s Current Contact.)
- b) **Performance Evaluations**
Using the contact information contained in the Client’s Current Contact Information from the SOQ, the CS will contact the consultant’s client, asking them to rate the consultant base on five (5) criteria. Upon receiving the rating for all five (5) criterions, the client contact will be encouraged to provide additional commentary associated with the consultant’s overall performance on the project. This additional commentary will be captured in the RFQ Reference Check template.
- c) **Previous History**
Upon receiving rating information and comments (optional) from two (2) projects for each of the selected consultants for Phase II, this information will provided to the Selection Committee members for their review in preparation for the Phase II Evaluation meeting.

4.4.1.8 Phase II Question and Answer (Q&A) Period

During this phase of the process, the consultants selected to move to Phase II of the RFQ process have the opportunity to submit questions to the CS assigned to the RFQ. Instructions and deadlines associated with the Phase II Q&A period are described in the RFQ. After the appointed date and time for the consultants to submit their Phase II questions, the CS will coordinate with the **Fayette County** PM to document answers to the questions received. CS will address all questions received, in the form of an addendum. The addendum shall be emailed to the consultants selected to move to Phase II using the consultant's contact information received in the SOQ. This email will request receipt confirmation from the consultant. The CS shall track the receipt confirmation for the Addendum email and will call those consultants who did not confirm receipt.

4.4.1.9 Receipt of Phase II Technical Approach

Instructions pertaining to the content, due date, method of delivery, and delivery location of the consultant's Technical Approach are provided in the RFQ and any modifications are mentioned at this time. Upon receipt of each Technical Approach, the CS shall timestamp the 'Original' copy of the Technical Approach and will provide a receipt, if requested, indicating the time the Technical Approach was received. Submittals will be accepted up to the date and time specified in the RFQ, and as modified (if applicable) in the Notice to Finalists.

4.4.1.10 Phase II Technical Approach Pre-screen Check and Disqualification

The purpose of this step is to verify the consultant's Technical Approach submittal is properly formatted, contains the required information to allow for an 'apple-to-apple' comparison with other Technical Approach submittals, and was received within the required date and time defined in the RFQ and NTF. For each Technical Approach submittal received for the RFQ, the CS shall perform the following pre-screen checks:

- a) Is the timestamp on the Technical Approach package, 'Original' copy, and prior to the deadline for submission of Phase II Response stated in the RFQ and NTF.
- b) Does the Technical Approach package contain the required two (2) forms of submittal (hard copy and electronic.)
- c) Does the Technical Approach package include all Addendums emailed to the consultant and are they properly signed and sealed.
- d) Is the Technical Approach package properly formatted and contains required content.

Upon completion of the Technical Approach pre-screening checks, the CS will provide the **Fayette County Director of Purchasing** with a report of Technical Approach submittals which did not pass all the pre-screen checks. This report will contain a list of items found to be deficient within the Technical Approach submittal and a recommendation for next steps for the consultant's submittal. The **Fayette County Director of Purchasing**, using the principles of fairness and inclusion as a guide, will review the results of the pre-screen checks and decide on final determination of next steps. Next steps for the deficient Technical Approach submittals include, but are not limited to, approving the Technical Approach submittal to be included in the evaluation as-is, asking the consultant to correct/replace portions of the submittal with the intent of approving the submittal to be included in the evaluation once the corrected/replaced portions are received, or disqualification of the Technical Approach submittal. The **Fayette County Director of Purchasing** will

communicate final determination of next steps for the Technical Approach submittals which did not pass all the pre-screen checks to the CS.

When the pre-screen results of an Technical Approach submittal include asking the consultant to correct/replace portions of the submittal, the CS will send an email to the consultant's key contact person, identified in the SOQ, with details of the information which needs correcting/replacing along with a deadline for the information no later than 24-hours of sending the email. If the consultant provides the information in the timeframe, provided, then the Technical Approach submittal will be included in the evaluation. Otherwise, the Technical Approach submittal will be disqualified.

When the pre-screen results of a Technical Approach submittal result in disqualification, the CS will email the consultant's key contact person outlining the reason for the disqualification. At this point, the Technical Approach submittal will be removed from the Phase II evaluation process. If the consultant does not agree with the disqualification ruling, the consultant can appeal the ruling by contacting the **Fayette County Director of Purchasing**. This contact must be done expeditiously in order to ensure timely inclusion into the evaluation process if the disqualification ruling is changed.

4.4.1.11 Phase II Evaluation Initiation, Distribution of Technical Approach and Past Performance Reference Check Information

The purpose of this Phase is to provide members of the Selection Committee with instructions and guidance on the second step of the two step evaluation process for engineering and design related services RFQs and with the requisite information necessary to complete the second step of the evaluation. The following information shall be provided to members of the Selection Committee:

- a) GDOT's Guide for Selection Committee Members.
- b) Submission and Prescreening Checklist.
- c) Technical Approach for those which passed the Phase II Pre-screen Check.
- d) Past Performance Evaluation information.

The CS will:

- a) Hand-out packets containing the above described information.
- b) Describe the contents of the packet, with special emphasis on the Guide for Selection Committee Members (i.e. information the Selection Committee member can and cannot use during the Phase II evaluation, categories to be scored, instructions for scoring each category).
- c) Remind members of the Selection Committee of the date and time of the Phase II evaluation meeting.

4.4.1.12 Phase II Evaluation

The purpose of the Phase II Evaluation meeting is to review, discuss, and rank the consultant's Technical Approach submittals and Past Performance and determine the final ranking of consultants selected for RFQ. For each of the consultant's Technical Approach

submittals which passed the Phase II Technical Approach Pre-screen Check above, members of the Selection Committee will discuss the consultant's technical approach and Past Performance in detail and provide the CS with a committee rating and committee comments for each evaluation category described in the RFQ. This information will be entered into the RFQ evaluation spreadsheet and a final ranking for Phase II will be determined based on adding the results of Phase I and Phase II then applying standard category weights established by GDOT's Chief Engineer.

4.4.1.13 RFQ Selection Package Approval

The purpose of this phase of the process is to prepare the final selection package for the RFQ and obtain requisite review and approval prior to announcing the selection of the most qualified consultant(s). The steps necessary to accomplish this include:

- a) Upon receiving the final ranking from the Phase II Evaluation process, the CS will prepare the RFQ Selection Package and present it to the Fayette County Director of Purchasing for review and approval. The RFQ Selection Package shall contain:
 1. Advertisement (RFQ) and all Addendums.
 2. Consultant's submission pre-screening checklist (Phase I).
 3. Fayette County Guide for Selection Committee Members (Phase I and II).
 4. Preliminary ratings and comments from evaluators (this may be waived if all the Selection Committee decided to review all responses.)
 5. Selection Committee ratings for top respondents (Phase I).
 6. Selection Committee comments for top respondents (Phase I).
 7. Selection of finalist's notification and notice to selected finalists.
 8. Consultant's submission pre-screen checklist (Phase II).
 9. Selection Committee overall ratings for Phase I and Phase II.
 10. Selection Committee overall comments for finalists (Phase II).
 11. Past Performance Evaluation information.
 12. Verification of Non-debarment from U.S. government's Award Management (SAM) website (www.sam.gov) for intended awardee(s).
 13. Pre-qualification certification for intended awardee(s).

Upon review and approval of the RFQ Selection Package by the Fayette County Director of Purchasing, the package will be sent to the GDOT Procurement Administrator (and appropriate GDOT Division Director) for review and signature.

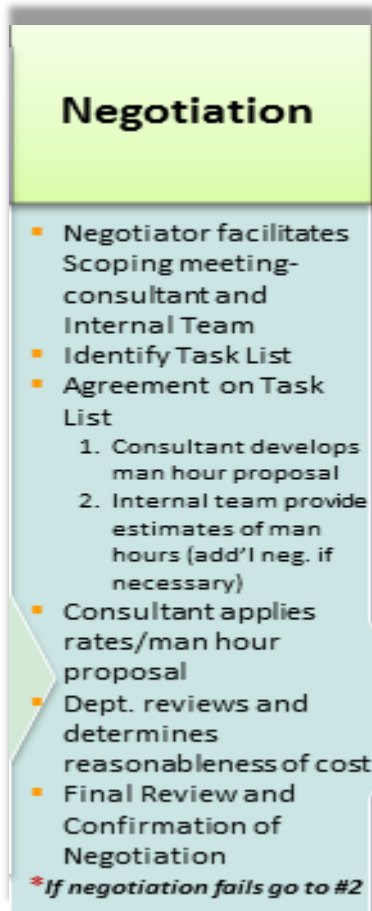
4.4.1.14 Announcement of Selection of Most Qualified Firm to Enter Negotiations and Posting of

Selection Package

The purpose of the announcement of selection of the most qualified firm is to provide notification to the Finalists as well as any other interested parties of the consultant deemed the most qualified and with whom Fayette County will enter negotiations. The CS will post the announcement to the GPR of the most qualified firm with whom Fayette County will enter negotiations. Additionally, in the interests of being transparent, Fayette County will post the approved selection package to the County's Purchasing

Department's website and the Georgia Procurement Registry (GPR). The location of this site is provided to all of the non-selected finalists at the time of the notification of the most qualified firm. This site remains the same and therefore even firms which are not identified as finalists may access this information to review their scores and comments. Fayette County desires that this information serve in lieu of providing verbal debriefs as this information will represent the entire selection proceedings and any further discussions would only serve to provide any clarification on the information presented in the selection package.

Stage 5 - Negotiation



Upon completion of the evaluation and ranking of at least three (3) to five (5), consultants determined highly qualified, Fayette County will enter into negotiations with the most highly qualified consultant to arrive at fair and reasonable compensation. In determining fair and reasonable compensation, Fayette County will consider the following:

- a) Scope
- b) Complexity
- c) Professional nature
- d) Estimated value of the services to be rendered.

Prior to receipt of the most highly qualified consulting firm’s cost proposal, The Fayette County PM will prepare a scope of services, schedule, and an independent cost estimate of the services to be performed on the contract/task order.

The Fayette County PM’s independent estimate shall include:

- a) Detailed estimate of the person-hours
- b) Types or classification of labor to complete project tasks.
- c) Other direct contract costs.
- d) Fixed fee for the consultant to complete their contracted work.

******The estimate is only available for Fayette County, GDOT, and the FHWA. The estimate is confidential and as such shall not be released to the public at any time and will be used as a basis in the negotiation of the project’s costs.

Negotiations should be conducted in good faith, recognizing that compromise may be required to achieve an equitable contract. GDOT's Negotiators must recognize the legitimate interest of the consultant industry in recovering their costs and making a reasonable profit when performing work for GDOT. Conversely, the consultants must recognize the legitimate interest of GDOT in receiving quality work at a fair, competitive, and reasonable cost, to accomplish the work program while maximizing the use of taxpayers' dollars. A contract that is beneficial to both parties is the desired outcome of a successful negotiation.

5.1 Initial Scoping Meeting with Selected Firm(s)

5.1.1 Initial Scoping Meeting

The purpose of the initial scoping meeting is to provide a forum for all parties to discuss and answer questions concerning:

- a) the project/contract
- b) scope of services
- c) method of compensations
- d) instructions for submitting contract information
- e) other pertinent issues at the inception of each contract
- f) Ensure a mutual understanding of the project.

This meeting shall be attended by appropriate representatives of the consultant team, Fayette County PM, other functional area representative's, SMEs as necessary, and facilitated by a negotiator. The Fayette County PM will explain and answer questions to clarify project objectives, work activity, or milestone and explain their expectation for developing the project by phases/task orders, anticipated deliverable, and project schedule for the overall project. The negotiator will explain and answer questions to clarify contractual and negotiation requirements and procedures.

Negotiators should ensure that all email notification has been sent to the Selected and Non-Selected Firm(s) and the Award Announcement has been posted to the DOAS Website, prior to negotiations with the most qualified firm(s).

An initial scoping meeting will be scheduled by the negotiator with the most qualified consultant firm(s) and the following items are to be discussed and explained to the consultants and Fayette County PM during the initial scoping meeting:

- a) Inform the consultant that the scope of service, contract type, payment methods, maximum contract amount, and length of the contract that was advertised in the solicitation/ (RFQ) will be used to develop the Master Contract terms and conditions. Only the scope of services that was advertised in the original solicitation/ (RFQ) will be incorporated into the (Master) Contract, task orders, and any subsequent supplemental agreements.
- b) All prime and sub consultants are required to have a GDOT approved accounting system in order to enter into contracts with the GDOT in addition to a GDOT approved indirect cost rate for the purposes of contract estimation, negotiation, administration, reporting, and contract payments. The status of the prime and sub

consultants accounting system and indirect cost rates will be verified and related to the prime consultant during the initial scoping meeting.

- c) (When applicable) Explain that on-call/ indefinite delivery/indefinite quantity (IDIQ) contracts are for the performance of smaller projects or for performance of routine or specialized services for a number of projects, under task orders issued on an as needed or on-call basis for the advertisement length of contract period not to exceed five (5) years. Task order number one (or a combination of task orders) will need to be negotiated and must meet the advertised minimum contract amount in order to execute the master contract.
- d) Individual task orders will be negotiated following the same requirements, a Fayette County independent estimates, consultant cost proposal along with current certified payroll information and ODC's backup documentation.
- e) Individual task order scoping meetings are optional, but should be held for complex projects or where procedural issues exist. The purpose of the scoping meetings should be to provide a forum for all concerned parties to discuss the proposed project, answer questions on the scope of services, method of compensation, instructions for submitting cost proposals/task lists, and other relevant issues. The need for a meeting will be determined by the Negotiator, Fayette County PM or request by the consultants. The scoping meetings shall be attended by the consultants, Fayette County PM, and SMEs to help further define and clarify the scope of services, identify the necessary needed tasks to be performed, the correct level of effort needed to complete those tasks and the experience and classification of staff required.
- f) Establish that all consultants cost proposals and Fayette County independent estimates shall be submitted to the negotiator ONLY. In the event a Fayette County PM receives a consultant cost proposal, they will no longer be allowed to participate in the negotiation process and must be replaced with another Fayette County PM, to submit a revised independent estimate.

5.1.2 Master Contract or Supplemental Agreement Creation Approval

An approval for Contract Creation for Master Contract and Supplement Agreements should be submitted to Fayette County Director of Purchasing for approval after the initial scoping meeting and include the following:

- a) A List of the prime and sub consultants with an approved Fayette County Accounting System and indirect cost rate for inclusion into the Master Contract, along with the discipline each sub will be performing.
- b) EXHIBIT B, Scope of Services- The scope advertised in the solicitation will be used as the contract scope of services.
- c) EXHIBIT C, Consultant's Fee Schedule with the following information:
 - 1. Project Number (if applicable)
 - 2. Maximum Allowable Cost:

3. Minimum Allowable Cost:
 4. Prime Consultant (Current) Provisional Overhead Rate:
 5. Minimum % DBE Participation
 6. Fixed Hourly Rate/Menu of services to be included into the Master Contract (if applicable)
- d) GDOT Project Manager and Contact Information:
7. Office
 8. Name
 9. Phone Number
 10. E-mail address
- Firm Contact Person and information:
11. Name
 12. Phone Number
 13. E-mail address
- e) Federal Identification Number for the prime and sub consultants.
- f) E-Verify/Company Identification Number for the prime and sub consultants.
- g) A signed Georgia Security and Immigration Compliance Act Affidavit form for the prime and sub consultants.

A PDF copy of the signed Contract Creation form should be sent to the CS along with a word documents version to be used in preparing the Master Contract/ Supplemental Agreements.

5.1.3 Negotiating

5.1.3.1 Development of Fayette County Independent estimate

Negotiations of contract/task orders cost must began with developing the scope of services for the project or services, in conjunction with a detailed independent estimate. The independent estimate will be used by the negotiators and serve as the basis for ensuring consultants costs are fair and reasonable and will be used as the basis for negotiations. The independent estimate must be revised to use the selected consulting firm’s actual direct salary rates and approved indirect cost rate.

- a) Fayette County PM along with the necessary SMEs should develop/refine the independent estimate and scope of services for each individual contract or task orders through the PTIP process. In developing the independent estimate an excel spreadsheet (Cost Proposal Template) should be utilized to detail the appropriate breakdown of work or labor hours, types or classifications of labor required, other direct costs, and appropriate fixed fee for the defined scope of services. The associated scope of service should be written in clear, unambiguous, and precise language describing the required work, complexity, obligation of the consultant and Fayette County, deliverables, schedules and other important facets of the project.

- b) The basis for an accurate independent estimate is a well-developed scope of services and a series of needed work activities identified as staffing elements. Those elements should be used for both the Fayette County independent estimate spreadsheet/activity template and consultant cost proposal spreadsheet for ease of reconciliation and facilitate the negotiation process.
- c) After completing the PTIP process the Fayette County PM should submit the following items to the Fayette County Director of Purchasing mailbox for further handling.
 - 1. signed PRF
 - 2. A copy of the draft scope of service in word format,
 - 3. Independent Estimate
- d) Once the Negotiator receives the Draft task order/supplemental agreement scope of services (WORD docs) and independent estimate from the CS. The negotiator will remove the hours from the independent estimate excel spreadsheet and strikethrough the tasks that are not necessary for the associated scope of services, which will become the task order activity template/ cost proposal template.

5.1.3.2 Request for Consultant Cost Proposal and Elements of Contract Costs

A standard negotiations email template with an attached PDF copy of the draft task order/Supplemental Scope of Services, activity template and the standard cost proposal template should be sent to the consultants for review and concurrence of the staffing elements in the activity template or request for a scoping meeting. The email should request current certified payroll information for each person who will be working on the task order/Supplemental Agreement (from the prime consultant and each sub consultants) and the detailed support documentation for all ODCs proposed (from the prime consultant and each sub consultants). If a scoping meeting is not needed, consultants are to submit a complete cost proposal to the negotiator ONLY within two week from the date of receiving the e-mail.

The following elements of contract costs must be identified in each consultant cost proposal and shall meet the following requirements:

5.1.3.2.1 Indirect Cost Rates

To assure compliance with the Federal cost principle and consultant cost certification, (23 CFR Part 172.11(3)) consultants indirect cost rates are required to be update on an annual basis in accordance with their annual accounting period and annual consultant cost certification. Consultants are responsible for obtaining approval of their indirect cost rate through GDOT Office of Audits. Once a consultants' indirect cost rate has been accepted by GDOT, the indirect cost rate will be used for contract estimation, negotiation, administration, reporting and contract payment and the indirect cost rate shall not be limited by administrative or facto ceiling of any kind. If a consultant voluntarily proposes to use a lower overhead rate than their current, approved audited rate in order to keep overall project costs competitive, GDOT may accept the lower overhead. The use of a lower overhead rate will not be a condition or qualification to be considered for the work or contract award.

- a) If the proposed project requires the establishment of a field office, a separate overhead rate for the field office can be submitted and approved by the Office of Audits or one may be negotiated.
- b) If the proposed project involves the use of GDOT office space or equipment by consultants, a field office rate (labor and expenses) shall be applied when full time (40hr/wk) consultant staff is assigned in GDOT’s Office space.

5.1.3.2.2 Direct Salary or wage rates

Consultant’s actual direct salary or wage rates will be used and applied for estimation, negotiation, administration, and payment of contracts and contract modifications. Compensation for each employee or classification of employee must be reasonable for the work performed. If personnel with unusually high salaries are proposed, the negotiators must determine whether there is sufficient need for that individual to justify their work on the project at that rate. If there is not a legitimate need for their expertise, they will not be allowed to bill time on the project.

- a) Cost proposals shall detail the wage rates for each classification of positions proposed for the scope of services along with their proposed hours (level of effect) for the associated task to be performed.
- b) If average for select employees are used, payroll information and an explanation of how the average rates was computed (i.e., straight average, weighted average, etc.) must be provided. In this the case, care should be taken that only employees actually committed to and needed for the project are used in computing the average.

If the consultant’s average rates for specified job classification are used, appropriate company records that identify employees with the classes and their respective wage rates shall be submitted.

The wage rates must be certified in writing as being current and accurate by an appropriate company official on that particular date and must clearly identify the employees by name, title, and hourly rates. Include the employees official job title with the company and the job classification used in the cost proposal. GDOT may require payroll registers and/or resumes to confirm the accuracy of the pay rates and validate and confirm employee qualification.

5.1.3.2.3 Fixed fee

The scope, complexity, contract duration, degree of risk borne by the consultant, and professional nature of the services as well as the size and type of contract will be consider in determining the amount of fixed fee. GDOT has established 8% as the base fixed fee for consultant (both prime and sub consultants).

Prime consultants might be eligible for upward adjustment of fixed fee based on the following factors: schedule, complexity, and range of scope. The project must have **MOST** of the listed characteristics to be considered for a fixed fee adjustment, and the Department will make the final decision on whether or not an adjustment will be granted.

a) **CONSULTANT SCHEDULE***Normal Schedule*

A normal schedule is not eligible for an upward adjustment. Each project in a contract will have an individual schedule at the time of Notice to Proceed. No extraordinary scheduling of consultant personnel or resources is required.

Expedited Schedule

The project is to be accomplished at a faster than normal rate requiring special scheduling and reallocation of resources by the consultant. An expedited project schedule is eligible for an upward adjustment of one (1) percent.

Highly Expedited Schedule

The project is to be accomplished at a faster rate requiring significant allocation and scheduling of the consultant's resources. A highly expedited schedule is eligible for an upward adjustment of one (1) and one quarter (¼) percent.

COMPLEXITY

The level of complexity of a project is defined below.

Low Complexity

A project of low complexity is not eligible for an upward adjustment. Projects with low complexity are typically minor projects with little Right of Way (R/W) acquisition and consist of Categorical Exclusion (EC) environmental documents with minimal public involvement process. They involve relatively simple project staging plans, use of on-site detours and minor erosion control issues. There are no bridges or minor bridges required, minor utility relocation and few location or other alignment issues. There are few topography issues.

Medium Complexity

Projects determined to be of medium complexity are eligible for an upward adjustment of one (1) percent. These are typically major projects with R/W acquisition, and a high number of parcels. They involve EA (or difficult CE) Environmental Documents. Moderate to difficult construction is needed, staging plans are required, and minor erosion control issues exist. Some Federal Highway Administration (FHWA) coordination is required. These projects involve bridge issues, several utility relocations and typically, Subsurface Utility Engineering (SUE) Level C or D is required. A Value Engineering (VE) study is required. Some topography and R/W acquisition issues exist. They consist of approximately 15 to about 50 parcels, but with less than five relocations.

Highly Complex

Projects of a highly complex nature are eligible for an upward adjustment of one (1) and one quarter ($\frac{1}{4}$) percent. Typically, these are major projects with difficult R/W acquisition, and a high number of parcels. They require an Environmental Impact Study (EIS) or difficult Environmental Assessment Documents. Moderate to very difficult construction is required, staging plans are needed and major erosion control issues exist. Significant FHWA coordination is required. Complex bridge issues are present, utility relocation is needed, and typically, SUE Level A or B required. A detailed VE study is necessary. Major topography issues are in existence as well as major R/W acquisition issues. Approximately 50 or more parcels are involved OR, if an interstate or interchange project, less than five parcels make be considered highly complex. Major interchange reconstruction, the development of several alternatives, multiple agency coordination, and complex traffic analyses are necessary.

RANGE OF SCOPE

The range of scope involved is outlined below.

Limited Range of Scope

A project with limited range of scope is not eligible for an upward adjustment. A project is considered as having a limited range of scope when the concept is completed and approved by GDOT. The database is completed by the Department. Environmental documents are complete or near complete. A minimum level of public participation is involved and little opposition to the project exists. The Practical Alternative Report (PAR) is complete, few alignments issues are present, and no VE Study or simple study is required. There are no archeology sites or 4f property and minor R/W is required with few R/W displacements. There is minimum railroad involvement, minor Utility Relocations, no SUE requirement and few local government issues.

Moderate Range of Scope

A project involving moderate range of scope is eligible for an upward adjustment of one (1) percent. A moderate range of scope project is one in which the concept is approved by the Department but needs some revisions. The database is not provided by the Department. The environmental document is not complete or nearly complete. No public information or stakeholder meetings have been held. PAR is incomplete, alignment issues exist, a VE Study is required and some archeology sites and/or 4f property are present, and other environmental issues involved. Moderate R/W is required as well as some R/W displacements. Some public participation is required with and there is some opposition to the project. There are utility relocations, SUE requirements, some local government issues, as well as railroad involvement.

Expanded Range of Scope

A project considered as having an expanded range of scope is eligible for an upward adjustment of one (1) and one half ($\frac{1}{2}$) percent. These projects consist of the following. Concept Development is the responsibility of the consultant. The database is not provided by GDOT. The environmental document is not

begun or nearly complete. No public information or stakeholder meetings have been held. PAR has not begun, alignment issues exist, a VE Study is required, possible archeology sites and/or 4f property is present, and significant environmental issues are existent. Considerable R/W is required, numerous R/W displacements will occur, public participation is required and there is significant opposition to the project. There are Utility Relocations, SUE requirements, local government issues, as well as railroad involvement.

Consideration for other factors or circumstances in which a prime (or sub consultant) would receive a fixed fee adjustment will be examined on a case by case basis during the contract negotiating. Task order contacts will also be examined on a case by case basis. All recommended Fixed Fee Rates above 12% will require a **WRITTEN JUSTIFICATION AND APPROVAL** by the Division Director. Fixed fees in excess of 15 percent of the total direct labor and indirect costs of the contract may be justified only when exceptional circumstances exists.

Consultants will be paid an agreed-upon amount for a fixed fee, based on the actual scope of services completed, together with all actual costs incurred in the performance of the scope of services. The prime consultant fee will not vary, even though the actual cost may. sub consultant fee will vary based upon the percentage of work completed by that sub consultant. An adjustment to the fixed fee may be justified only after GDOT has required substantial changes in the scope, objectives, complexity, or character of work to be performed through a formal contract modification. Overruns in the costs of the work will not automatically warrant a contract modification.

Overruns in the cost of the work shall not automatically warrant an increase in the fixed fee portion of a cost plus fixed fee reimbursed contract. Permitted changes to the scope of work or duration may warrant consideration for adjustment of the fixed fee portion of cost plus fixed fee or lump sum reimbursed contracts.

5.1.3.2.4 Other Direct Cost

The Federal cost principle will be used in determining the reasonableness, allowability, and allocability of direct contract costs. The consultant should own most of the equipment required to provide the work and services. The cost of this equipment should be included in the consultant indirect cost rate. Cost for specialized equipment should be billed at the actual cost incurred by the consultant. Equipment should be considered "specialized" if it cannot be considered standard equipment for that particular consultants normal operation business needs.

It is the responsibility of the consultant to account for costs appropriately and maintain adequate records and supporting documentation to demonstrate costs claimed to have been incurred are allocable to the contract, and comply with applicable cost principles. It's important to note that all costs or prices based on estimated costs for contracts or task orders shall be eligible for Federal-aid reimbursement only to the extent that cost incurred or cost estimates included in

negotiated prices are allowable in accordance with the Federal cost principles. The following are commonly allowable ODC's and acceptable supporting documentation:

- a) Travel costs, costs for transportation, lodging, meals, and incidental expenses by consultants on official company business are allowable, subject to the limitations contained in FAR Part 31.205 Travel Cost.
- b) Air fare must be based on coach rates with reasonable advance purchases.
- c) Costs for rental cars must be based on the use of compact cars, unless otherwise justified and approved by GDOT.
- d) Mileage for private vehicles must be at the U.S. General Services Administration (GSA) rate. GDOT should not be billed for mileage on a company owned vehicles. Travel time and mileage to and from project sites is billable to the project; daily commuting time is not billable.
- e) External reproduction – need cost sheet from external vendor
- f) Delivery, overnight, courier – need cost sheet from external vendor
- g) Parking cost must be reasonable
- h) Other direct cost include in the cost proposal should be directly associated with that specific project and allowable and reasonable in accordance with FAR cost principle.
- i) Written quotes from vendors, invoices reflecting prices paid on previous purchases, copies of catalog pages, etc., may be used as support for the proposed prices.
- j) Consultant should obtain and provide quotes from three (3) different vendors when provided non-professional services that may include items such as core borings, subsurface drilling, traffic control services, equipment rates, court reporters, translators, and aerial photography. The lowest rate should be used and if not consultant should document the reasoning for not using the lowest rates. Documentation of the bid results or price quotes should be retained in the project file.
- k) If laboratory testing services for geotechnical investigation, structure testing, or other types of evaluation are being considered, they will be categorized as non-professional services. There should be a schedule of prices per test in the consultant cost proposal. Testing must be in a laboratory certified by the AASHTO Materials Reference Laboratory (AMRL) and test results will need to be reviewed and attested by a registered Professional Engineer. The consultant will include a schedule of price per test in their cost proposals. Work on a unit price basis will be required to provide a copy of their standard fee schedule and attest that the fees contained therein are the normal fees for such services whether for private or governmental clients. All vendors

must be named in the agreement in order to be considered an authorized vendor.

- I) Direct expense Rate
 - 1. GDOT has established a nonnegotiable eight percent (8%) direct expense rate for estimating direct project expense during negotiation of cost plus fixed fee contracts/task orders only. The direct expense rate can only be used for disciplines within the scope of service that warrants the need for ODCs and the consultant anticipates incurring direct project expense. The direct expense rate can be used by prime consultants and sub consultants to establish an estimated ODC cost.
 - 2. The direct expense rate (DER) will be calculated by multiplying 8% of the proposed Direct Labor Cost (DLC) excluding premium overtime and escalation.

(DLC X 8% = DER)

- A. Consultant that chose to use the direct expense rate for estimating purpose will not be required to submit supporting documentation during contract negotiation, however a written statement certifying the need and anticipated ODC's for the project will be required. GDOT reserves the right to request supporting documentation at any time and for any reason.
- B. It is the consultants' responsibility to account for costs appropriately and maintain adequate records and supporting documentation to demonstrate costs claimed have been incurred, are allocable to the contract, and comply with applicable cost principles. It's important to note that all costs or prices based on estimated costs for contracts shall be eligible for Federal-aid reimbursement only to the extent that cost incurred or cost estimates included in negotiated prices are allowable in accordance with the Federal cost principles.
- C. If a consultant estimate that their ODCs will be greater than the established 8% cost, the consultant must provide sufficient supporting documentation to support the basis for all expenses contained in the cost proposal.

5.1.3.2.5 Sub consultant/vendor Costs:

- a. Sub consultant costs must be specifically identified in the cost proposal and supported in a manner that will allow the negotiator to make a determination that the proposed costs are fair, reasonable, and competitive. Intended use of all lower tier subs, must be disclosed during contract negotiations, regardless of tier level. Unauthorized use of subs consultant are

not in accordance with the Standard Professional Services Agreement, Article #107 USE OF SUB-CONSULTANTS which states: "Any change to this list of preapproved sub consultants must be approved by the Department in writing. The consultant agrees not to assign, sublet, or transfer any or all of its interest in this Agreement without prior written approval of the Department." Sub consultants shall follow the same guidelines as the consultant regarding direct labor, indirect cost rate, direct expense and fixed fee. The Project Principal Labor Classification is not permitted on any sub consultants' cost proposal breakdown.

The combined total dollar value of all sub consultant contracts shall not exceed 49% of the total dollar value of the contract.

5.1.4 Negotiation of Work Effort and Cost

- a) Once the negotiator receives the consultant's cost proposal, a comparison between Fayette County's independent estimate and the consultant's cost proposal will be performed to ensure that the proposed staff hours are reasonable for the specific project and the necessary work activity. It is also critical to determine if a reasonable distribution of work among various levels of staff is proposed to ensure the most economical staffing commensurate with the complexity of the project. Discussions will be conducted with the consultant to resolve differences between the Fayette County's independent estimate and the consultant's cost proposal. The negotiations for work effort should focus on the scope of services for the purpose of clarifying and resolving any difference concerning the scope of the project and the level of effort necessary to accomplish the project. The objective of work effort negotiations is to ensure that estimated work effort is fair and reasonable. Each project must be independently evaluated to determine a fair estimate of required staff hours. The basis for the estimate should be the specific requirements for the project under consideration together with a history of actual staff requirements for past projects with similar requirements. Where specific requirements cannot be identified during the negotiation phase, a limiting amount will be made to serve as the basis of the contract.
- b) Overall cost or bottom line price alone are not justification to terminate negotiation with a firm. The negotiator must make a good faith effort to negotiate the scope, level of effort and reasonable price. If the programmed funding or project budget is not adequate to accommodate the cost of the contract once, the consultants and Fayette County independent estimate are within an acceptable range. The Negotiator along with Fayette County PM must consider reducing, clarifying, and/or re-negotiation the detail of the scope (e.g., tasks, scheduled, deliverables, and assumptions), person-hours, or classification for completing tasks. The focus on only overall cost or bottom line price, without regard for the scope of work and associated level of effort is contrary to the intent of the qualification based selection process. If Fayette County and the most highly qualified firm are unable to negotiate a fair and reasonable contract, Fayette County will formally terminate negotiations and undertake negotiations with the next most qualified firm, continuing the process until an agreement is reached.
- c) The negotiator will perform a detailed cost analysis of the various cost elements to determine if the cost elements contained in the cost proposal are correct and necessary for the

performance of the required services. Any errors, deficiencies, omissions, etc., noted during the review of the consultant cost proposal will be brought to the attention of the consultant, and corrected data will be requested immediately.

d) If Fayette County is unable to negotiate a satisfactory contract with the most highly qualified firm, Fayette County will formally terminate negotiations and then undertake negotiations with the next most qualified of the selected firms, continuing the process until an agreement is reached. If Fayette County is unable to negotiate a satisfactory contract with any of the selected firms, Fayette County will select additional firms in order of their competence and qualification and continue negotiation until an agreement is reached or initiate a new selection.

5.1.5 Establishing the Method of Compensation

Fayette County will determine the payment methods to be utilized during the negotiation process. The two basic categories of payment for consultant's services are Firm Fixed Fee and Cost Reimbursement. The primary difference between these two categories is that with the Firm Fixed Fee the consultant is assuming the cost risk of performance, whereas with the cost reimbursement, Fayette County assumes the risk.

Firm fixed fee contracts are most appropriate when the scope of services is well defined. The cost reimbursement contract should be used when such definitive requirements do not exist and the cost uncertainties of performance are high. The method of payment to the consultant shall be set forth in the original solicitation, contracts, contract modification and each task order and the only methods of compensation allowed on Federal-aid highway projects are: Cost Plus Fixed Fee, Lump Sum (Firm fixed Fee) Cost per unit of work (Menu of Services) and Specific rates of compensation.

The cost plus a percentage of cost and percentage of construction cost methods of payment shall not be used. Compensation for professional services contract/task order will involve one or more of the following methods:

- a) Cost plus fixed fee is a cost reimbursement payment method. The fixed fee does not vary, even though the actual cost may. However, it may be adjusted through negotiation, because of significant changes in the scope of service or duration to be performed. Because the fixed fee does not vary in relation to the consultant's ability to control cost, the cost plus fixed fee contract provides for a low risk to the consultant and provides only a minimal incentive for effective cost management. Therefore, an audit at the completion of the work is very important. The fixed fee is based on the scope, complexity degree of risk and specialized expertise associated with the project.
- b) The Cost plus Fixed Fee method is used when the Scope of Services is well-defined, but the total engineering effort required to complete the work cannot be estimated precisely. Cost Plus is the most commonly used payment for preliminary engineering and design. The consultant is paid an agreed-upon amount for a fixed fee, based on actual scope of services completed, together with all actual costs incurred in the performance of the scope of services, a change in the amount of fixed fee can be made if the scope of service or duration changes.
- c) Lump Sum is a negotiated payment method, it provides for a price which is not subject to any adjustment because of cost changes the consultant might encounter in the

performance of the work. Because the consultant assumes full responsibility, in the form of profits or losses, for all the costs under or over the firm negotiated price, it has a maximum profit incentive for effective cost control in contract performance. This type of payment method imposes a minimum administrative burden on the contracting parties. This payment method is suitable when reasonably definite design or performance specifications are available and whenever fair and reasonable prices can be established and agreed to at the outset. The Lump Sum method is used when the scope of services is well-defined and the total engineering effort can be estimated accurately. A change in the amount of lump sum can only be made if the scope of services changes materially.

- d) **Cost plus Unit of Work, (Menu of Services):** This is a cost reimbursement payment method that provides for the payment to the consultant of allowable cost incurred in the performance of the contract subject to an agreement maximum amount. This method of payment is suitable for use when the effort per unit of work is well-defined but the number of units is uncertain. It is essential that the consultant have a record of the actual work completed.
- e) **Specific Rates of Compensation (Billable Rates)** This cost reimbursement payment provides for the acquisition of services on the basis of direct labor hours at specified fixed hourly rates (rates include wages, overhead, Profit) and other direct cost, subject to an agreement maximum amount. A specific rate of compensation is established for each labor class or employee by multiplying the wage rate by the specific rate factor established in each consultant contract.
- f) This payment method should be used only when it is not possible at the time of contracting to estimate the extent or duration of the work or the estimate costs with any reasonable degree of accuracy. This specific rates of compensation payment method should be limited to contracts or components of contracts for specialized or support type services where the consultant is not in direct control of the number of hours worked, such as construction engineering and inspection. When using this payment method, **Fayette County** shall manage and monitor the consultant's level of effort and classification of employees used to perform the contract services.
- g) Financial risk to the consultant is minimal under the "specific rates of compensation" and the fee component of the fixed hourly rate(s) should be commensurate with that limited risk. As with other payment methods, the fee should be based on the anticipated scope and complexity at the time of contract negotiation.

5.1.6 Contract Modifications

Amendments to the terms of the contract that change the cost of the contract; significantly change the character, scope complexity, or duration of the work; or significantly change the conditions under which the work is required to be performed, shall be authorized by the issuance of an approved written contract modification. A Contract Modifications shall clearly define and document the changes made to the contract, establish the method of payment for any adjustments in contract costs, and comply with the terms and conditions of the contract and original procurement. **Fayette County** will negotiate the Contract Modification following the same procedures as the negotiation of the original contract. **Fayette County** may add to the contract only the type of services and

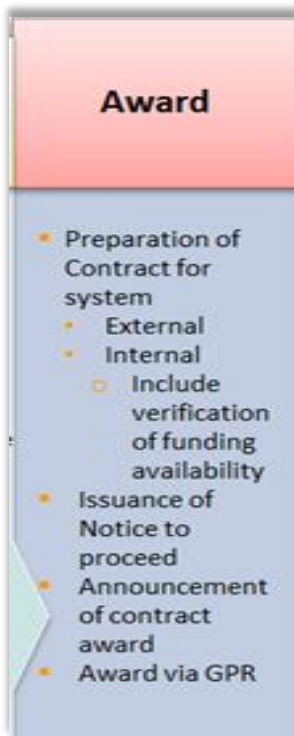
work included within the scope of services of the original solicitation from which qualifications based selection was made. For any additional engineering and design, related services outside of the scope of services established in the original request for qualifications, Fayette County will procure these services under a new solicitation, use a different contract under which the services would be within the scope of work, or perform the work itself.

Fayette County is not responsible for payment of any work performed by consultant prior to receipt of a fully executed contract modifications or Notice to Proceed (NTP). Any extra work performed by consultant, without an approved and executed contract modification is done at the consultant's risk.

5.1.7 Notification that Negotiations have been completed and retaining documentation of negotiation activities

- a) Once cost is approved by the negotiator, a notification is sent to the TSP management for approval of the cost and
- b) Once approval is received, a draft task order and a copy of the consultant's Cost Proposal is sent from the Negotiator to the CS for development of the final task order/Supplemental Agreement. Also, if the task order has been revised during Negotiations, the revised task order or Contract Modifications scope of services is sent along with the Cost Proposal.
- c) The negotiator will be responsible for maintaining and retaining documentation of the negotiation efforts in the contract file including dates of any negotiation meetings, comparison of total hours and costs included in the consultant and Fayette County internal estimates.

Stage 6-Award



The purpose of the Award process is to outline the steps necessary for officially making the award. The award process cannot begin until negotiations have been completed.

6.1 Contract Preparation

a. Required Provisions

Upon completion of negotiations with the selected firm, the CS will prepare the contractual agreement to be executed between Fayette County and the selected firm. The CS will ensure that the correct approved contract template is utilized which will include at a minimum:

1. Administrative, contractual, or legal remedies in instances where consultants violate or breach contract terms and conditions, and provide for such sanctions and penalties as may be appropriate.
2. Notice of contracting agency requirements and regulations pertaining to reporting.
3. Contracting agency requirements and regulations pertaining to copyrights and rights in data.
4. Access by recipient, the sub-recipient, FHWA, the U.S. Department of Transportation's Inspector General, the Comptroller General of the United States, or any of their duly authorized representatives to any books, documents, papers, and records of the consultant which are directly pertinent to that specific contract for the purpose of making audit, examination, excerpts, and transcriptions.
5. Retention of all required records for not less than 3 years after the contracting agency makes final payment and all other pending matters are closed.
6. Standard DOT Title VI Assurances (DOT Order 1050.2).
7. Disadvantaged Business Enterprise (DBE) assurance, as specified in 49 CFR 26.13(b).
8. Prompt pay requirements, as specified in 49 CFR 26.29.
9. Determination of allowable costs in accordance with the Federal cost principles.
10. Contracting agency requirements pertaining to consultant errors and omissions.

11. Contracting agency requirements pertaining to conflicts of interest, as specified in 23 CFR 1.33 and the requirements of this part; and
12. A provision for termination for cause and termination for convenience by the contracting agency including the manner by which it will be effected and the basis for settlement.
13. All contracts exceeding \$100,000.00 shall contain, either by reference or by physical incorporation into the language of each contract, a provision for lobbying certification and disclosure, as specified in 49 CFR Part 20.
14. A provision that all subcontracts shall include the above provisions, either by reference or by physical incorporation into the language of each subcontract.

b) Contract Template Types

Contract Templates will be based on the three allowable contract types to include Project-Specific, Multi-Phase Project Specific, and On-Call or Indefinite Delivery Indefinite Quantity (IDIQ). Considerations for each of these type contracts include but are not limited to:

1. *Project Specific:* The project specific template will be utilized when the entire scope of the project can be negotiated in a single phase. This contract and its scope will encompass all of the project specific work to be accomplished through the contract and will define the schedule of the work to be performed and how payment will be made.
2. *Multi-Phase Project Specific:* The multi-phase project specific template will be utilized when the entire scope to be performed cannot be determined at the time of initial negotiations. The scope of this contract will be general in nature since the specific work to be performed and how payment will be made will be identified and authorized by subsequent subordinate agreements which shall be referred to as Phase Orders or Task Orders (even though task orders is most closely associated with IDIQ contracts). The term of this contract will generally initially be for five (5) years but can be extended longer given the needs of each project. The contract will not be executed until at least one phase/task order has been negotiated and is ready for execution. The amount of the phase/task order must be equal to or greater than the minimum consideration provided for in the contract in order to proceed with the execution or multiple phase/task orders must be readied prior to execution of the contract.
3. *On-Call/IDIQ:* The On-Call/IDIQ contract template will be utilized when it is not known how much work will be accomplished through the contract and all work will be issued to an undetermined number of projects through task orders. The scope of this contract will be general in nature since the specific work to be performed and how payment will be made will be identified and authorized by subsequent subordinate agreements which shall be referred to as Task Orders. The term of this contract will be for a maximum of five (5) years. However, the term will generally be for three (3) years with the option for extending the contract up to two (2) years. Work will typically be assigned to this type contract during the first three (3) years with the remaining two years serving to allow previously assigned work to be completed. The contract will not be executed until at least one task order has been negotiated and is ready for execution. The amount of the task order must be equal to or greater than the minimum consideration provided for in the contract in order to proceed with the execution or multiple task orders must be readied prior to execution of the contract.

Contract Review and Approval

Prior to the contract being forwarded to the consultant for signature, the CS will provide the complete contract (including any necessary phase/task orders) to Fayette County Director of Purchasing who will review to determine that the correct template has been utilized, that all required provisions are included, and that negotiations have been properly completed. Once reviewed and approved, the CS will forward the contract (and any applicable phase/task orders) to the consultant for signature.

6.2 Contract Execution and Notice to Proceed**a) External Signature Routing**

The CS will forward the approved contract and any applicable phase/task orders to the consultant's contact listed in its SOQ for execution. The contract will be forwarded as a .pdf file electronically, either via e-mail or through an electronic signature application. The contract will require the consultant to sign and attest and has numerous exhibits and attachments which must be signed in order to comply with all contractual and legal requirements.

Internal Signature Routing

Once the consultant has returned the signed contract back to the CS, either via hard copy or the electronic signature application, the CS will review to ensure that no unallowable changes have been made. If any changes were made, the CS and procurement management will review the changes and will determine if any of the changes may be allowable per state and federal regulations. If any changes are allowable by state and federal regulations, the CS will forward the changes to the Department's Legal Services staff for consideration. Any changes which are deemed allowable will be incorporated into the final version of the contract. Once the final version of the contract is approved, the CS will enter the contract into the Department's internal routing process where it will be reviewed by appropriate individuals as follows:

1. Fayette County Director of Purchasing will review for compliance with procurement requirements.
2. Fayette County Public Works will review for scope and will ensure that appropriate and sufficient funding is available to cover the work authorized by the contract and/or phase/task orders.
3. Fayette County's Engineer (Planning Administrator if applicable) will review to verify contract is in accordance with desired outcomes.
4. Fayette County's Legal Services office will review for legal form and requirements.
5. Fayette County Finance will review and verify that funding is available.
6. Fayette County's Board of Commissioner will review and execute the contract.
7. The County Clerk will attest to the Chairman's signature.

Once the contract has been fully executed, it will be forwarded back to the CS who will verify all signatures have been obtained and will place copies in appropriate locations within the Department and distribute an original to the consultant.

Notice to Proceed

8. Project Specific Contracts: The CS will distribute the original to the consultant and will typically provide the Notice to Proceed (NTP) unless directed otherwise by the Fayette County PM. Providing the NTP along with the executed project specific contract will ensure that work can begin as soon as possible.

9. Multi-Phase Project Specific/IDIQ-On-Call: The CS will distribute the original contract and the associated phase/task order to the consultant and will also typically provide the NTP for the phase/task order unless directed otherwise by the Fayette County PM. Providing the NTP along with the executed phase/task order will ensure that work can begin as soon as possible. For these type contracts, the NTP is issued with the phase/task order since the contract does not authorize any work itself.

6.3 Post Selection Announcement to the Georgia Procurement Registry (GPR)

Once the contract and phase/task orders are executed, and the applicable NTP issued, the final step in the procurement process is to officially post the selection award to the Georgia Procurement Registry. The notice of award is posted to the same location as the original solicitation posting utilizing a pre-determined template. Once the notice of award is posted, the procurement phase is officially over, and any documents produced under the selection, negotiation, and/or execution are eligible and available for any open records requests. Prior to execution, these documents were considered protected information and not subject to the Georgia Open Records Act.

Stage 7 - Contract Administration

Project Manager Contract Administration

- Review of deliverables
- Invoice
- Meetings
- Milestones
- Payment Request
- Performance Evaluation

Document when it goes wrong:

- Cure letters
- Termination
- Loss of Prequalification

The following section details the procedures GDOT follows in relation to contract administration for engineering and design related services that have been procured by the Office of Procurement TSP section.

7.1 Transportation Audit Services

Audit services are part of GDOT’s internal control policies and procedures implemented to ensure that all funds expended through Professional Service Agreement with consultant are in accordance with applicable laws and regulations.

7.1.1 Overhead (Indirect Cost) Rate

FAR audit information, internal control questionnaire, new indirect cost rate report and a certified payroll rates schedule must be submitted annually to the Office of Audits. The overhead rate should be based upon actual costs that are allowable per the Code of Federal Regulations Title 48, Federal Acquisition Regulations (FAR), Chapter 1, Part 31.2. The Office of Audits will send a report to the Office of TSP with a list of approved consultants and their approved indirect cost rates. This report will include any findings and recommendations that will assist the Office of TSP during negotiations.

Consultants are encouraged to have their overhead rates audited by an independent Certified Public Accounting (CPA) firm. Audit reports issued by CPA firms should be conducted in accordance with *Government Auditing Standards* (also referred to as “Generally Accepted Government Auditing Standards”, “GAGAS” or “Yellow Book Standards”) promulgated by the U.S. Government Accountability Office. The Audit Report should be accompanied by a Report on Internal Controls over Financial Reporting and On Compliance and Other Matters Based on an Audit Performed in Accordance with *Government Auditing Standards*.

Note: Federal Statutes (23 USC 112(b)(2)(C)) and 23 CFR 172.11(b)(1)(ii) requires GDOT to accept indirect cost rates established in accordance with the Federal Acquisition Regulations for 1-year applicable accounting periods by a cognizant Federal or State government agency, if such rates are not currently under dispute.

The Office of Audits will determine what type of audit review procedures to apply. Procedures include but are not limited to:

- a) In-depth audit examination by GDOT’s Office of Audits staff.
- b) Desk audit review procedures by GDOT’s Office of Audits staff.
- c) Recommend acceptance based upon immateriality, past favorable experience and assessment that the risk of material misstatement is low.
- d) Review of CPA’s working papers in accordance with the current edition of AASHTO’s Uniform Audit & Accounting Guide for Audits of Architectural and Engineering Consulting Firms.
- e) Travel to the consultant’s office or their accounting firm, as appropriate, to examine documentation and/or to hold discussions with the company staff.

Upon completion of the overhead rate review, a written notification will be provided to the Office of TSP and the consultant. Unless otherwise stated, the consultant’s cost proposal should be computed using the overhead rate for the consultant’s most recently completed fiscal year.

The consultant’s certification of final indirect cost shall read as follows:

7.1.2 Certificate of Final Indirect Costs:

This is to certify that I have reviewed this overhead rate proposal to establish final indirect cost rates and to the best of my knowledge and belief:

- a) All costs included in this overhead rate proposal (identify proposal and date) to establish final indirect cost rates for (identify period covered by rate) are allowable in accordance with the cost principles of the FAR of Title 48 CRF, part 31
- b) This overhead rate proposal does not include any costs which are expressly unallowable under applicable cost principles of the FAR of 48 CFR part 31.

Firm: Signature: _____
 *Name of Certifying Official: _____
 Title: _____
 Date of Execution: _____

*The “Certifying Official” must be an individual executive or financial officer of the consultant at a level no lower than a Vice President or Chief Financial Officer, or equivalent, who has the authority to represent the financial information utilized to establish the indirect cost rate for use under GDOT agreement.

7.1.3 Facilities Capital Cost of Money (FCCM)

Facilities Capital Cost of Money (FCCM) is an imputed cost intended to compensate consultants for their investment in fixed assets and facilities. These costs are billed to a project as a percentage of

direct labor. The FCCM percentage rate must be developed in accordance with the principles and procedures contained in 48 CFR Part 31.205-10.

Consultants are not required to include FCCM in their cost proposals or project invoices. However, if a consultant chooses to bill FCCM, it must be specifically identified in the cost proposal relating to the agreement under which the cost is to be billed. If FCCM is not included in the negotiated cost proposal, the consultant waives any right to claim it on its actual cost billings.

If a consultant chooses to develop an FCCM rate, the FCCM cost and resultant percentage rate should be shown as a separate line item in the overhead rate schedule, or disclosed in the notes. This is necessary to distinguish cost of money from the company's other expenses. This is required, per FAR 15.404-4, profit/fee does not include amounts applicable to facilities capital cost of money.

The methodology for computing the FCCM rate involves determining the FCCM cost and dividing it by the appropriate allocation base (in most cases this is the direct labor base).

The FCCM cost represents the average book value of the fixed assets/facilities investment base multiplied by the appropriate cost of money rate for the consultant's business year. The cost of money rate is the arithmetic mean of the Prompt Payment Act Interest Rates specified by the U.S. Secretary of Treasury. These rates are published semiannually in the Federal Register on or about January 1 and July 1. For a fiscal year ending December 31, the arithmetic mean would be the simple average of the rates for the January 1 through June 30 period and the July 1 through December 31 period. A history of prompt payment interest rates can be found on the Department of Treasury web site at: <http://www.fms.treas.gov/prompt/rates.html>

The allowable percentage for labor overhead allocable to a project is the ratio of a firm's total allowable overhead costs to a firm's total direct salary costs for a given period.

Suggested guidance for preparing overhead and FCCM rates is contained within the latest edition of the AASHTO Uniform Audit & Accounting Guide, available on-line at: <http://audit.transportation.org/Documents/uaag-3%20final.pdf>

7.2. Professional Service Agreement Pre-Award, Interim, and Final Cost Audit Reviews

7.2 .1 Pre-Award Audit Review

Following the selection of a consultant, the consultant needs to provide their latest overhead (indirect cost) rate schedule, certification of costs used to establish the overhead rate, cognizant rate approval letters/reports, if applicable, independent auditor's report on schedule of indirect costs, if applicable, and at the discretion of GDOT, other appropriate information to be used by the Office of Audit for a Pre-Award Audit Review.

The Office of TSP may request a pre-award audit review whenever one or more of the following circumstances exist:

- a) There is insufficient knowledge of the adequacy of the consultant's accounting system's ability to track direct labor costs, overhead rate and direct non-labor expenses, and its ability to keep separate non-allowable costs.
- b) The consultant's proposed overhead and the Facilities Capital Cost of Money (FCCM) rate have not been reviewed and accepted by the Office of Audits or, additional assurances are

needed that the labor and/or direct non-labor cost rates are representative of current actual rates.

- c) There are questions about the propriety of any of the proposed cost items.

If the Office of TSP determines that a Pre-Award Audit Review is appropriate, they will submit a request, in writing, to the Office of Audits. The request for services should be specific as to the areas that need review (e.g. accounting system, overhead rate, labor rates, direct non-salary rates, etc.). The request should identify the project number, control number, project name, and a completion date, if applicable. The request should also include copies of documents pertinent to the objectives of the review; such as, the cost proposal, overhead/FCCM rate schedule, etc.

The purpose of a pre-award audit review is to communicate with the consultant and GDOT Office of TSP regarding potential issues relative to the consultant's cost accounting system, overhead rate, and individual elements of the cost proposal.

The pre-award audit review consists of verifying that the consultant's accounting and invoicing is in accordance with applicable laws and regulations. This includes the following:

- a) The accounting system is capable of adequately recording accounting transactions and financial matters.
- b) The proposed overhead is acceptable.
- c) The FCCM percentage is acceptable.
- d) The basis of proposed labor rates and direct non-salary rates is reasonable.
- e) The proposed direct non-labor cost categories are eligible for inclusion as direct cost items. (A cost may not be charged as a direct expense and be included in the indirect cost pool.)

When the pre-award audit review is completed, the Office of Audits will send a written response to the Office of TSP detailing the findings. The consultant may be required to furnish additional information for review of unresolved audit issues.

7.2.2 Interim Cost Audit Review

Interim cost audits are performed based on a sample of Fayette County's entire current list of ongoing projects. The auditor's primary objective is to examine the consultant's cost representations, in whatever form they may be presented (such as interim and final public vouchers, progress payments, incurred cost proposals, termination claims and final overhead claims), and to express an opinion as to whether such incurred costs are reasonable, applicable to the contract, determined under generally accepted accounting principles and cost accounting standards applicable in the circumstances, and not prohibited by the contract, by statute or regulation, or by previous agreement with, or decision of, the CS. In addition, the auditor must determine whether the accounting system remains adequate for subsequent cost determinations which may be required for current or future contracts. The discovery of fraud or other unlawful activity is not the primary audit objective; however, the audit work should be designed to provide reasonable assurance of detecting abuse or illegal acts that could significantly affect the audit objective.

7.2.3 Notification of Completion-Interdepartmental letter From Applicable Office

At the completion of services outlined in a Professional Service Agreement, the PM or the Office of TSP shall send the Office of Audits a formal letter giving notification of contract completions or contract terminations.

The intent of this letter is to notify the Office of Audits that they may initiate audit activities on the Professional Service Agreement. The PM or the Office of TSP will certify, by completing and emailing this letter, that:

- a) All services provided under a particular agreement are complete.
- b) The final work product has been delivered to the State in accordance with the agreement.
- c) The services and final work product have been accepted by GDOT.
- d) There are no outstanding issues to be resolved regarding the services and work product.
- e) The final invoice has been submitted.
- f) The above listed criteria also are applicable if the Professional Service Agreement is terminated early.

7.2.4 Final Cost Audit Review

Receipt of the Letter of Completion or Termination by the Office of Audits is the notification that the costs invoiced under a Professional Service Agreement are ready for a final cost audit review. The objectives of the cost audit review are to provide reasonable assurances that the submitted amounts are accurate; are supported by adequate accounting records; resulted from accomplished and duly authorized work; and, are allowable in accordance with laws, regulations, policies and procedures applicable to the project. If sub consultants costs are submitted for payment, they will also be subject to audit review to determine if costs and fee for profit are in accordance with the agreement and that overhead costs are in compliance with the requirements of the cost principles contained in 48 CFR Part 31.

The nature and extent of GDOT's cost audit review procedures will be determined on a case-by- case basis after an evaluation of the project costs and potential for noncompliance with the terms of the agreement, applicable laws, regulations, policies, and procedures. Opinions expressed in the Governmental Agencies' Independent Auditor's Reports issued in accordance with OMB Circular A-133 will also be taken into consideration, when applicable. If circumstances warrant, cost audit requirements can be waived. A risk-based oversight assessment process as described in 23 CFR Part 172.11 will be utilized. The assessment will be conducted and documented on an annual basis considering risks of noncompliance with federal cost principles per consultant doing business with GDOT.

It is the consultant's responsibility to supply GDOT, when requested, with the following: sub consultant agreements, source documentation (timesheets, JCL, travel receipts, etc.), accounting records, and project records. sub consultants should provide similar source documentation for their direct labor cost, direct non-labor costs, and overhead costs.

Based on the results of the cost audit review process, final reimbursement to the consultant will be adjusted to exclude ineligible costs and include any additional costs that GDOT determines are eligible.

The Office of General Support and Administration are responsible for gathering and storing all departmental documentation and reports including:

- a) Consultant Invoicing packages
- b) Pre-award audit
- c) Final Cost Audit Review memos
- d) Audit waiver memos
- e) Applicable audit correspondence

7.3 Local Public Agency Consultant Procurement and Program Oversight

In accordance with the FHWA-GDOT Stewardship and Oversight Agreement for Georgia, dated MAY 29, 2015, referred to as the Stewardship Agreement, the Georgia Department Transportation (GDOT) may delegate to the local public agencies (LPAs) the authority to self-administer (SA) projects or administer a project using Certification Acceptance (CA) program. 23 CFR 1.11 and 635.105 authorize GDOT through the GDOT Local Public Agency Section, to delegate certain activities, under its supervision, to the LPAs for FAHP projects that meet the criteria for Federal-Aid Under 23 U.S.C. 117.

The LPA shall make a decision to which of following Engineering procurement administration procedures they will adopt for the procurement, management, and administration of engineering and design related consultant services, reimbursed in whole or in part with FAHP funding. Fayette County plans to adopt GDOT written policies and procedures (with these noted exceptions) for the procurement, management, and administration of engineering and design related consultant services.

- a) Adopt GDOT written policies and procedures for the procurement, management, and administration of engineering and design related consultant services.
- b) Prepare and maintain its own written policies and procedures provided they comply with the federal regulations and their processes are reviewed and approved by GDOT Procurement Office. In accordance with 23 CFR 172.5 (C), GDOT shall approve the written policies and procedures and all revisions for LPAs.
- c) Submit documentation associated with each procurement and subsequent contract to GDOT Procurement Office for review, to assess compliance with applicable Federal and State laws, regulations and requirements.

The GDOT LPA Projects Manual provides more information on the process and procedures required for Local Public Agencies. CA Agreements for agencies certified by GDOT govern and define the roles and responsibilities for those agencies.

7.4 Contracts or Supplemental Services Positions or Management Support Roles

If the Department determines there is a need to use a consultant in a Management Support role, FHWA approval will be required prior to solicitation. The use of consultants in management support roles does not relieve GDOT of responsibilities associated with the use of FAHP funds as specified in 23 U.S.C. 302(a) and 23 U.S.C. 106(g)(4).

The Department may determine that it is necessary to enter into a contract with a consultant to provide Supplemental Services. These types of services include providing support on large projects or when circumstances where unusual costs or time constraints exist, when unique technical or management expertise is required, and/or an increase in the GDOT's staff is not a viable option. These services are performed under the direct oversight of the Department.

Consultants or sub consultants contracted to provide Supplemental Services may provide the following services:

- a) Provide project management service or technical design/review of a project or series of projects under the direct oversight of the Department.
- b) Providing Oversight of an element of a highway program, function, or service on behalf of GDOT.
- c) Managing or providing oversight of a project, series of projects, or the work of other consultants and contractors on behalf of GDOT.

Consultants or sub consultants contracted to provide Management Support or Supplemental Services may NOT provide the following services

- a) Serve in the capacity of a significant procurement role, including:
 - b) Consultant Selection Process
 - c) Development of Project Scope Documents for Contract Solicitation or Modifications.
 - d) Negotiate Contracts or Contract Modifications.
 - e) Review, Approve, or reject consultant Payment Reports (invoices).
 - f) Manage or supervise GDOT employees.
 - g) Manage, direct, review or provide oversight of services being performed by their employer (consultant firm).

All procurement transactions must be conducted in a manner providing full and open competition. In order to ensure objective consultants’ performance and eliminate unfair competitive advantage, consultants that develop or draft specifications, requirements, scope of services, or invitations for bids or requests for proposals must be excluded from competing for such procurements.

Use of consultants or sub consultant in management support roles requires appropriate conflicts of interest standards as outline in this manual and adequate GDOT staffing to administer and monitor the management consultant contact, as specified in 172.9(d).

A consultant serving in a management support role may be precluded from providing additional services on projects, activities, or contracts under its oversight due to the potential conflicts of interest.

Where benefiting more than a single Federal-aid project, allocability of consultant contracts cost for services related to a management support role shall be distributed consistent with cost principle, as specified in 2 CFR part 200, subpart E- Cost principles.

7.5 Administration of the Agreement

7.5.1 Project Roles and Responsibilities

The Fayette County Project Manager (PM) is responsible for the administration of the terms and conditions of the agreement, monitoring consultant’s progress and compliance with the scope of services, deliverables, and schedule. The Fayette County PM also serves as the liaison with the consultant during the performance of the services. Fayette County Project Manager Responsibilities generally include the following:

- a) Gathering, coordinating, and transmitting information both internally and externally as required for completion of the contracted services.
- b) Reviewing and approving consultant invoices in a timely fashion and ensuring consultant costs billed are allowable in accordance within the Federal cost principles and consistent with the contract terms as well as the acceptability and progress of the consultant’s work.
- c) Ensuring that no work is performed or costs are incurred until written authorization is given by the Project Manager.
- d) Reviewing and approving scopes of services for additional services and consultant’s Fee Proposals for supplemental agreements and Task Orders.
- e) Working with other subject matter (SME) offices and divisions to: coordinate scopes, plans, schedules, and applicable deliverables; obtain commitments; and resolve problems.
- f) Coordinating with other entities such as FHWA, city, county, Federal and State regulatory agencies, citizen groups, and elected and appointed governmental officials.
- g) Ensuring consultant deliverables are reviewed by the appropriate SME’s for accuracy and completeness.
- h) Ensuring consultant inquiries relating to GDOT’s policies, practices, and specifications are answered by the appropriate SME offices.
- i) Scheduling and/or attending progress meetings, field reviews, agency meetings, etc.
- j) Submitting time extension requests for approvals.
- k) Completing annual consultant evaluations

7.5.1 Consultant Evaluation

During the course of a project, it is important that the consultant’s performance be monitored and evaluated to ensure there is a clear understanding of how well the consultant is achieving contractual requirements. Evaluations will be performed by SME per Area Class upon approval of each project deliverable. In addition, the Fayette County PM will annually evaluate prime consultant execution of project delivery when the consultant has contractual ownership. A final prime consultant evaluation is required after all services are accepted or after the termination of an agreement, when applicable. Additional evaluations may be performed at any project milestone over the duration of an agreement, as determined by the Fayette County PM. The Fayette County PM is responsible for ensuring the performance evaluations are completed for the entire GDOT Team per project. Evaluations should be completed within one (1) month of the Area Class deliverable acceptance or annually (if a prime consultant), unless otherwise noted in the agreement.

In completing the evaluation, the analysis must be completed in a fair and objective manner. Ratings shall be based on facts and documentation and the evaluation should consider only the performance of the consultant for the services specific to the evaluation. The Fayette County PM and SME shall assist in the compilation of all evaluation comments per project, as well as per Area Class so that achievements and/or improvements can be discussed with the consultant regarding job performance.

Attention must be paid to the ratings in the following three areas and sub categories of performance:

- a) Management
- b) Prosecution and Progress
- c) Quality

Attention must be given to the rating values. A description of each rating is provided on the consultant evaluation form. If a SME or Fayette County PM ranks a consultant with a rating of 5 (the highest possible), an explanation justifying the rating must be included. Scores below satisfactory (a rating of 1) also require supporting comment justifying the rating.

The following consultant Evaluation Process Flow shall be adhered to:

- a) GDOT PM/SME completes consultant evaluation form after acceptance/approval of an Area Class deliverable, project milestone, or annual requirement.
- b) Respective Fayette County PM/SME Supervisor is notified electronically with link to the completed consultant evaluation form for review.
- c) GDOT Supervisor reviews consultant evaluation form and approves or returns comments to Fayette County PM/SME.
- d) Upon approval by the GDOT Supervisor, the Fayette County PM/SME notifies the prime consultant of the completed consultant evaluation form electronically with a link to the consultant evaluation form. The consultant acknowledges receipt and states whether a response to the evaluation will be forthcoming (it will not be a requirement for the consultant to respond to every evaluation). If the evaluation is associated with an Area Class deliverable prepared by a sub consultant, the prime consultant will forward the consultant evaluation form to the sub consultant. It is important when the opportunity arises, to review the document with the consultant. Although this step is not a negotiation, it is an opportunity to provide feedback to the consultant.
- e) The consultant fills out the response space on the consultant evaluation form, if applicable. After completing the response, the consultant notifies the Fayette County PM/SME via electronically with a link to the completed response and form. The consultant is allowed to add their own remarks as they feel is appropriate in the consultant evaluation form comment section.
- f) The Fayette County PM/SME and respective GDOT Supervisor will review the consultant response, consider any information submitted by the consultant, and decide whether the evaluation requires revision.
- g) The Fayette County PM/SME will electronically notify the prime consultant with a link to the final consultant evaluation form, informing the consultant if any changes were made as a result of the consultant response. If the consultant disputes a final evaluation, a meeting with the GDOT Supervisor may be requested. The decision of the GDOT Supervisor is final.
- h) The GDOT PM/SME electronically submits a pdf copy of the final consultant evaluation form to the prime consultant, the Fayette County PM, and the GDOT Office of Procurement.

If an evaluation identifies unsatisfactory performance by the consultant, a written notification to stop work may be issued by the Fayette County PM until the concern or issue is resolved. Copies of all evaluations are considered confidential and should be discussed with only GDOT staff and the consultant.

Consultant performance evaluation system ratings will be utilized for the purpose of GDOT consultant selection under the category of past performance. The ongoing average consultant performance rating based on three (3) calendar year active status evaluations will be used in consultant selections. The system provides an objective indication of a consultant's capability to perform professional services associated with management, prosecution/progress, and quality of work. When project request for qualifications are being evaluated, the prime consultant's past performance score for management and prosecution/progress will be considered. Average

consultant Area Class performance ratings may also be considered, and can be utilized at the discretion of the Selection Committee for each advertised Area Class on respective solicitations.

7.6 Monthly Progress and Payment

The Department's Project Manager shall ensure consultant costs billed are allowable in accordance with the Federal cost principles and consistent with the contract terms as well as the acceptability and progress of the consultant's work as follows:

7.6.1 Electronic Invoicing System

The consultant shall be responsible for gathering and providing all necessary invoice data on a monthly basis for the consultant and all sub consultants for the Projects. Information shall be provided to Fayette County by signed electronic files. Invoice amounts shall be supported with accompanying documentation/evidence including, but not limited to, timesheets, lodging, travel expense authorizations, receipts and other costs consistent with the terms and conditions of the Agreement.

7.6.2 Progress Payment Reports

The consultant agrees to provide an accompanying project progress report in a format acceptable to the Department which will outline in written and graphic form the order of performance of the work in sufficient detail so that the progress of the work can easily be evaluated. Such progress reports will be checked by the Department, and payment will be made based on the work completed. Upon the basis of its review of such invoices and progress reports, the Department will make payment to the consultant as the work progresses but not more often than once a month. Should the work begin within any one month, the first invoice shall cover the partial period from the beginning date of the work through the effective date of the month in which the Agreement began. The invoices shall be numbered consecutively. Payment will be made in the amount of sums earned less previous payments. Invoices and resulting payments to the consultant shall correspond to the progress of work achieved for the Project. The Department will be entitled at all times to be advised at its request as to the status of work being done by the consultant and the details thereof.

7.6.3 Invoice Payments

Payments shall be made to the consultant within thirty (30) calendar days of receipt of an approved, itemized invoice and all supporting documentation, so long as the consultant complies with the terms of the Agreement. Payment for any part of the work by the Department shall not constitute a waiver of any remedies of any type it may have against the consultant for any breach of this Agreement by the consultant, or for failure of the consultant to perform work required of it by the Department and as set forth in the Agreement. Should the work under this Agreement be terminated by the Department, the consultant shall be paid based upon the percentage of work satisfactorily completed at the point of termination.

7.6.4 Withheld Amount

Except for issues arising from contract indemnification provisions, the Department will have the right to retain out of any payment due the consultant an amount sufficient to satisfy any amount due and owed the Department by the consultant. This right to withhold will continue until such

time as the default has been cured, and, upon cure, the Department will have the right to retain an amount equal to the damages suffered as a result of the default.

7.6.5 Prompt Payment

Consultant shall pay their sub consultants for satisfactory performance of their contracts no later than ten (10) calendar days from receipt of payment made to them by the Department. Any delay or postponement of payment among the parties may take place only for a good cause. If the consultant is found to be in noncompliance with these provisions, it shall constitute a material breach of contract and further payments of any work performed may be withheld by the Department until corrective action is taken by the consultant. If the corrective action is not taken, it may result in the termination of the Agreement.

Prime consultants shall not withhold retainage of a sub consultants' payment if GDOT has not withheld retainage of a prime consultants' payment. If GDOT does withhold retainage of prime consultants' payments, then the prime consultant may withhold retainage of a sub consultants' payment, but not in excess of the percentage amount, GDOT withheld from the prime consultant. Failure by the prime Consultant to invoice GDOT in accordance with the terms of the contract and/or pay sub consultants shall be constituted as a material breach of contract and prime consultant may be subject to disqualification. GDOT reserves the right to request that prime consultants provide proof of payment to sub consultants at any time.

7.7 Change of Key Personnel

A consultant's submittal of an SOQ is a representation and commitment by the firm that it will provide the key personnel identified in the SOQ to perform the services associated with the contract for the duration of the contract. The consultant acknowledges that the Department relied on this representation and commitment in its selection process and was a key factor in the selection of the most qualified consultant and award of the contract. The Department does consider changes in key Personnel seriously and consultants shall not assume that proposed changes will be accepted. If the changes are considered substantial, the Department may terminate the negotiations of the contract. The Department will review the consultant's proposed list of Key Personnel presented in the SOQ. No substitution or transfer of personnel, specifically identified in the SOQ shall be made without prior written approval by the Department (2 CFR 200.201 (Subpart C) and 2 CFR 200.308 (Subpart D)). Key Personnel are those individuals whose qualifications were highly significant and appropriate in evaluating the overall qualifications of the project team. Key Personnel includes, at a minimum:

- a) The person in direct charge of the overall project work (Project Manager);
- b) The person in charge of each major engineering disciplines of the work (e.g., project engineer for bridge, pavement design, environmental, etc.);
- c) Where applicable, the person in charge of overall scheduling of the project work. The consultant shall not change any of the Key Personnel assigned to the Contract until it has obtained written approval from the GDOT PM. The consultant shall notify the Department of a proposed change in the Key Personnel at least 10 calendar days prior to the change and shall inform the Department in writing of the reasons for the change and certify that the overall intent of the contract will not be impaired by the change and overall cost of the contract will not change. The request for a Key Personnel change shall include the name(s) of the Key Personnel, date of departure, the proposed replacement and his/her credentials/resume. Qualifications of any Key Personnel proposed in a change shall be equal to or better than the qualifications of the person being replaced. A need on another project will not constitute justification for a change in key personnel.

The Department shall have the right to approve or reject the proposed successor. The Department will evaluate any proposed change in Key Personnel, and at its discretion, may decide to terminate the contract if in the Department's sole discretion, the Department believes that the project team is materially different because of the change. The Department will make reasonable efforts to make its decision within 30 calendar days of the consultant's request to change Key Personnel. The request is not approved unless the Department states in writing of its approval of the change. If accepted, the consultant does not have the right to re-negotiate the labor rate for the wage classification because of the change in personnel. The consultant is not entitled to any additional compensation associated with any delay in the approval or the Department's non-approval of the change. Failure to provide the Department with notification of a Key Personnel change may result in termination of the Contract, award of damages to the Department and loss of Pre-qualification status. For Supplemental Service contracts, if the selected individual associated with a supplemental service contract is not able to complete the term of the contract, the Department may terminate the contract. The effective date of termination may be immediate or the Department, at its sole discretion, may request the Firm to furnish a temporary replacement for not more than sixty days or until the new contract can be advertised. The temporary replacement must possess qualifications equal to or greater than the original supplemental service employee. GDOT shall not be charged a higher rate for the temporary replacement than was agreed to in the original contract. GDOT will terminate the old contract when the new contract has been executed. The Department may also choose to continue the contract with the replacement employee, but that is solely at the discretion of the Department.

7.8 Shifting Effort/Costs Within Agreements

During negotiations, GDOT and the consultant agree upon a certain effort and associated costs for major categories of the project. Examples of major categories on a typical project include, but are not limited to the following:

- a) Project Management
- b) Roadway Design
- c) Environmental
- d) Preliminary Design
- e) Bridge Design & Hydraulics
- f) Traffic Operations
- g) Survey

During the life of the project, the consultant may formally request shifting effort and the associated costs from one major category to another with no increase to the contract maximum or fixed-fee for profit established in the agreement. If acceptable, this formal request will be approved by GDOT PM's Office Head in writing and filed in the agreements folder. A supplemental agreement is not required however, the GDOT PM will reserve the right to formally negotiate the costs of the effort(s) to be shifted through the Office of Procurement to ensure the Department has adequately assessed the value of the work to be performed. This process also applies to shifting effort or costs between the prime and any sub consultants.

Shifting effort or costs from one task within a broad category to another within that same category does not require approval from GDOT. An example of this would be shifting effort from the "Prepare Typical Section" task within the Preliminary Plans category to the "Finalize Staging Cross-Sections" task within the Final Plans category.

7.9 Contract Suspension (Stop Work Notice)

Work on a contract may be suspended when extenuating circumstances occur beyond the control of the consultant or GDOT or when work cannot proceed as expected. Contracts are suspended and released from the same, at the discretion of the GDOT PM. For a contract which has been placed in suspension, the period of suspension will not count against the contract duration defined in the contract. The consultant is not entitled to any compensation when a contract is suspended. Suspending of a contract is confirmed in writing through a Stop Work Notice issued by the Fayette County PM. The consultant is advised that no work can be performed and no costs can be incurred while the contract is in suspended status, unless specifically addressed as part of the stop work notice. A contract is released from "suspended" status upon issuance of a written notice by the Fayette County PM to resume work and through the processing of a Contract Modification by the Fayette County PM. The consultant is notified in writing by the GDOT PM when work may resume, and informed of the adjusted contract completion date.

7.10 Changes of Corporate Structure or Ownership (Novation/Assignment Agreement)

When either a consultant or sub consultant (e.g. corporation, limited liability company, partnership, or joint venture) acquires, merges or consolidates with another company, or undergoes any form of corporate restructuring or a change in ownership, the consultant or sub consultant under the contract with GDOT shall notify GDOT of the changes within business (5) business days from the date when the change is agreed upon. Work performed by the new or reformed consultant cannot proceed until GDOT has been notified in writing of the change and has executed a Novation agreement. The new or reformed consultant must take responsibility for fulfilling all obligations, liabilities, and contract terms/conditions for all GDOT contracts of the original firm. The new or reformed consultant shall provide GDOT with the required information to document the transaction, including, but not limited to, the following:

- a) A letter of Novation, on company letterhead, indicating the new name and reason for the change. The letter shall also include:
 1. Effective date of the change.
 2. Complete list of active, pending closeout, on-hold and in negotiations GDOT contracts affected by the change. Provide the name of the Fayette County PM and contract number and indicate if the firm served as a consultant or sub consultant.
 3. A statement certifying that the new or reformed consultant or sub consultant shall assume all obligations and liabilities set forth in the respective contracts for all listed contracts between the new or reformed consultant and GDOT.
 4. A statement certifying that no changes have been made in the Key Personnel for the affected contract(s), or a statement identifying changes proposed to be made in the Key Personnel for the affected contract(s). If a Key Personnel change occurs because of the transaction, the consultant or sub consultant shall also submit a separate request to obtain GDOT's approval for the Key Personnel change for each affected contract.
 5. Evidence of transfer capability to perform, to include Pre-qualification for work being absorbed
 6. A statement certifying that the new or reformed consultant or sub consultant shall prequalify with GDOT under the new consultant name before submitting any future SOQ proposals, modifications, and payments reports for all affected contracts and subcontracts.
 7. A statement certifying that the new or reformed consultant or sub consultant shall provide a Certificate of Insurance under the new consultant name for all affected contracts and subcontracts after GDOT's approval of the request.
 8. A statement certifying that the consultant or sub consultant agrees that the Department is not obligated to pay or reimburse it for, or otherwise give effect to, any costs, taxes, or other

expenses, or any related increases, directly or indirectly arising out of or resulting from the change, other than those that the Department in the absence of the organizational change would have been obligated to pay or reimburse under the terms of the contract.

- b) A copy of Georgia Corporation Commission (ACC) documentation that the new or reformed consultant or sub consultant is in “good standing” and is authorized to do business in the State.
- c) Updated professional license(s) of the new or reformed consultant or sub consultant.
- d) Updated W-9 Form of the new or reformed consultant or sub consultant.

If GDOT approves the new or reformed consultant to take over the contracts, the contracts shall be modified to include the new or reformed consultant’s name by a Contract Modification. The consultant shall also obtain prequalification.

7.11 Name Change Without a Change In Corporate Structure

If a consultant or a sub consultant (e.g. corporation, limited liability company, partnership, or joint venture) listed in the contract changes its legal name without any changes in corporate structure (including DBA designations), the consultant or a sub consultant shall notify GDOT of the name change within five (5) business days when the name change is agreed upon. Work performed by the consultant cannot proceed until GDOT has been notified in writing of the change and has been authorized to proceed. The new or reformed consultant must take responsibility for fulfilling all obligations, liabilities, and contract terms/conditions for all GDOT contracts of the original firm. The name-change request shall include, at a minimum, the following:

- a) A letter, on company letterhead, indicating the new consultant/sub consultant(s) legal name and reason for the change. The letter shall also include:
 - 1. Effective date of the change
 - 2. Complete list of active, pending closeout, on-hold and in negotiations GDOT contracts affected by the change. Provide the name of the Fayette County PM contract and contract number and indicate if the firm served as a consultant or sub consultant.
 - 3. A statement certifying that the new or reformed consultant or sub consultant shall continue to provide quality work under the Contract.
 - 4. A statement certifying that no changes have been made in the Key Personnel for the affected contract(s), or a statement identifying any changes proposed to be made in the Key Personnel for the contract(s).
 - 5. A statement certifying that the consultant or sub consultant agree that the Department is not obligated to pay or reimburse it for, or otherwise give effect to, any costs, taxes, or other expenses, or any related increases, directly or indirectly arising out of or resulting from the name change, other than those that the Department in the absence of the name change would have been obligated to pay or reimburse under the terms of the contract.
 - 6. A statement certifying that the new or reformed consultant or sub consultant shall prequalify with GDOT under the new consultant name before submitting any future SOQ proposals, modifications, and payments reports for all affected contracts and subcontracts.
 - 7. A statement certifying that the new or reformed consultant or sub consultant shall provide a Certificate of Insurance under the new consultant name for all affected contracts and subcontracts after GDOT’s approval of the request.

A copy of the new/acquiring consultant/sub consultant's Georgia Corporate Commission (ACC) documentation, reflecting the new name of the consultant/sub consultant and that it is in "good standing" and is authorized to do business in the State.

7.12 Protest Process

Any consultant submitting a SOQ proposal which is rejected on a solicitation issued by GDOT, may file a protest. All protests shall be addressed in writing to GDOT Transportation Services Procurement Manager unless noted otherwise. Unwritten protests will not be considered. The protest resolution timeframe is as follows:

- a) The protester, within three (3) business days after the receipt of the notification of the SOQ Rejection, must file a written protest which shall include the following information:
 1. Firm, name, address and telephone number of the protester;
 2. Signature of the protester or their authorized representative;
 3. Identification of the solicitation number;
 4. A detailed statement of the factual grounds of the protest, including copies of the relevant documents;
 5. The form of relief requested;
 6. A Declaration by the protester that all facts alleged in the protest is true and correct to the best of protester's knowledge.

Protest Process - Fayette County's Director of Purchasing serves the role of the "Fayette County Transportation Services Procurement Manager." The decision of the Director of Purchasing may be reviewed and overturn by the Fayette County Manager. The decision of the Fayette County Manager is administratively final.

7.13 Contract Dispute Resolution Process

7.13.1 Performance of Services and Arbitration:

All services will be performed by the consultant to the satisfaction of the Department. The Department will decide all questions, difficulties, and disputes of any nature whatsoever that may arise under or by reason of an Agreement, the prosecution, and fulfillment of the services, and the character, quality, amount and value there; and the decision upon all claims, questions, and disputes will be final and binding upon the Parties. Arbitration is neither contemplated nor allowed under GDOT Agreement.

7.13.2 Third Party Claims:

In the event the Department receives, a notice of claim for damages that may have been caused by the consultant in the performance of services required of the consultant under this Agreement, the Department will immediately forward the claim to the consultant. The consultant and the Department will evaluate the claim and report their findings to each other within seven (7) business days. The Department's failure to notify the consultant of a claim within seven (7) business days will not release the consultant from any of the requirements of this Article upon subsequent notification by the Department to the consultant of the claim.

7.14 Conflict Of interest

These conflict of interest requirements are provided for GDOT employees engaged in the award and administration of consultant services and agreements and to provide for governing the conduct and roles of consultants in the performance of services under such agreements to prevent, identify, and mitigate conflicts of interest in accordance with 2 CFR 200.112, 23 CFR 1.33, and 23 CFR 172.7(b)(4). The requirements will also assure that GDOT meets Federal requirements related to conflict of interest and will be consistent in the actions taken when a conflict arises.

7.14.1 CONSULTANT RESPONSIBILITY

When responding to an RFP, it is expected that firms will not submit proposals on projects where a conflict of interest exists. The consultant is required to submit a letter to the Procurement Administrator disclosing a potential conflict of interest each time they submit a proposal. Upon selection for on-call services: Embedded consultant staff is instructed to not review work performed by their firm. If at any time, the consultant has any questions or concerns regarding a potential conflict they may contact the Project Manager.

7.14.2 GDOT Responsibility

The Project Manager will review the potential conflict identified in the consultant's proposal and any agreement relationships and determine, in consultation with appropriate GDOT staff, if a conflict of interest or the appearance of a conflict of interest exists. If a conflict is found to exist, GDOT will determine the appropriateness of the proposed measures to mitigate the conflict. The determination needs to be balanced between the benefits to GDOT and the potential issues that can arise if a consultant or the affiliate (a corporate entity linked to the consultant through common ownership) is responsible to more than one party on the same project. GDOT will inform the consultant that a conflict of interest does exist along with the proposed mitigation measures. If the consultant chooses to retain the interest constituting the conflict, GDOT may remove the consultant from the selection for cause in accordance with the provisions stated in the agreement.

For on-call services, GDOT Project managers/supervisors are responsible to avoid a conflict of interest by ensuring the consultant assigned the work and the embedded consultant reviewer is not employed by the same firm. Embedded consultants will not be involved in the consultant solicitation process, or the review of consultant fee proposals or negotiation.

GDOT's employees shall not participate in selection or in the award or administration of a consultant agreement if a conflict of interest, real or apparent, would be involved. Such a conflict arises when there is a financial or other interest in the consultant selected for award by:

- a) The employee;
- b) Any member of his or her immediate family;
- c) His or her partner; or
- d) An organization that employs or is about to employ any of the above. Accepting items that would influence a selection committee's judgement is not acceptable. See the following for more information regarding this topic: GDOT's Human Resources Policies & Procedures 3A-17-Code of Conduct Pertaining to Conflict of Interest in Award and Administration of Contracts, and 2 CFR Section 200.318(c)(1) and (c)(2).

7.14.3 Organizational Conflicts Of Interest Which May Exist

The following are examples:

- a) The consultant, or its principals, own real property in a location where there may be a positive or adverse impact on the value of such property based on the recommendations, designs, appraisals, or other deliverables required by the agreement.
- b) The consultant is providing other services to a governmental or private entity and the consultant knows or has reason to believe, that the entity's interests are, or may be, adverse to the client's interests with respect to the specific project covered by the agreement.

Comment: The existence of a business relationship with another entity would not ordinarily need to be disclosed. Rather, this focuses on the nature of services commissioned by the other entity. For example, it would not be appropriate for a consultant to submit a proposal to GDOT if a local government has also retained the consultant for the purpose of persuading GDOT to stop or alter the project plans.

The agreement is for right-of-way acquisition services or related services (e.g., geotechnical exploration) and the consultant has an existing business relationship with a governmental or private entity that owns property to be acquired pursuant to the agreement.

The consultant is providing real estate or design services to a private entity, including but are not limited to developers, whom the consultant knows or has good reason to believe, own or are planning to purchase property affected by the project covered by an agreement, when the value or potential uses of such property may be affected by the consultant's performance of work pursuant to the agreement. "Property affected by the project" includes property that is in, adjacent to, or in reasonable proximity to current or potential right-of-way for a project. The value or potential uses of the private entity's property may be affected by the consultant's work pursuant to the agreement when such work involves providing recommendations for right-of-way acquisition, access control, and the design or location of frontage roads and interchanges.

Comment: This provision does not presume consultants know, or have a duty to inquire as to, all information regarding cases where the consultant has reason to believe that its viability of a project it is performing for a private entity may affect the consultant's performance of work pursuant to the agreement.

The consultant has a business arrangement with a current GDOT employee or immediate family member of such an employee, including promised future employment of such person, or subcontracting arrangement with such a person, when such arrangements are contingent on the consultant being awarded the project. This item does not apply to pre-existing employment of current or former GDOT employees, or their immediate family members.

Comment: This provision is not intended to supersede any GDOT policies applicable to its own employees accepting outside employment. This provision is intended to focus on identifying situations where promises of employment have been made contingent on the outcome of this particular procurement. It is intended to avoid a situation where a consultant may have unfair access to “inside” information.

The consultant has, in previous work for GDOT, been given access to information relevant to the procurement process or the project to be awarded that is classified as “private” or “nonpublic” and such data potentially provides the consultant with an unfair advantage in preparing a proposal for the project.

Comment: This provision will not, for example, necessarily disqualify a consultant who performed some preliminary work from being awarded final design work, especially when the results of such previous work are public data available to all other consultants. Rather, it attempts to avoid an “unfair advantage” when such information cannot be provided to other potential consultants.

The consultant has, in previous work for GDOT, helped create the solicitation by performing work such as: writing the solicitation, or preparing evaluation criteria or evaluation guides for the solicitation.

The consultant, or any of its principals, because of any current or planned business arrangement, investment interest, or ownership interest in any other business, may be unable to provide objective advice to GDOT.

7.14.4 Actions To Be Taken

- a) During Selection, it is expected that consultants will not submit proposals on projects where a conflict of interest exists. The consultant is required to submit a letter to the Procurement Administrator disclosing a potential conflict of interest exists upon discovery of the potential conflict after an RFP is advertised. The Procurement Administrator shall determine, in consultation with the appropriate GDOT staff, if a conflict or the appearance of a conflict of interest exists. If it is determined that a conflict of interest does exist, the consultant will be given the opportunity to avoid, neutralize, or otherwise mitigate the conflict. If the consultant cannot eliminate the conflict, the proposal will be considered ineligible for selection and the firm will be informed of the reason by the Procurement Administrator. If it is determined a conflict does not exist, the proposal will be submitted to GDOT’s Selection Committee for consideration.

After Selection Approval but Prior to Agreement Award. Fayette County Director of Purchasing, will contact the Procurement Administrator explaining the perceived conflict of interest. If the Procurement Administrator concurs that a conflict exists, the consultant will be given the opportunity to avoid, neutralize, or otherwise mitigate the conflict. If the consultant cannot eliminate the conflict, negotiations will be terminated and the next most qualified firm will be recommended for selection.

During the Performance of the Service.

The Project Manager will contact the Procurement Administrator explaining the perceived conflict of interest. If the Procurement Administrator concurs that a conflict of interest exists, based on the service, progress of work and potential risks, the Procurement Administrator will recommend action to GDOT's Project Manager. Possible actions are either termination of the agreement or continuing with the service with full disclosure required by the consultant.

7.15 Contract Completion

When technical review establishes that all phases of the contract have been completed to the satisfaction of GDOT, the Fayette County PM in partnership with the applicable technical group, completes a written concurrence to initiate the contract closeout phase. The consultant is notified, in writing (Initial Closeout Letter), of the final closeout procedure which may include submittal of final Progress Payment Report/invoice, deliverables and a final audit, if applicable, of the consultant's and all sub consultants' records, including the certificate of payment made to any and all DBE firms for work completed on the contract, if applicable. The consultant shall submit documentation to explain any discrepancies between actual payments made to DBEs and commitments made to utilize DBEs which were established as part of the original contract. The consultant's achievement of the goal is measured by actual payments made to the DBEs. The consultant shall submit the "Certification of Payments to DBE Firms" form for each DBE firm working on the contract. This form shall be signed by the consultant and the relevant DBE, and submitted in accordance with the contract provisions. GDOT reserves the right to review all records and request additional information as a result of its review. In the event that DBE was not paid in accordance with DBE affidavits, cost proposals, contract modification or other documents submitted by the consultant, all documentation supporting the consultant's position as to the reasons why DBE goal was not met or payments made to DBE, shall be submitted with the Certification of Payments to DBE Firms. The consultant shall submit all required deliverables in a timely manner and as detailed in the contract. Failure by the consultant to provide the required documentation will result in sanctions or penalties, as outlined in the contract

7.16 Project Closeout

The consultant agrees to cooperate with the Department in conducting the necessary actions to close out the Project when all the conditions for doing so are complete. At the completion of the Project, the Department shall send a Stop Work Notice to the consultant. The Stop Work Notice states that the project is complete as of a specified date, all Deliverables have been received or met, and no further charges should be posted to the Project in the consultant's job cost ledger. When the consultant receives the Stop Work Notice, consultant must submit to the Project Manager, a final invoice, marked "Final" necessary to close out the project, including the compilation of accounting records and other related documents for a Project Post Audit. At the completion of the Post Audit, the Parties agree to enter into a Project Completion Agreement to officially close out the project and resolve any outstanding issues pertaining to the Agreement, including the reimbursement of overpayments. In the event no Post Audit is required, the Parties agree to enter into a Project Completion Agreement to officially close out the project and resolve any outstanding issues pertaining to the Agreement.

7.17 Document Retention

All applicable documentation obtained during procurement of professional services by Fayette County will be stored electronically on Public Works' Project Folder. The Contract Specialist and Negotiators will be

responsible for gathering and storing the following documentation in the appropriate project folder on the Department’s electronic server:

a) RFP and Selection

1. Pre-RFP emails and documents regarding potential projects
2. Posted RFP and supporting materials
3. Short-listed firms and interview schedule, if applicable
4. Final selections
5. Selection Committee ranking forms and applicable notes
6. Approval memos from the Director
7. Proof of public advertisement
8. Proposals for short-listed consultants

Scoping and Negotiations

9. Consultant initial Fee Proposal, including staffing plan and fee for profit worksheet
10. GDOT’s Independent Cost Estimate, including fee for profit worksheet
11. Negotiation Memo
12. Consultant’s Final Fee Proposals
13. Supporting Emails
14. Final Scope of Services

Agreements Documentation

15. Original agreement
16. Copies of any supplemental agreements
17. Consultant Task Orders
18. Notice-To-Proceed and time extension correspondence
19. Consultant Evaluations
20. Consultant Dispute Resolution documentation, if applicable
21. Conflict of Interest documentation, if applicable
22. Supporting Emails, including any time extensions, suspension notices, or termination notices
23. Notification of Completion (Pre-Letting Consultant Professional Services) Forms and audit requests

7.18 Agreement Provisions

All agreements and sub agreements will include the required provisions in accordance with 23 CFR 172.9(c), as applicable.

7.18.1 Non-Discrimination

The Georgia Department of Transportation 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 an 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.

Fayette 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's 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

7.18.2 Disadvantaged Business Enterprises (DBE)

GDOT encourages the formation and growth of new and existing Disadvantaged Business Enterprises (DBE), as defined in 49 CFR Part 26, by providing an opportunity to compete for and participate in GDOT's engineering consultant contracts. All solicitations and contracts shall document whether there is a DBE Goal associated with it and if so, what the associated DBE Goal is for the contract.

If a contract has a DBE goal, the consultant must meet or exceed the goal or substantiate that it made a Good Faith Effort to do so consistent with GDOT Equal Opportunity DBE Program Plan. Consultants must adhere to commitments made to utilize DBEs as indicated in the firm's SOQ proposal. Fayette County will monitor the use of DBEs on contracts to ensure that they are performing commercially useful functions as outlined in the SOQ proposal and the contract, as well as subcontract agreements between prime consultants and DBE firms.

To obtain assistance in partnering with DBE firms through the following office:

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

7.18.3 Small Business Concerns

To comply with 49 CFR Part 26.39, GDOT's DBE Program incorporates contracting requirements to facilitate participation by Small Business Concerns (SBCs) on Federal-Aid contracts. SBCs are for-profit businesses, registered to do business in Georgia and meet the Small Business Administration (SBA) size standards for average annual revenue criteria for its primary North American Industry Classification System (NAICS) code.

While the SBC component of the DBE Program does not require utilization goals on projects, GDOT strongly encourages consultants to take reasonable steps to eliminate obstacles to SBCs participation and to utilize small businesses that are registered in Georgia Non DBE Small Business

Directory on their contracts, in addition to certified DBE's. SBC component of the DBE Program is managed by GDOT Equal Opportunity Division.

7.18.4 Immigration Requirements

All prime consultants and sub consultants are required to certify their compliance with all Federal, State and local immigration laws prior to the execution of a contract. All GDOT contracts include contract language requiring consultants and sub consultants to comply with Federal, State and local immigration law and regulations, allowing GDOT the right to inspect records and giving GDOT the right to take necessary action if violations occur. Failure of the consultants or sub consultants to comply with the immigration laws with respect to any activity under the contract or any personnel performing or managing work under the contract is regarded as a material breach of the contract.

7.18.5 Insurance

Proof of Insurance is required by GDOT for consultants performing professional services. The Certificates of Insurance (ACORD form) shall provide evidence that the insurance coverage, required by GDOT as outlined in each agreement, is in effect and list the Department as the certificate holder. Renewal certificates shall be provided at intervals no longer than annually and whenever insurance coverage or carrier changes. Prior to executing professional service agreements, the Contract Specialist will confirm that the consultants provide a current Certificate of Insurance that meets the minimum coverage requirements of the agreement. Any specific requests for relaxations to GDOT's current insurance requirements must be requested by the consultant to the Contract Specialist. The Contract Specialist will forward the request to GDOT Legal Office for review of the request and determine if any changes can be made to the existing insurance requirements for that particular agreement

7.18.6 Errors and Omissions

GDOT's policy is to take all reasonable steps to preclude errors or omissions in the process of delivering requested services. Upon discovery of an alleged error or omission, GDOT will take immediate action to minimize potential cost increases due to delay or other matters. This includes early communication with the consultant. The consultant must be made aware of the circumstances and be put on notice as soon as possible that there may be a claim against them for errors or omissions. The consultant must be given an opportunity to help resolve potential errors and omissions. All known facts surrounding the alleged error or omission will be carefully and fully reviewed by GDOT staff and affected consultant as prescribed GDOT Policies and Procedures 4020-4 Errors and Omissions. Consultants will be liable for costs resulting from errors or omissions in design furnished under its contracts,

7.18.7 Use and/or Release of Privileged or Confidential Information

Certain information provided by GDOT to the consultant is confidential information contained within privileged documents protected by 23 U.S.C. §409. "Confidential information" means any information that is protected from disclosure pursuant to state and federal law and includes, but is not limited to, accident summary information, certain accident reports, diagnostic evaluations, bridge inspection reports, and any other documentation or information that corresponds with said evaluations or reports, and any other information protected by 23 U.S.C. §409. "Privileged document" means any document pertaining to any file or project maintained by GDOT that is privileged and protected from disclosure, pursuant to appropriate state and federal law, including any document containing attorney-client communications between GDOT employee and Legal Counsel. This confidential and privileged information is vital and essential to the consultant in order that the consultant adequately designs the project at hand on behalf of GDOT.

The consultant will only use information or documentation that is considered to be privileged or confidential for the purposes of executing the services which it has agreed to render for GDOT. The consultant will not reveal, disseminate, or provide copies of any document that is confidential and privileged to any individual or entity. Any information or documentation that is considered privileged or confidential that is provided to consultant will be marked by GDOT with the following information:

“CONFIDENTIAL INFORMATION: Federal Law, 23 U.S.C §409, prohibits the production of this document or its contents in discovery or its use in evidence in a State or Federal Court. The State of Georgia has not waived any privilege it may assert as provided by that law through the dissemination of this document and has not authorized further distribution of this document or its contents to anyone other than the original recipient.”

The consultant must obtain the written approval of the State prior to the dissemination of any privileged or confidential information or documentation if it is unclear to the consultant whether such information or documentation is in fact privileged or confidential.

Any unauthorized dissemination of any privileged or confidential information or documentation on the part of the consultant will create liability on the part of the consultant to the State for any damages that may occur as a result of the unauthorized dissemination. The consultant will agree to hold harmless, indemnify, and release the State for any liability that may ensue on the part of GDOT for any unauthorized dissemination of any privileged or confidential information or documentation on the part of the consultant in each agreement executed between the parties.

In accordance with 23 CFR 172.11(d), the State may share audit information in complying with the State’s acceptance of a consultant’s indirect cost rates pursuant to 23 U.S.C. 112 and this part provided that the consultant is given notice of each use and transfer. Audit information shall not be provided to other consultants or any other government agency not sharing the cost data, or to any firm or government agency for purposes other than complying with the State’s acceptance of a consultant’s indirect cost rates pursuant to 23 U.S.C. 112 and 23 CFR 172.11(d) without the written permission of the affected consultants. If prohibited by law, such cost and rate data shall not be disclosed under any circumstance; however, should a release be required by law or court order, such release shall make note of the confidential nature of the data.

7.18.8 Ownership of Data

All documents, materials, and deliverables developed or created by consultant under contract with Fayette County are confidential and considered as property of Fayette County for perpetuity. These documents and materials which include, but not limited to, drawings, tracings, specifications, maps, survey notes, reports, photographs and computer programs, shall be provided to the consultant solely for the purpose of completing the Contract and for no other purposes and shall be delivered to Fayette County prior to contract closeout. Fayette County-developed software including manuals, electronic information, programs, and associated materials remains the property of Fayette County. consultant shall not assert any ownership rights to these materials and shall not patent or copyright any of these materials or demonstrate the software to other entities. The unauthorized release or use of any of this information is prohibited without written approval from the Department. Evidence of any unauthorized release or use of the information during or after the contracted services are complete may result in contract termination in addition to other remedies, and the consultant may be disqualified from submitting on any future proposals or contracts.

7.18.9 Publication and Publicity:

Articles, papers, bulletins, data, studies, statistics, interim or final reports, oral transmittals or any other materials reporting the plans, progress, analyses, results, or findings of work conducted under this Agreement shall not be presented publicly or published without prior written approval by the Department.

It is further agreed that all releases of information, findings, and recommendations shall include a disclaimer provision and that all published reports shall include that disclaimer on the cover and title page in the following form:

"The contents of this publication reflect the views of the author(s), who is (are) responsible for the facts and accuracy of the data presented herein. The opinions, findings, and conclusions in this publication are those of the author(s) and do not necessarily reflect the official views or policies of those of the Department of Transportation, State of Georgia or the Federal Highway Administration. This publication does not constitute a standard, specification, or regulation."

It is further agreed that if any information concerning the Project, its conduct, results or data gathered or processed should be released by the consultant without prior approval from the Department, the release of the same shall constitute grounds for termination of this Agreement without indemnity to the consultant; but should any such information be released by the Department, or by the consultant with such prior written approval, the same shall be regarded as public information and no longer subject to the restriction of this Agreement.

Provided, however, that should the release of such information be required under the Georgia Open Records Act, Section 50-18-70, et seq., O.C.G.A., the restrictions set forth herein shall not apply. Any request for information directed to the consultant, pursuant to the Georgia Open Records Act, for documents that are either received or maintained by the consultant in the performance of a service or function for or on behalf of the Department, including records of sub consultants or sub consultants shall be required to be released pursuant to provisions of the Georgia Open Records Act. Further, the consultant agrees to consult with the Department prior to releasing the requested documents.

7.18.10 Copywriting

The consultant and the Department agree that any papers, interim reports, forms, and other material which are a part of work under this Agreement are to be deemed a "work made for hire", as such term is defined in the Copyright Laws of the United States. As a "work made for hire," all copyright interests in said works will vest in the Department upon creation of the copyrightable work. If any papers, interim reports, forms, or other material which are a part of work under this Agreement are deemed by law not to be a "work made for hire", any copyright interests of the consultant are hereby assigned completely and solely to the Department. Publication rights to any works produced under this Agreement are reserved by the Department.

7.18.11 Termination for Default or Convenience

The Department may terminate the contract for default under the following circumstances:

- a) Consultant's failure to perform the services as detailed in the contracts and in any modifications to the contract
- b) Consultant's failure to complete the contract within the timeframe specified herein and in any modifications to the contract

- c) Consultant's failure to comply with any of the material terms of the contract
- d) Consultant's failure to comply with prompt payment requirements specified in the contract and in any modifications to the contract.

If the Department contemplates termination under the provisions of a), b), and c), above, the Department shall issue a written notice of default describing the deficiency. The consultant shall have five (5) business days, or such longer time the Department states in its written notice of default, to cure such deficiency. In the event the consultant does not cure such deficiency, the Department may terminate the Contract without further consideration by issuing a Notice of Termination for Default. The Department may also recover compensation for damages arising from the default or the termination. If, after the Notice of Termination for Default has been issued, it is determined that the consultant was not in default or the termination for default was otherwise improper, the termination shall be deemed to have been a

7.18.12 Termination for Convenience

The Department may terminate the contract for convenience, in whole or in part, when, for any reason, the Department determines that such termination is in its best interest. The contract termination is effected by notifying the consultant, in writing, specifying, that all or a portion of the contract is terminated for convenience and the termination effective date. The consultant shall be compensated only for work satisfactorily completed or costs incurred prior to the termination of the contract. The consultant is not entitled to compensation for loss of the contract or for lost profits. The amount due to the consultant shall be based on the terms of the contract. In the event of termination for convenience, the Department shall be liable to the consultant only for consultant's work performed prior to termination and only to the extent and as provided in (consultant's Compensation) of the contract.

The Department's Right to Proceed with working the event the contract is terminated, the Department shall have the option of completing the work with its own forces or entering into an agreement with another party to complete services outlined in the contract.

7.18.13 Records Retention/Destruction

The consultant and its sub consultants shall retain and maintain all books, papers, records, accounting records, files, accounts, expenditure records, reports, cost proposals with backup data and all other such materials related to the contract and other related project(s), and shall make such materials available at a reasonable time and place during the term of work on the contract related project(s) for three (3) years from the date that GDOT issues a final acceptance to the contractor of the construction project or the design consultant's work is complete as defined in the contract, whichever is later. If any contracted work does not result in a construction project, project records and documents must be retained for 3 years after the consultant's work is complete per the contract, unless otherwise directed by GDOT in the contract or contract closeout documents. GDOT PM will issue a letter to the consultant notifying them when the work is complete and when the required records retention period concludes. All documents shall be retained for auditing, inspection and copying at GDOT's or FHWA's the U.S. Department of Transportation's Inspector General, the Comptroller General of the United States, request or any other authorized representative of the Federal Government. Failure to retain records in accordance with the contract is a material breach of contract. Further, in case of an audit and the consultant has failed to retain records in accordance with the applicable contract provision, it shall be presumed that the documents would not have supported the consultant's position. Therefore, failure to retain such records shall result in the consultant being required to pay the Department for resulting damages.

The consultant may also be disqualified from submitting SOQ proposals. Upon completion and final closeout of contracts, project and contract documents and any supporting materials shall be maintained in accordance with GDOT Policy and Schedules.

If any litigation, claim, or audit arising out of, in connection with, or related to this Agreement is initiated before the expiration of the three (3) year period, the cost records and accounts shall be retained at a minimum for two (2) years after the time in which such litigation, claim or audit involving the records is completed. Records shall be made available upon request to the Department at all times during the term of this Agreement. Copies of these documents and records will be furnished to the Department upon request and may be audited by Department representatives.

7.18.14 Anti-Lobbying/Disclosure

Federal Acquisition Regulation (FAR) prohibits the expenditure of Federal-Aid Highway Program funds to pay any person for influencing or attempting to influence a federal agency or Congress in connection with the award of any Federal-Aid Highway Program funded contract, grant, loan, or cooperative agreement. The consultant is required to sign a statement certifying that to the best of its knowledge and belief that no Federal-Aid Highway Program funds have been paid or will be paid, by or on behalf of its firm for the purpose of lobbying (2 CFR 200.450).

If the consultant should report lobbying activities, the consultant is required to submit Anti-Lobbying/Disclosure Forms. The above regulations also apply to sub consultants and their sub consultants (lower tier) whose contracts exceed \$100,000.00.

7.18.15 Debarment and Suspension

The Department shall verify suspension and debarment actions and eligibility status of consultants and sub consultants prior to entering into an agreement or Contract in accordance with 2 CFR Part 1200 and 2 CFR Part 180. The consultant's signature on any SOQ proposal or contract constitutes an authorization to GDOT to ascertain the eligibility of the consultant to enter into contract with GDOT and with any other governmental agency. In addition, the consultant and sub consultant(s) will be required to certify as to their own current eligibility status, as well as that of their principals. Failure to provide the certification shall result in the rejection of the firm's SOQ. If a firm or its Principal is debarred, suspended, or otherwise ineligible to submit a proposal for services, the firm must submit a written explanation to the Department. The written explanation and the identified circumstances will be considered by GDOT in connection with GDOT's determination of eligibility.

Definitions

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|---|---|
| Allocable Cost | Cost which is assignable or chargeable to one or more cost objectives on the basis of relative benefits received or equitable relationship. |
| Allowable Cost | Cost which complies with all of the following requirements: (1.) Reasonableness (2.) Standards promulgated by the CAS Board, if applicable, generally accepted accounting principles (3.) Standards promulgated by the CAS Board, if applicable, generally accepted accounting principles and practices appropriate to the circumstances (4.) Terms of the contract 5. Any limitations set forth in FAR 31.201-2(a)(b)(c) |
| Architectural and Engineering Services | The term “architectural and engineering services” means—(A) professional services of an architectural or engineering nature, as defined by state law, if applicable, that are required to be performed or approved by a person licensed, registered, or certified to provide the services described in this paragraph; (B) professional services of an architectural or engineering nature performed by contract that are associated with research, planning, development, design, construction, alteration, or repair of real property; and (C) other professional services of an architectural or engineering nature, or incidental services, which members of the architectural and engineering professions (and individuals in their employ) may logically or justifiably perform, including studies, investigations, surveying and mapping, tests, evaluations, consultations, comprehensive planning, program management, conceptual designs, plans and specifications, value engineering, construction phase services, soils engineering, drawing reviews, preparation of operating and maintenance manuals, and other related services. |
| Audit | Audit means a formal examination, in accordance with professional standards, of a consultant’s accounting systems, incurred cost records, and other cost presentations to test the reasonableness, allowability, and allocability of costs in accordance with the Federal cost principles (as specified in 48 CFR part 31). |
| Brooks Act | (40 U.S.C. 1101-1104) is the United States federal law that requires agencies to select engineering and architecture firms based upon their competency, qualifications and experience rather than by price.. |
| Business Day | All days in a month, excluding weekends and State holidays |
| Calendar Day | All days in a month, including weekends and holidays |
| Code of Federal Regulations (CFR) | Is the annual codification of the general and permanent rules and regulations published in the Federal Register by the executive departments and agencies of the federal government of the United States. |

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| <p>Cognizant Agency</p> | <p>Means any governmental agency that has performed an audit in accordance with generally accepted government auditing standards to test compliance with the requirements of the Federal cost principles (as specified in 48 CFR part 31) and issued an audit report of the consultant's indirect cost rate, or any described agency that has conducted a review of an audit report and related work papers prepared by a certified public accountant and issued a letter of concurrence with the audited indirect cost rate(s). A cognizant agency may be any of the following: 1. A Federal agency; 2. A State transportation agency of the State where the consultant's accounting and financial records are located; or 3. A State transportation agency to which cognizance for the particular indirect cost rate(s) of a consulting firm has been delegated or transferred in writing by the State transportation agency identified in paragraph (2) of this definition.</p> |
| <p>Cognizant Audit</p> | <p>Contracting Agencies must accept indirect cost rates established in accordance with the FAR cost principles (48 CFR 31) by a cognizant Federal or State agency, if such rates are not under dispute (as specified in 23 USC 112(b)(2)(C) and 23 CFR 172.7(b)).” Except in the case of error or failure to follow GAGAS, only the consulting firm may dispute a cognizant approved indirect cost rate. An error is defined as a complete misinterpretation of FAR, or simple mathematical errors of calculation.</p> |
| <p>Compensation Type</p> | <p>Cost reimbursement method to be paid by the Department to the consultant for services set forth in the contract.</p> |
| <p>Competitive Negotiation</p> | <p>Qualifications-based selection procurement procedures complying with 40 U.S.C. 1101–1104, commonly referred to as the Brooks Act. consultant means the individual or firm providing engineering and design related services as a party to a contract with a recipient or sub recipient of Federal assistance (as defined in 2 CFR 200.86 or 2 CFR 200.93, respectively).</p> |
| <p>Compliant Accounting System</p> | <p>An accounting system that properly captures, classifies and summarizes costs allowing for conformance to the GDOT Cost Allowability Guidelines and Generally Accepted Accounting Principles (GAAP), Federal Acquisition Regulations (FAR) Part 31, and applicable Cost Accounting Standards.</p> |
| <p>Conflict of Interest</p> | <p>As per 23 CFR, no official or employee of a state or any other governmental institution who is authorized in their official capacity to negotiate, make, accept, approve, or to take part in negotiating, making, accepting or approving any contract or subcontract in connection with a project shall have, directly or indirectly, any financial or other personal interest in any such contract or subcontract.</p> |
| <p>Consultant</p> | <p>The individual or firm providing engineering and design related services as a party to a contract with a recipient or sub recipient of Federal assistance (as defined in 2 CFR 200.86 or 2 CFR 200.93, respectively).</p> |

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| Consultant Acquisition Plan | A document listing when the consultant selection process will start for all consultant selection needs over the upcoming two years. The goal of the report is to assist GDOT programs in starting on time and increase internal project coordination and communication. |
| Consultant Performance Evaluation | A process in which GDOT monitors the consultant’s work and prepares a consultant performance evaluation (23 CFR 172.9(d)(2)) which may be used to provide feedback on the consultant’s performance, identify areas of improvement, or input into selection of the consultant for future assignments. |
| Contract | The written procurement contract or agreement between a contracting agency and consultant reimbursed under a FAHP grant, sub-grant, or other funding source and includes any procurement subcontract under a contract. Contract Award Upon successful negotiations, contract execution and contract notice to proceed, the consultant is awarded the contract |
| Contract Management Information System (CMIS) | The automated computer system utilized by GDOT to manage the engineering consultant contracts. |
| Contract Modification (CM) | An agreement modifying the terms or conditions of an original or existing contract. |
| Contract Negotiator | A GDOT employee who confers with consultants and leads the GDOT negotiating team to reach mutually acceptable agreements about various elements of the cost proposal/contracts. |
| Contract Specialist | A GDOT employee who monitors pre-award and post-award procurement and contracting activities and takes appropriate actions to ensure satisfactory contract progress, assure compliance with the terms and conditions of the contract, negotiate contract modifications, and identify and resolve issues/problems that threaten contract performance. |
| Contract Suspension | An action taken by the State to temporarily stop all or selected services that are included in a contract. |
| Contract Termination | An action or agreement taken by the State to stop and conclude all or selected services related to a contract before completion. |
| Cost Accounting System | Part of the basic accounting system that accumulates cost for use in both managerial and financial accounting. |
| Cost Proposal Review | Review performed to ensure costs are allocable, allowable and reasonable and fair according to regulations. This is the major component of a Pre-Award Review. |
| Debarment | The exclusion of a person or company from participating in a procurement activity for an extended period, as specified by law, because of previous illegal or irresponsible action. |
| Direct Cost | Any cost that can be identified specifically with a particular final cost objective, i.e., a project-related cost. Costs would include labor, materials, and reimbursable incurred specifically for an agreement. |

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| Disadvantaged Business Enterprise (DBE) | A for profit small business concern which meets both of the following requirements: (1.) Is at least 51 percent owned by one or more socially and economically disadvantaged individuals or, in the case of any publicly owned business, at least 51 percent of the stock is owned by one or more such individuals; and, (2.) Whose management and daily business operations are controlled by one or more of the socially and economically disadvantaged individuals who own it. ECS Assistant Manager |
| Emergency | Emergency means an immediate threat to public health, welfare or safety caused by flood, earthquake, hurricane, tornado, explosion, fire or other catastrophe such that compliance with normal bidding procedures for repair or reconstruction of transportation facilities would be impracticable or contrary to the public interest. |
| Engineering Design Related Services | As defined in 23 CFR part 172: (1) Program management, construction management, feasibility studies, preliminary engineering, design engineering, surveying, mapping, or architectural related services with respect to a highway construction project subject to 23 U.S.C. 112(a) as defined in 23 U.S.C. 112(b)(2)(A); and (2) Professional services of an architectural or engineering nature, as defined by State law, which are required to or may logically or justifiably be performed or approved by a person licensed, registered, or certified to provide the services with respect to a highway construction project subject to 23 U.S.C. 112(a) and as defined in 40 U.S.C. 1102(2). |
| Error | Plan or specification details or contract administration actions which are incorrect, conflicting, insufficient, or ambiguous. |
| Federal Cost Principles | The cost principles contained in 48 CFR Part 31 of the Federal Acquisition Regulation for determination of allowable costs of commercial, for-profit entities. |
| Federal Cost Principles | The cost principles contained in 48 CFR part 31 of the Federal Acquisition Regulation for determination of allowable costs of commercial, for-profit entities. |
| FHWA | The Federal Highway Administration of the United States Department of Transportation. |
| Fixed Fee | A sum expressed in U.S. dollars established to cover the consultant's profit and other business expenses not allowable or otherwise included as a direct or indirect cost. |
| Incurred Cost Audit | An audit of the consultant's or sub consultant's actual costs to ascertain the costs' allowability in accordance with the terms of the contract. |
| Key Personnel | The consultant's and sub consultant's personnel identified in the Statement of Qualifications (SOQs) or elsewhere in the contract, and who are primarily responsible for providing critical services in accordance with the contract provisions. |

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| Management Support Role | Consultant performing engineering management services or other services or actions on the contracting agency’s behalf, which are subject to review and oversight by agency officials, such as a program or project administration role typically performed by the contracting agency and necessary to fulfill the duties imposed by Title 23 of the U.S.C, other Federal and State laws, and applicable regulations. |
| May | Indicates something that is not mandatory but is permissible. |
| Must | Indicates a mandatory requirement. |
| Noncompetitive | The method of procurement of engineering and design related services when it is not feasible to award the contract using competitive negotiation or small purchase procurement methods. |
| Notice to Proceed (NTP) | A written authorization from the State to the consultant to start work on a contract or any unit or element of the contract to be performed as specified in the contract after the contract has been signed. |
| Notice to Proceed (NTP) | Written notification given by GDOT authorizing the consultant to begin work and incur costs under an agreement. |
| Omission | Plans or specifications or contract administration actions are silent on an issue that should otherwise be addressed in the documents. |
| One-Year Applicable Accounting | The annual accounting period for which financial statements are regularly prepared by the consultant. |
| Performance Evaluation | The periodic evaluation of a consultant’s performance in carrying out its obligation on Government contracts. |
| Pre-award Review | An audit conducted on behalf of GDOT management for validating financial information supplied by a potential contract. The audit may require an onsite visit or information may be reviewed at the Audit Office. Upon completion, the information is provided to the GDOT contracting officer in an audit report for use during agreement negotiations. |
| Prequalification | The process of screening and approving prospective consultants for their ability to perform work in one or more specific categories of work most typically relating to area classes for Georgia DOT. |
| Professional Services | Those services within the scope of the following practices: (A) Architecture, as defined in paragraph (6) of Georgia Code Section 43-4-1; (B) Registered interior design, as defined in Georgia Code Section 43-4-30; (C) Professional engineering, as defined in paragraph (11) of Georgia Code Section 43-15-2; (D) Land surveying, as defined in paragraph (6) of Georgia Code Section 43-15-2; or (E) Landscape architecture, as defined in paragraph (3) of Georgia Code Section 43-23-1. |
| Progress Report | A report included with the consultant’s invoice that includes, as a minimum: a description of the work completed for that period, a description of the work anticipated for the next pay period, percent of work completed to date, and pending or unresolved issues related to providing the services. |

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| Small Purchases | The method of procurement of engineering and design related services where an adequate number of qualified sources are reviewed and the total contract costs do not exceed an established simplified acquisition threshold. |
| State Transportation Agency (STA) | The Department or Agency maintained in conformity with 23 USC 302 and charged under state law with the responsibility for highway construction (as defined in 23 U.S.C. 101), and that is authorized by the laws of the state to make financial decision in all matters relating to, and to enter into all contracts and agreements for projects and activities to fulfill the duties imposed by 23 USC, Title 23 CFR, and all other applicable Federal laws and regulations. |
| Statement of Qualifications (SOQ) | The consultant's written communication, expressing its interest and qualifications to be considered for selection to perform services on proposed contract/project. |
| Sub consultant | The individual or firm contracted by a consultant to provide engineering and design related or other types of services that are part of the services which the consultant is under contract to provide to a recipient (as defined in 23 CFR 200.86) or sub-recipient (as defined in 2 CFR 200.93) of Federal or State assistance. |
| Task Order | An agreement issued under the IDIQ process that outlines a detailed scope of services to be provided for a project or service under a Master Agreement. |

COUNTY AGENDA REQUEST

Department:

Presenter(s):

Meeting Date:

Type of Request:

Wording for the Agenda:

Request to award Bid #2318-B Aerial Ladder Fire Apparatus to FireLine, Inc. for two (2) Quints in the amount of \$2,619,660 and to allocate \$45,000 to apparatus safety equipment to supply both Quints.

Background/History/Details:

Fire and Emergency Services was approved for two (2) Quints in the 2023 SPLOST. This project was funded at \$3,250,000 total.

These units will replace one (1) 2002 Central States Freightliner pumper due for replacement, and one (1) 2006 E-One Typhoon Quint due for replacement, Asset #21001 (Fleet #23386) and Asset #10848 (Fleet #23022). The remaining 2006 E-One Typhoon Quint will be maintained in reserve status to maintain ISO credits. Funds from auction will return to Fire Vehicle Replacement Fund.

Time frame for delivery is 36 months, or less, for both new Quints.

What action are you seeking from the Board of Commissioners?

Approve staff's request to award bid #2318-B Aerial Ladder Fire Apparatus to FireLine, Inc. for two (2) Quints in the amount of \$2,619,660; in addition to the contract award, allocate not to exceed \$45,000 to apparatus safety equipment to supply both Quints. Designate vehicle Asset #21001 (Fleet #23386) and Asset #10848 (Fleet #23022) as surplus, authorize auctioning both units.

If this item requires funding, please describe:

Funding is allocated in the 2023 SPLOST.

Has this request been considered within the past two years?

If so, when?

Is Audio-Visual Equipment Required for this Request?*

Backup Provided with Request?

*** All audio-visual material must be submitted to the County Clerk's Office no later than 48 hours prior to the meeting. It is also your department's responsibility to ensure all third-party audio-visual material is submitted at least 48 hours in advance.**

Approved by Finance

Reviewed by Legal

Approved by Purchasing

County Clerk's Approval

Administrator's Approval

Staff Notes:



Purchasing Department
 140 Stonewall Avenue West, Ste 204
 Fayetteville, GA 30214
 Phone: 770-305-5420
 www.fayettecountyga.gov

To: Steve Rapson

Through: Ted L. Burgess 

From: Natasha M. Duggan 

Date: November 9, 2023

Subject: Contract 2318-B: Aerial Ladder Fire Apparatus

The Purchasing Department issued Invitation to Bid 2318-B to secure a manufacturer to build two aerial ladder fire apparatus. Notice of the opportunity was emailed to 8 companies. Another 128 were contacted through the web-based Georgia Procurement Registry, who had registered under commodity code 07230 (Trucks, Fire Protection and Crash Rescue) and 07208 (Class 8 Trucks). The offer was also advertised through Channel 23, the County website, Georgia Local Government Access Marketplace, and the Fayette County News.

One responsive manufacturer submitted a bid (Attachment 1). A second manufacturer submitted a bid but was disqualified for submitting a conditional bid. The bid response stated that if the L9 engine which the bid was based on became unavailable, the engine would be automatically upgraded to a X12 engine and the County would be responsible for the additional cost. In addition to the conditional bid, the ground ladder did not meet the 28' specification required, the aerial ladder did not meet the required load rating and there was no aerial control on the pump panel.

Fire and EMS recommends awarding to FireLine, Inc. A Contractor Performance Evaluation is attached (Attachment 2).

Specifics of the proposed contract are as follows:

| | | |
|------------------------|---|------------------------|
| Contract Name | 2318-B: Aerial Ladder Fire Apparatus | |
| Contractor | Fireline, Inc. | |
| Contract Amount | \$2,619,660.00 | |
| Budget: | | |
| Fund | 327 | 2023 SPLOST |
| Org Code | 32730550 | Fire SPLOST |
| Object | 542200 | Vehicles |
| Project | P23AB | Fire Quint Replacement |
| Available | \$3,250,000.00 Available as of 10/26/2023 | |

Tally Sheet
ITB 2318-B: Aerial Ladder Fire Apparatus

| | FireLine, Inc. | Peach State Emergency Vehicles |
|--|------------------------|-----------------------------------|
| Aerial Ladder Fire Apparatus 1, meeting all requirements including dealer supplied equipment in this Invitation to Bid | \$ 1,309,830.00 | |
| Aerial Ladder Fire Apparatus 2, meeting all requirements including dealer supplied equipment in this Invitation to Bid | \$ 1,309,830.00 | Disqualified* |
| Total for Two Aerial Ladder Fire Apparatus | \$ 2,619,660.00 | |

*Disqualified due to conditional bid.

FAYETTE COUNTY, GEORGIA CONTRACTOR PERFORMANCE EVALUATION

Page 1

1. Use this form to record contractor performance for any contract of \$50,000 or above.
2. The person who serves as project manager or account manager is the designated party to complete the evaluation.
3. This form is to be completed and forwarded to the Purchasing Department not later than 30 days after completion or expiration of a contract. Past performance is considered on future contracts.

| VENDOR INFORMATION | COMPLETE ALL APPLICABLE INFORMATION |
|--|--|
| Company Name: FireLine, Inc. | Contract Number: 1978-B |
| Mailing Address: 725 Patrick Industrial Lane | Contract Description or Title: Pumper Fire Apparatus |
| City, St, Zip Code: Winder, GA 30680 | Contract Term (Dates) From: FY2022, PO 20220177 |
| Phone Number: 770-601-3389 | Task Order Number: n/a |
| Cell Number: N/A | Other Reference: |
| E-Mail Address: ryanmcdowel@firelineinc.com | |

DEFINITIONS

OUTSTANDING – Vendor considerably exceeded minimum contractual requirements or performance expectations of the products/services; The vendor demonstrated the highest level of quality workmanship/professionalism in execution of contract.

EXCELLENT (Exc) - Vendor exceeded minimum contractual requirements or performance expectations of the products/services.

SATISFACTORY (Sat) - Vendor met minimum contractual requirements or performance expectations of the products/services.

UNSATISFACTORY (UnSat) - Vendor did not meet the minimum contractual requirements or performance expectations of the products and/or services; Performed below minimum requirements

EVALUATIONS (Place "X" in appropriate box for each criterion.)

| Criteria (includes change orders / amendments) | Out-standing | Exc | Sat | Un-Sat | Not Apply |
|--|--------------|-----|-----|--------|-----------|
| 1. Work or other deliverables performed on schedule | | | X | | |
| 2. Condition of delivered products | | | X | | |
| 3. Quality of work | | | X | | |
| 4. Adherence to specifications or scope of work | | | X | | |
| 5. Timely, appropriate, & satisfactory problem or complaint resolution | | | X | | |
| 6. Timeliness and accuracy of invoicing | | | X | | |
| 7. Working relationship / interfacing with county staff and citizens | | X | | | |
| 8. Service Call (On-Call) response time | | | X | | |
| 9. Adherence to contract budget and schedule | | | X | | |
| 10. Other (specify): | | | | | X |
| 11. Overall evaluation of contractor performance | | | X | | |

EVALUATED BY

| | |
|-----------------------------------|------------------------------|
| Signature: <i>Michael Pollard</i> | Date of Evaluation: 10/26/23 |
| Print Name: Michael Pollard | Department/Division: Fire |
| Title: Assistant Chief | Telephone No: 770-305-5492 |

COUNTY AGENDA REQUEST

Department:

Presenter(s):

Meeting Date:

Type of Request:

Wording for the Agenda:

Request to designate vehicle Asset #21001 (Fleet #23386) and Asset #10848 (Fleet #23022) as surplus and to authorize auctioning both units.

Background/History/Details:

Fire and Emergency Services was approved for two (2) Quints in the 2023 SPLOST. This project was funded at \$3,250,000 total.

If award of Bid #2318-B; Aerial Ladder Fire Apparatus to FireLine, Inc. for two (2) Quints is approved, these units, Asset #21001 (Fleet #23386) and Asset #10848 (Fleet #23022), will be auctioned and replaced with the new units.

For auction: one (1) 2002 Central States Freightliner pumper due for replacement, and one (1) 2006 E-One Typhoon Quint due for replacement.

The remaining 2006 E-One Typhoon Quint will be maintained in reserve status to maintain ISO credits. Funds from auction will return to Fire Vehicle Replacement Fund.

Time frame for delivery is 36 months, or less, for both new Quints.

What action are you seeking from the Board of Commissioners?

Approval to designate vehicle Asset #21001 (Fleet #23386) and Asset #10848 (Fleet #23022) as surplus and to authorize auctioning both units.

If this item requires funding, please describe:

NA

Has this request been considered within the past two years?

If so, when?

Is Audio-Visual Equipment Required for this Request?*

Backup Provided with Request?

*** All audio-visual material must be submitted to the County Clerk's Office no later than 48 hours prior to the meeting. It is also your department's responsibility to ensure all third-party audio-visual material is submitted at least 48 hours in advance.**

Approved by Finance

Reviewed by Legal

Approved by Purchasing

County Clerk's Approval

Administrator's Approval

Staff Notes:

COUNTY AGENDA REQUEST

Department:

Presenter(s):

Meeting Date:

Type of Request: #35

Wording for the Agenda:

Consideration for staff's request for authorization to proceed with a \$35M bond issuance for specific projects within the Fayette County 2023 SPLOST.

Background/History/Details:

Fayette County Staff and our Bond Underwriter, Stifel, Nicolaus, & Company, are proposing a \$35M bond issuance for the purpose to advance fund eligible 2023 SPLOST projects, enabling projects to begin earlier than anticipated via the 2023 SPLOST revenue.

The funds will be allocated towards project deemed eligible by Murray, Barnes, Finister:

- Recreational Multi-Use Facility \$14.0M
- Backup 911 Center and EOC at South Fayette Treatment Plant \$1.5M
- Justice Center Renovation \$14.5M
- Longview and Kozisek Dams \$5.0M

Staff reviewed the eligible projects and determined that these projects (identified above) would be completed within the allowed 3-year construction period.

Staff has reviewed the funding options and recommends a \$35M, 5-year bond issue public offering, with a 3-year construction period. Issuance costs are not finalized; however, costs will not exceed \$400k.

What action are you seeking from the Board of Commissioners?

Consideration for staff's request for authorization to proceed with a \$35M bond issuance for specific projects within the Fayette County 2023 SPLOST.

If this item requires funding, please describe:

NA

Has this request been considered within the past two years?

If so, when?

Is Audio-Visual Equipment Required for this Request?*

Backup Provided with Request?

*** All audio-visual material must be submitted to the County Clerk's Office no later than 48 hours prior to the meeting. It is also your department's responsibility to ensure all third-party audio-visual material is submitted at least 48 hours in advance.**

Approved by Finance

Reviewed by Legal

Approved by Purchasing

County Clerk's Approval

Administrator's Approval

Staff Notes:

Administrator's Report: A



Purchasing Department
 140 Stonewall Avenue West, Ste 204
 Fayetteville, GA 30214
 Phone: 770-305-5420
 www.fayettecountyga.gov

To: Steve Rapson
 Through: Ted L. Burgess *TLB*
 From: Sherry White *SW*
 Date: August 1, 2023
 Subject: Contract #2094-B: Annual Pavement Striping
 Renewal #1

Peek Pavement Markings, LLC provides temporary striping, permanent striping, and raised pavement markings as part of regular construction and maintenance of county roads.

The County entered into contract #2094-B: Annual Pavement Striping for Fiscal Year 2023. This is an annual contract coinciding with the county's fiscal year. The contract has two 12-month renewal options. This request is for the approval of the first renewal.

The Road Department recommends renewal for Fiscal Year 2024. The Contractor Performance Evaluation is attached for the first renewal period.

Specifics of the proposed contract are as follows:

| | | |
|---------------------|-----------------------------------|--------------------------------|
| Contract Name | #2094-B: Annual Pavement Striping | |
| Contractor | Peek Pavement Markings, LLC | |
| Type of Contract | On-Demand Service | |
| Not to Exceed Price | \$99,679.00 | |
| Budget: | Road Dept | SPLOST2017 |
| Organization Code: | 10040220 M&O | 32240220 Road SPLOST |
| Object Code: | 521316 Tech Serv. | 541210 Other Improvements |
| Project | <u>n/a</u> | 17TAN Ebenezer Church Rd... |
| Contract Amt. | <u>\$93,500.00</u> | \$6,179.00 |
| Available | \$93,500.00 | \$378,808.20 as of Aug 1, 2023 |

Approved by: *[Signature]* Date: 8/2/23

Placed on Administrator's Report? Yes No

Placed on Agenda Dated: _____

FAYETTE COUNTY, GEORGIA CONTRACTOR PERFORMANCE EVALUATION

1. Use this form to record contractor performance for any contract of \$50,000 or above.
2. The person who serves as project manager or account manager is the designated party to complete the evaluation.
3. This form is to be completed and forwarded to the Purchasing Department not later than 30 days after completion or expiration of a contract. Past performance is considered on future contracts.

VENDOR INFORMATION

COMPLETE ALL APPLICABLE INFORMATION

| | |
|--|---|
| Company Name: Peek Pavement Marking, LLC | Contract Number: 2094-B-B |
| Mailing Address: PO Box 7737 | Contract Description or Title: Annual Pavement Striping |
| City, St, Zip Code: Columbus, GA 31908-7337 | Contract Term (Dates) From: 7/21/2020 – June 30, 2023 |
| Phone Number: 706-563-5867 | Task Order Number: N/A |
| Cell Number: N/A | Other Reference: This is for award of #2094-B Renewal #1 |
| E-Mail Address: hho@peeksafety.com | |

DEFINITIONS

- OUTSTANDING** – Vendor considerably exceeded minimum contractual requirements or performance expectations of the products/services; The vendor demonstrated the highest level of quality workmanship/professionalism in execution of contract.
- EXCELLENT (Exc)** - Vendor exceeded minimum contractual requirements or performance expectations of the products/services.
- SATISFACTORY (Sat)** - Vendor met minimum contractual requirements or performance expectations of the products/services.
- UNSATISFACTORY (UnSat)** - Vendor did not meet the minimum contractual requirements or performance expectations of the products and/or services; Performed below minimum requirements

EVALUATIONS (Place "X" in appropriate box for each criterion.)

| Criteria (includes change orders / amendments) | Out-standing | Exc | Sat | Un-Sat | Not Apply |
|--|--------------|-----|-----|--------|-----------|
| 1. Work or other deliverables performed on schedule | | | X | | |
| 2. Condition of delivered products | | | X | | |
| 3. Quality of work | | | X | | |
| 4. Adherence to specifications or scope of work | | X | | | |
| 5. Timely, appropriate, & satisfactory problem or complaint resolution | | X | | | |
| 6. Timeliness and accuracy of invoicing | | X | | | |
| 7. Working relationship / interfacing with county staff and citizens | | X | | | |
| 8. Service Call (On-Call) response time | | X | | | |
| 9. Adherence to contract budget and schedule | | | X | | |
| 10. Other (specify): | | | | | |
| 11. Overall evaluation of contractor performance | | X | | | |

EVALUATED BY

| | |
|---|-----------------------------------|
| Signature: <i>[Handwritten Signature]</i> | Date of Evaluation: 7/31/23 |
| Print Name: <i>Bradley Klingner</i> | Department/Division: <i>ROADS</i> |
| Title: <i>Asst. Director</i> | Telephone No: <i>6039</i> |

Administrator's Report: B



Purchasing Department
140 Stonewall Avenue West, Ste 204
Fayetteville, GA 30214
Phone: 770-305-5420
www.fayettecountyga.gov

To: Steve Rapson
Through: Ted L. Burgess *TJB*
From: Sherry White *SW*
Date: July 24, 2023
Subject: Contract #2118-A: Vegetation Grinding Services
Renewal #1

McCoy Grading, Inc. provides yearly yard waste grinding services at the county's transfer station. The County entered into contract #2118-A: Vegetation Grinding Services for Fiscal Year 2023. This is an annual contract coinciding with the county's fiscal year. The contract has two 12-month renewal options. This request is for the approval of the first renewal.

The Road Department recommends renewal for Fiscal Year 2024. The Contractor Performance Evaluation is attached for the first renewal period.

Specifics of the proposed contract are as follows:

| | |
|------------------|-------------------------------------|
| Contract Name | #2118-A: Vegetative Debris Grinding |
| Contractor | McCoy Grading, Inc. |
| Type of Contract | Annual Contract |
| Contract Amount | \$4.30/CY not to exceed \$73,900.00 |

Budget:

| | | |
|--------------------|-------------|--------------------------------|
| Organization Code: | 54040500 | Solid Waste |
| Object Code: | 521317 | Landfill |
| Available | \$73,900.00 | Requested for Fiscal Year 2024 |

Approved by: *[Signature]* Date: 7/24/23

Placed on Administrator's Report? Yes No Placed on Agenda Dated: _____

FAYETTE COUNTY, GEORGIA CONTRACTOR PERFORMANCE EVALUATION

1. Use this form to record contractor performance for any contract of \$50,000 or above.
2. The person who serves as project manager or account manager is the designated party to complete the evaluation.
3. This form is to be completed and forwarded to the Purchasing Department not later than 30 days after completion or expiration of a contract. Past performance is considered on future contracts.

VENDOR INFORMATION

COMPLETE ALL APPLICABLE INFORMATION

| | |
|--|--|
| Company Name: MCCOY GRADING, INC. | Contract Number: 1649-A |
| Mailing Address: 450 CALLAWAY ROAD | Contract Description or Title: Vegetative Debris Grinding |
| City, St, Zip Code: GREENVILLE, GA 30222 | Contract Term (Dates) From: 07/01/2020 TO 06/30/2022 |
| Phone Number: 706-672-2690 | Task Order Number: |
| Cell Number: | Other Reference: 2118-A |
| E-Mail Address: ksinclair@mccoysgrading.com | |

DEFINITIONS

- OUTSTANDING** - Vendor considerably exceeded minimum contractual requirements or performance expectations of the products/services; The vendor demonstrated the highest level of quality workmanship/professionalism in execution of contract.
- EXCELLENT (Exc)** - Vendor exceeded minimum contractual requirements or performance expectations of the products/services.
- SATISFACTORY (Sat)** - Vendor met minimum contractual requirements or performance expectations of the products/services.
- UNSATISFACTORY (UnSat)** - Vendor did not meet the minimum contractual requirements or performance expectations of the products and/or services; Performed below minimum requirements

EVALUATIONS (Place "X" in appropriate box for each criterion.)

| Criteria (includes change orders / amendments) | Out-standing | Exc | Sat | Un-Sat | Not Apply |
|--|--------------|-----|-----|--------|-----------|
| 1. Work or other deliverables performed on schedule | | X | | | |
| 2. Condition of delivered products | | | X | | |
| 3. Quality of work | | | X | | |
| 4. Adherence to specifications or scope of work | | X | | | |
| 5. Timely, appropriate, & satisfactory problem or complaint resolution | | | X | | |
| 6. Timeliness and accuracy of invoicing | | | X | | |
| 7. Working relationship / interfacing with county staff and citizens | | | X | | |
| 8. Service Call (On-Call) response time | | X | | | |
| 9. Adherence to contract budget and schedule | | | X | | |
| 10. Other (specify): | | | X | | |
| 11. Overall evaluation of contractor performance | | X | | | X |

EVALUATED BY

| | |
|--------------------------------------|--|
| Signature: <i>Steven L. Hoffman</i> | Date of Evaluation: <i>1/17/2023</i> |
| Print Name: <i>Steven L. Hoffman</i> | Department/Division: <i>Road/Solid Waste</i> |
| Title: <i>Director</i> | Telephone No: <i>770-320-6012</i> |

Administrator's Report: C



Purchasing Department
140 Stonewall Avenue West, Ste 204
Fayetteville, GA 30214
Phone: 770-305-5420
www.fayettecountyga.gov

To: Steve Rapson
Through: Ted L. Burgess *TB*
From: Sherry White *SW*
Date: September 13, 2023
Subject: Contract #2298-A: Traffic Signal - Flat Creek @ Tyrone Rd

The Purchasing Department issued Request for Quote #2298-A to secure a contractor to upgrade the traffic signal at Flat Creek and Tyrone Road. Notice of the opportunity was emailed to 28 companies. Another 88 were contacted through the web-based Georgia Procurement Registry, who had registered under commodity code # 96882 (Traffic Signal Installation) and #96883 (Traffic Signal Maintenance and Repair). The offer was also advertised through Georgia Local Government Access Marketplace, and the county website.

Two companies attend the mandatory pre-quote meeting. One company submitted a quote (Attachment 1). The other company opted out due to scheduling unavailability.

The Road Department recommends Lumin8 Transportation Technologies, LLC. This company has contracted with the county in the past for traffic signal maintenance only, so a Contractor Performance Evaluation is not attached. A positive response from their references were received.

Specifics of the proposed contract are as follows:

| | |
|------------------------|--|
| Contract Name | #2298-A: Traffic Signal - Flat Creek @ Tyrone Rd |
| Contractor | Lumin8 Transportation Technologies, LLC |
| Contract Amount | \$107,595.00 |
| Budget: | <i>Analysis similar Proj. favorable</i> |
| Fund | 322 2017SPLOST |
| Org Code | 40220 Road SPLOST |
| Object | 541210 Other Improvements |
| Project | 21TAB Tyrone Rd & Flat Creek Intersection |
| Available | \$2,119,606.06 as of 9/13/23 |

Approved by: *[Signature]* Date: 9/13/23

Placed on Administrator's Report? Yes No Placed on Agenda Dated: _____

PRICING SHEET
RFQ #2298-A Traffic Signal - Flat Creek @ Tyrone Rd

Responder agrees to perform all the work described in the Contract documents for the following price:

| DESCRIPTION | UNIT | TOTAL |
|---|----------|---------------------|
| TWO (2) 4-WAY SEMI ACTUATED SIGNAL HEADS, EQUIPMENT, AND INSTALLATION | LUMP SUM | \$10,790.00 |
| TRAFFIC CABINET EQUIPMENT & BASE, INSTALLATION AND PROGRAMMING | LUMP SUM | \$45,265.00 |
| INSTALL TWO (2) 6X6 PRESENCE DETECTION AT STOP BAR | LUMP SUM | \$10,745.00 |
| INSTALL TWO (2) 6X40 SETBACK DETECTION ON TYRONE RD | LUMP SUM | \$20,795.00 |
| INSTALLATION OF 1/4" STRAND AND 3 PAIR TO 4 APPROACHES | LUMP SUM | \$8,025.00 |
| SIGNAL TIMING | LUMP SUM | \$5,225.00 |
| TRAFFIC CONTROL | LUMP SUM | \$6,750.00 |
| TOTAL PROJECT AMOUNT | | \$107,595.00 |

NOTES:

1. All applicable charges shall be included in your total quoted amount, including but not limited to materials, equipment, installation, labor, and any other amounts. No additional charges will be allowed after the quote received by date.
2. All warranties shall be included in your total quoted amount.
3. **DETAILED MATERIAL LIST OF ALL MATERIALS THAT WILL BE USED ON THIS PROJECT IS REQUIRED TO BE SUBMITTED ALONG WITH THE ABOVE PRICING SHEET.**

State time needed to commence work after notice to proceed is issued 180* Days.

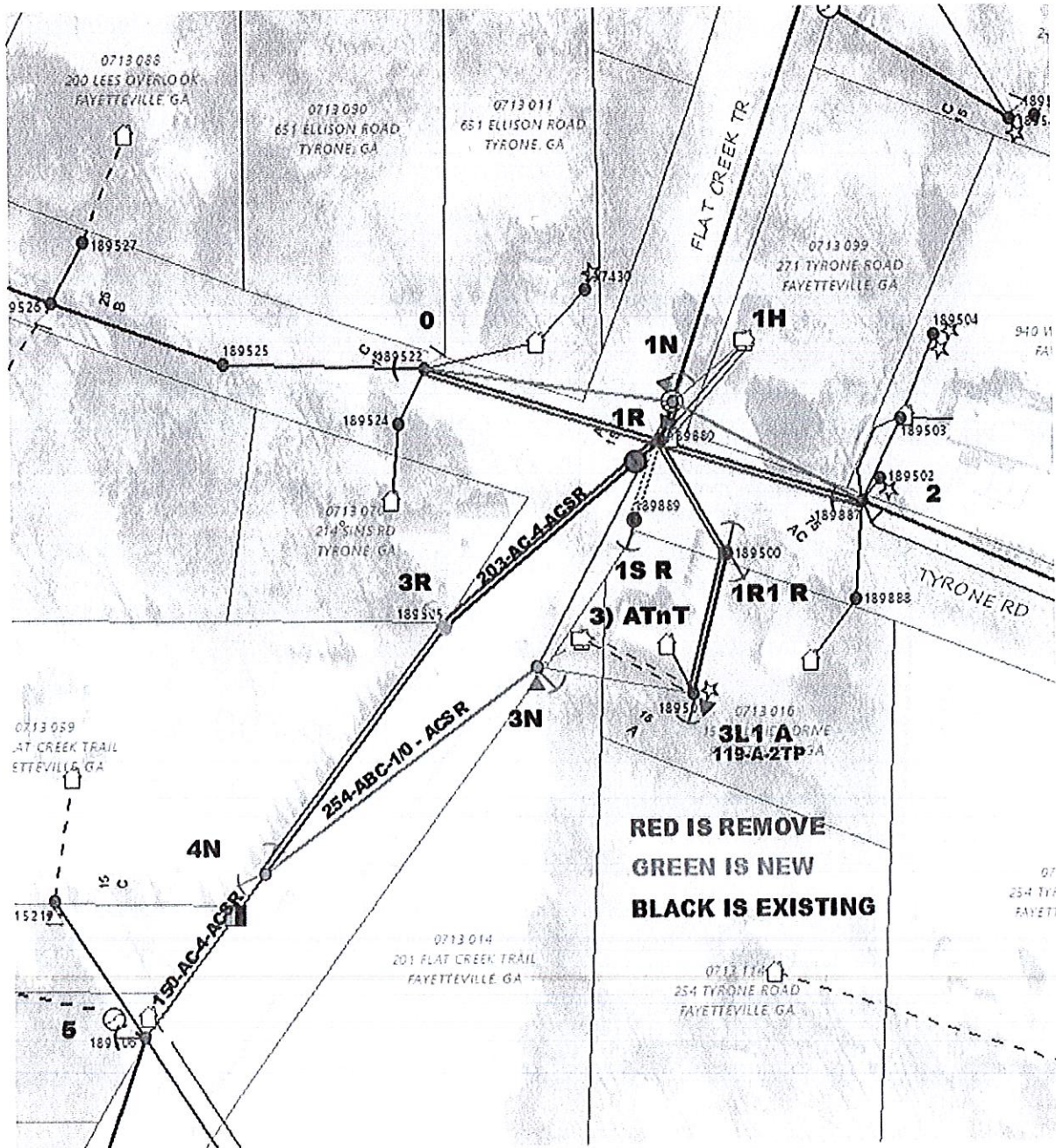
State length of time needed to complete project 30 Days.

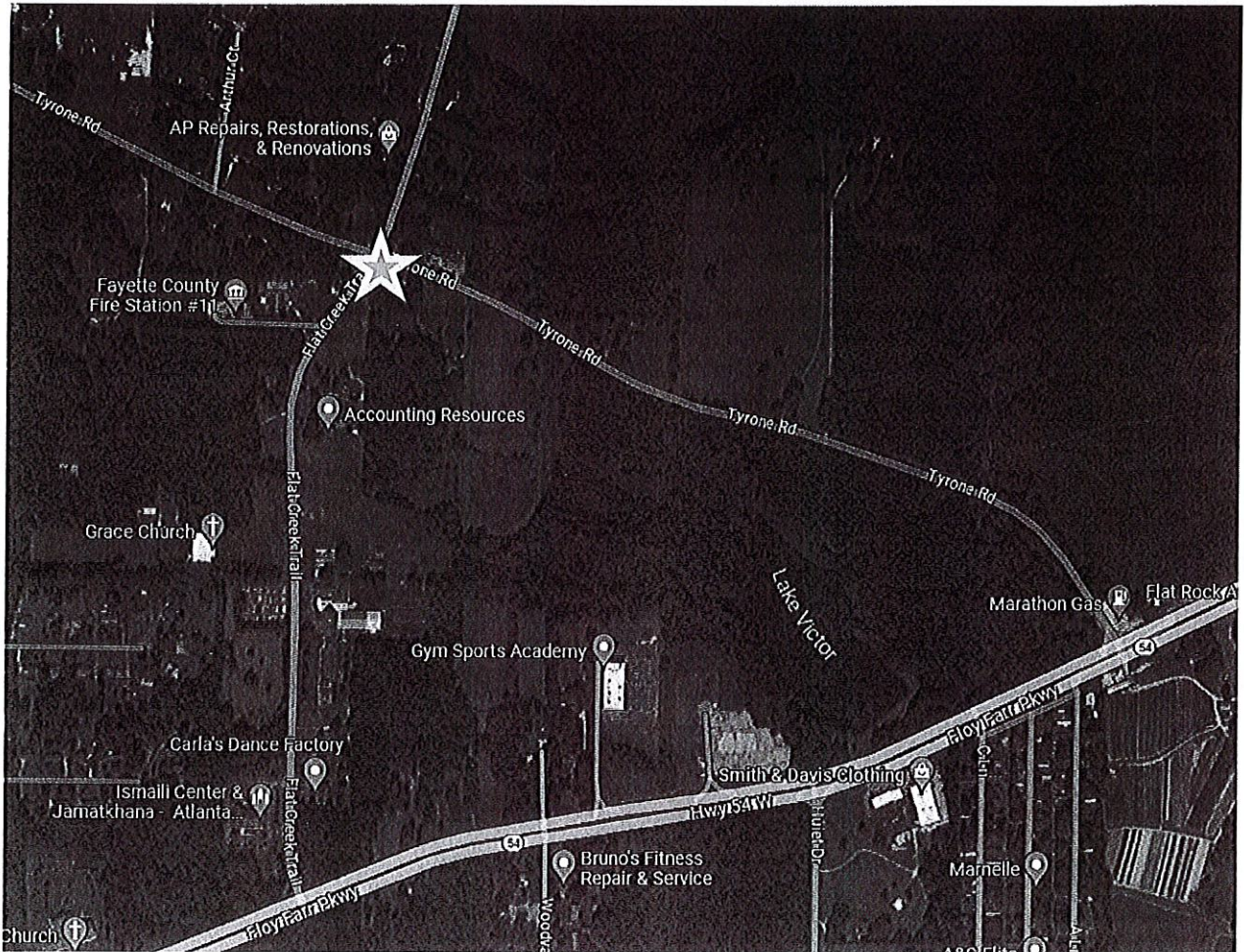
State, list or attach the terms of your warranty: _____

Lumin8 warranties all work for two years and material warranties are specified by vendor/manufacturer.

COMPANY NAME: Lumin8 Transportation Technologies, LLC

Below is the current Coweta/Fayette EMC utility plan for relocation of existing lines and installation of a new utility poles.





- The Contractor shall locate underground utilities in the vicinity of the signal, conduit, and pull boxes before installation. The Contractor shall adhere to the Call BEFORE YOU DIG Law by calling 811 before beginning construction.
- Signal heads shall be erected to provide at least 17 feet clearance from the bottom of signal heads to top of road surface and a minimum 8 feet measured horizontally between centers of signal heads.
- The Contractor shall be responsible for all new guys on existing utility poles when attaching span wire or interconnect cable to the poles unless otherwise directed by the utility pole owner.
- The Contractor shall be responsible for all maintenance and maintain control of the signal until final acceptance of the signal by Fayette County.
- 12-inch traffic signal heads are required with LED (ITE Standard) modules and retro-reflective backplates.
- Grounding shall be 5 ohms or less.
- Connect power service to the cabinet with 1-inch rigid conduit and riser.
- The Contractor shall determine the materials and quantities required for the complete and accepted installation.
- The signal Contractor is responsible for relocations of any fiber optic cables associated with the project, including power service to the signal equipment.



SPECIFICATIONS OF WORK

- All work shall be performed in accordance with GDOT Standards and Specification.
- All equipment and materials shall be on the GDOT approved Qualified Product List (QPL). Contractor shall submit a detailed material list of all materials that will be used.
- The Contractor shall follow MUTCD standards for traffic control and lane closures while working in the County's right-of-way.
- All workers associated with traffic control (e.g., flaggers) shall have appropriate and current certifications.
- Work hours are Monday thru Saturday 8:00 am to 5:00 pm unless otherwise approved, in writing, by the Fayette County Road Department.
- Contractor shall install traffic signal cabinet and two (2) 4-way traffic signal heads.
- Contractor shall install setback detection for Tyrone Road (45 mph posted speed) and install presence detection at stop bar for Flat Creek Trail.
- Contractor shall warranty their work and materials for 2 years.
- Contractor will be responsible for setting signal timing for each direction on this signal.
- The Contractor and/or subcontractor shall be GDOT prequalified in Work Classes 150-Traffic Control and 647 Traffic Signal Installation.
- The complete signal installation, modification and/or rebuild shall conform to all appropriate parts of the MUTCD, current edition, including subsequent published rulings.



SCOPE AND SPECIFICATION

RFQ #2298-A Traffic Signal - Flat Creek @ Tyrone Rd

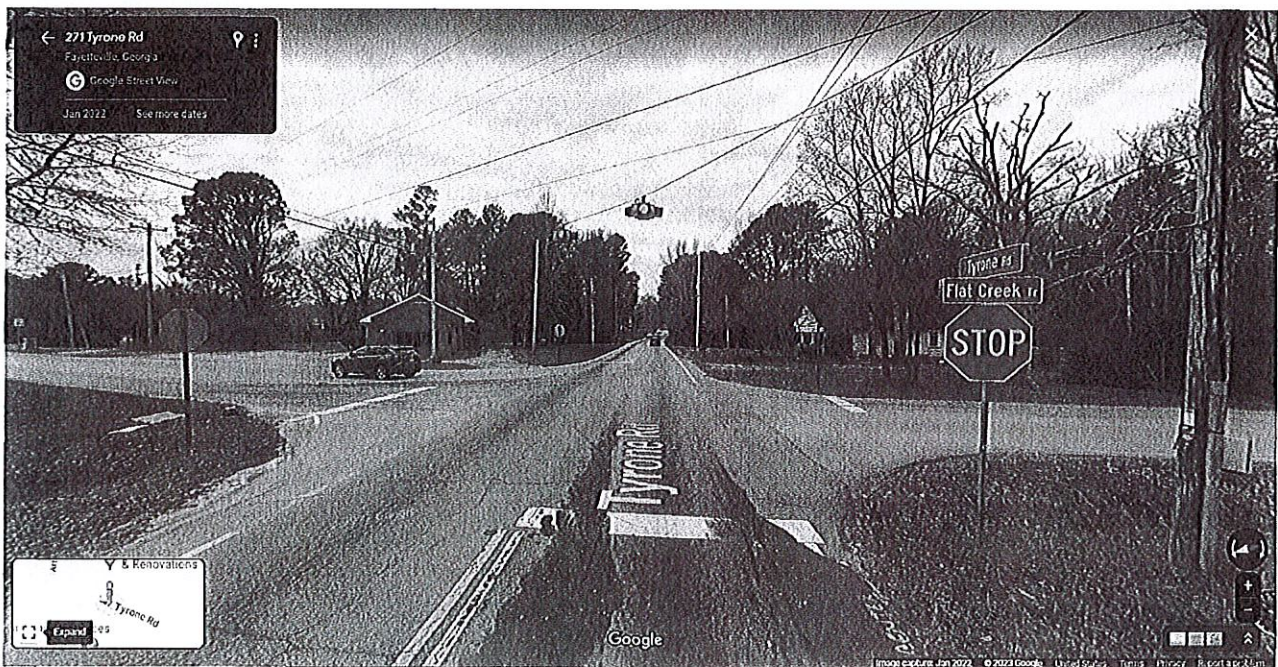
INTRODUCTION

Fayette County is seeking quotes from a GDOT Qualified Signal Contractor to replace an existing four-way flasher with a semi actuated traffic signal on Tyrone Road at Flat Creek Trail in Fayette County. The intent of the project is to alleviate congestion on Tyrone Road during the AM and PM peak hours. The traffic signal shall use the existing poles on-site. Setback and presence detection loops shall be placed on Tyrone Road and Flat Creek Trail, respectively, to maintain greenlight on Tyrone Road except when a vehicle is present for a minimum set time on Flat Creek Trail.

All quotes must include labor, material, equipment, signal timing, and traffic control needed to complete the project.

SCOPE OF WORK

Work includes replacing the existing flasher signals with traditional two (2) EA 4-way signal heads using the existing strain pole/span infrastructure supporting the existing flasher signals. Quote shall include cost for all signal equipment & materials (cabinet & base, span, GRS risers, cabling, pullbox, etc.), signal timing, and installation of traffic loops.



Contractor Affidavit under O.C.G.A. § 13-10-91(b)(1)

The undersigned contractor ("Contractor") executes this Affidavit to comply with O.C.G.A § 13-10-91 related any contract to which Contractor is a party that is subject to O.C.G.A. § 13-10-91 and hereby verifies its compliance with O.C.G.A. § 13-10-91, attesting as follows:

- a) The Contractor has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program;
b) The Contractor will continue to use the federal work authorization program throughout the contract period, including any renewal or extension thereof;
c) The Contractor will notify the public employer in the event the Contractor ceases to utilize the federal work authorization program during the contract period, including renewals or extensions thereof;
d) The Contractor understands that ceasing to utilize the federal work authorization program constitutes a material breach of Contract;
e) The Contractor will contract for the performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the Contractor with the information required by O.C.G.A. § 13-10-91(a), (b), and (c);
f) The Contractor acknowledges and agrees that this Affidavit shall be incorporated into any contract(s) subject to the provisions of O.C.G.A. § 13-10- 91 for the project listed below to which Contractor is a party after the date hereof without further action or consent by Contractor; and
g) Contractor acknowledges its responsibility to submit copies of any affidavits, drivers' licenses, and identification cards required pursuant to O.C.G.A. § 13-10-91 to the public employer within five business days of receipt.

31549
Federal Work Authorization User Identification Number

12/07/2020
Date of Authorization

Lumin8 Transportation Technologies, LLC
Name of Contractor

#2298-A Traffic Signal - Flat Creek @ Tyrone Rd
Name of Project

Fayette County, Georgia
Name of Public Employer

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

Executed on September 08, 2023 in Marietta (city), GA (state).

Curtis Powell
Signature of Authorized Officer or Agent

Curtis Powell, Lead Estimator
Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME
ON THIS THE 08 DAY OF September, 2023

Donna L Armstrong
NOTARY PUBLIC
My Commission Expires: 10/14/2024



**GEORGIA DEPARTMENT OF TRANSPORTATION (GDOT)
CONTRACTORS AND SUBCONTRACTORS
PREQUALIFICATION TABLE**

RFQ #2298-A Traffic Signal - Flat Creek @ Tyrone Rd

| WORK CLASS | DESCRIPTION | GDOT VENDOR NAME | GDOT VENDOR ID |
|-------------------|------------------------------|---|-----------------------|
| 150 | Traffic Control | Lumin8 Transportation Technologies, LLC | 17304 |
| 647 | Traffic Signal Installation. | Lumin8 Transportation Technologies, LLC | 17304 |

| NAME OF SUBCONTRACTOR | WORK CLASS |
|------------------------------|-------------------|
| | |
| | |
| | |
| | |
| | |

REFERENCES
RFQ #2298-A Traffic Signal - Flat Creek @ Tyrone Rd

Please list three (3) references for current or recent customers who can verify the quality of service your company provides. Projects of similar size and scope are preferable.

1. Government/Company Name City of Sandy Springs
City & State Sandy Springs, Georgia
Work or Service Provided Maintenance and Construction
Approximate Completion Date 2025
Contact Person and Title Kristen Wescott
Phone (770) 730-5600 Email KWescott@sandyspringsga.gov

2. Government/Company Name Cobb County Dept. of Transportation
City & State Marietta, Georgia
Work or Service Provided Maintenance and Construction
Approximate Completion Date 2024
Contact Person and Title Brook Martin
Phone (770) 528-4065 Email Michael.Martin@cobbcounty.org

3. Government/Company Name GDOT
City & State Atlanta, Georgia
Work or Service Provided Maintenance and Construction
Approximate Completion Date 2024
Contact Person and Title Aaron Steede
Phone (678) 283-8821 Email asteede@dot.ga.gov

COMPANY NAME: Lumin8 Transportation Technologies, LLC

COMPANY INFORMATION
RFQ #2298-A Traffic Signal - Flat Creek @ Tyrone Rd

A. COMPANY

Company Name: Lumin8 Transportation Technologies, LLC

Physical Address: 27 N. Fairground Street

Marietta, GA 30060

Mailing Address (if different): _____

Website (if applicable): www.lumin8.com

B. AUTHORIZED REPRESENTATIVE

Signature: *Curtis Powell*

Printed or Typed Name: Curtis Powell

Title: Lead Estimator

E-mail Address: cpowell@lumin8.com

Phone Number: 770-732-0054

C. PROJECT CONTACT PERSON

Name: Howard Godwin

Title: Director of Construction









E-mail Address: hgodwin@lumin8.com

Phone Number: 770-732-0054

Checklist of Required Documents

*(Be Sure to Return This Checklist and
the Required Documents in the order listed below)*

RFQ #2298-A Traffic Signal - Flat Creek @ Tyrone Rd

- Company information – on the form provided 
- Contractor Affidavit under O.C.G.A. § 13-10-91(b)(1) 
- Pricing sheet 
- List of exceptions, if any – on the form provided 
- References – on form provided 
- Addenda, signed, if any are issued 
- GDOT Contractor & Subcontractor Prequalification Table 
- Detailed Material List 

COMPANY NAME: Lumin8 Transportation Technologies, LLC

EXCEPTIONS TO SPECIFICATIONS
RFQ #2298-A Traffic Signal - Flat Creek @ Tyrone Rd

Please list below any exceptions or clarifications to the specifications of this bid. Explain any exceptions in full.

*Start time is extended to ensure lead times for delivery of materials.
Work will commence upon receipt of materials.

The 6X6 loops are called out as presence when they should be specified as setbacks. They are not located at the stopbar and should be located on Tyrone Road.

The 6X40 loops are called out as setbacks when they should be specified as presence. They should be located at the stop bar and should be located on Flat Creek Trail.

The 1/4" strand should be specified as 3/8" strand due to it being the actual signal span cable. The 1/4" strand is used for aerial lead-in runs per GDOT specifications.

COMPANY NAME: Lumin8 Transportation Technologies, LLC



Purchasing Department
140 Stonewall Avenue West, Ste 204
Fayetteville, GA 30214
Phone: 770-305-5420
www.fayettecountyga.gov

September 6, 2023

**Subject: RFQ #2298-A: Traffic Signal - Flat Creek @ Tyrone Rd
Addendum #1**

Gentlemen/Ladies:

Below, please find responses to questions, clarification, or additional information for the above referenced Request for Quote. You will need to consider this information when preparing your quote.

- 1. Do we need to include a sketch of our work?**
Yes, contractor will add a sketch of their work to the quote documents.
- 2. Where do you want the cabinet?**
On the southeast corner of the intersection.
- 3. Do we need to include a new pole at the southeast corner?**
No, EMC will be replacing the pole.
- 4. Four loops are needed where would you like them placed?**
Two at the stop bars on Flat Creek Road and two set back on Tyrone Road.
- 5. Was a traffic study conducted for the intersection? Can the contractor have the data to create timing schedules?**
Yes, please see the attached document.
- 6. Will any striping be performed?**
Yes, striping will be performed in house.
- 7. Will the stop signs be removed?**
Yes, Fayette County will remove the stop signs.
- 8. Will the contract need to install message boards?**
No, the county will provide notification to the area.
- 9. Is there any pedestrian crossing to consider?**
Pedestrian crossings are not required as part of this project.
- 10. Will Fayette County accept a 336 cabinet in lieu of a 332 cabinet?**
Yes, a 336 cabinet is acceptable.
- 11. Does the county have a preference on how the inductance loop lead-ins are installed?**
The loop lead-ins shall be underground. It is Contractor's choice if they are trenched or bored.

12. Who owns the poles on the right-of-way of Tyrone Road? If loop lead-in is to go aerially, then coordination may need to take place between contractor and pole owner.

The metal pole is owned by the county, the other shared pole is owned by Coweta/Fayette EMC.

13. How much right-of-way does County have from centerline of roadway?

The County right-of-way on Flat Creek Trail is 80 feet from centerline.

14. Is pole 1SR (189889) to be removed?

For bidding purposes, assume the pole will be removed. It is owned by Coweta/Fayette EMC and they will have final decision on if it removed.

15. Is there a timeframe expected for completion of this contract?

All work should be completed within 120 days of having a NTP from Fayette County and the new pole being set.

Received by (Name): Curtis Powell Company Lumin8 Transportation Technologies, LLC

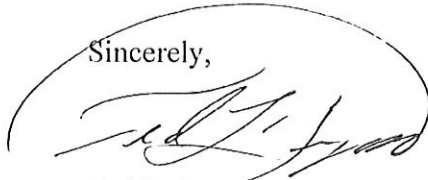
Note: If this addendum is not returned to the Fayette County Purchasing Department or if it is returned not signed, responding individuals, companies or other organizations will still be responsible for the requirements of this addendum and the specifications or changes herein.

The opening date for this RFQ has not changed. **The opening time and date are 3:00p.m., Friday, September 8, 2023.** Quotes must be received by the Purchasing Department at the address above, Suite 204, at or before the opening date and time.

The deadline for inquiries has passed, so the Purchasing Department will not be able to accept any additional questions after this time.

If you have questions, please contact Sherry White, Contract Administrator at (770) 305-5314, fax (770) 719-5544 or email at swhite@fayettecountyga.gov.

Sincerely,



Ted L. Burgess
Director of Purchasing

UTILICOM

SUPPLY ASSOCIATES

4400 Shackleford Road
 Norcross GA 30093
 P: 404-298-7700 F: 404-298-8810

| Customer ID | Purchase Order Number | Inside Sales | Salesperson | | |
|----------------|-----------------------|--|-------------|-----|--------|
| C001006 | Fayette County | Eric Garza | Lumin8 | | |
| Due Date | Ship Via | Terms | Currency | | |
| 10/06/23 | | Net 30 | US Dollars | | |
| QUANTITY | ITEM NUMBER | DESCRIPTION | UNIT PRICE | U/M | AMOUNT |
| ORDER | | | | | |
| Fayette County | | | | | |
| | DOT INTERSECTION | Tyrone Rd & Flat Creek Tr | | ea | |
| | CAB-332L | 332L GDOT Cabinet, Natural, w/ Aux File, (18) Loadswitch 200 (SSS-88), (1) 242L DC Isolator, (1) CMU + (2) 204 FLASHER (SSF-88), (7) 430 FTRs, Mccain 2070LX Controller WITH NO CPU | | ea | |
| | MCCAIN-2070-NOCPU | | | ea | |
| | INTELIGHTYCT1-CCPU | Intelight 2070-1-C CPU Module *Make sure unit has been tested for Maxtime | | ea | |
| | EDI242-L | DC Isolator | | ea | |
| | 121W3SSHBLK | GDOT Spec 242L as if 8-2016 | | ea | |
| | PELSE5089-P33 | MCCAIN 3 Section Signal Head, Black Housing RYG All Ball Tri-Stud Span Wire Hanger Mount for 3 & 4 Section Inline Signal - Black Closure Plug *Add support plate where needed* See part# GT-SWHA-92-TS-Black for additional stock* | | ea | |
| | PELSE-5097-P33 | Upper and Lower Arm Assy, 4 way 17" CTC Cast Tri-Stud Black | | | |
| | SIGNALSUPPORTPLATE | Traffic Signal Support Plate (REINFORCING PLATE) | | ea | |
| | ADV8743A | 3 Pair, #18, Loop Detector - Lead In, 50-2 Stranded - 5000' reel | | ft | |
| | ADV8307 | 5000ft 7 Conductor, #14, Black, 20-1 Stranded Signal Cable, 5000' reel 5000' standard lengths | | ft | |

UTILICOM

SUPPLY ASSOCIATES

4400 Shackleford Road

Norcross GA 30093

P: 404-298-7700 F: 404-298-8810

| QUANTITY ORDER | ITEM NUMBER | DESCRIPTION | UNIT PRICE | U/M | AMOUNT |
|-------------------|------------------|---|---------------|-----|--------|
| | STRAND038EHS5000 | 3/8" Extra High Strength Strand on 5,000' reel, 10M | | ft | |
| | ABCGDE5202 | 3/8" All Grade Strandvise, 10M, 25/bx AB# AB520200 Allied Part #AB520200 | | ea | |
| | PVC2004010 | 2" PVC sch 40 conduit, 10'L, 1400'/bdl | | FT | |
| | PVC2004090SRPE | 2" X 90D X SR, PVC sch 40 elbow, Plain End, 15/BX | | ea | |
| | GAL100 | 1" Galvanized Rigid Conduit, 1250' per Bundle | | ft | |
| | GAL10090 | 1" X 90D X SR HDG Elbow | | ea | |

Administrator's Report: D



Purchasing Department
140 Stonewall Avenue West, Ste 204
Fayetteville, GA 30214
Phone: 770-305-5420
www.fayettecountyga.gov

To: Steve Rapson
Through: Ted L. Burgess
From: Sherry White
Date: September 8, 2023
Subject: Contract #2319-A Annual Asphalt Contract

The Purchasing Department issued Request for Quote #2319-A to secure a contractor for primary and secondary asphaltic concrete. Notice of the opportunity was emailed to 25 companies. Another 212 companies were contacted through the web-based Georgia Procurement Registry. The offer was also advertised through Georgia Local Government Access Marketplace and posted to the county website.

We calculated an average weighted bid price based on the various projects for FY2024. Currently the amount awarded is the amount budgeted for asphalt. This contract is priced per ton with an indefinite quantity.

Two companies submitted a quote (Attachment 1).

The Road Department recommends ER Snell Contractor, Inc. A Contractor Performance Evaluations is attached (Attachment 2).

Specifics of the proposed contract are as follows:

Table with contract details: Contract Name (#2319-A Annual Asphalt Contract), Contractor (ER Snell Contractor, Inc.), Contract Amount (\$125,240.00), Budget breakdown by Fund, Org Code, Object, Project, Amount, and Available.

Approved by: [Signature] Date: 9/12/23
Placed on Administrator's Report? Yes No Placed on Agenda Dated:

Request for Quotes #2319-A Annual Asphalt Contract
TALLY SHEET
Thursday, September 7, 2023

| 9.5 mm Type I Superpave | | | | | | | | | | | | | | |
|-------------------------|---------------|----------------------|---------------------------|----------------|----------------|-------------------|----------------------|----------------|-------------------|----------------|----------------|--|--|--|
| Est. Ton | ACPI (\$/ton) | Award Scoring Weight | CW MATTHEWS (Forest Park) | | | | CW MATTHEWS (Tyrone) | | | | ER SNELL | | | |
| | | | Bid Price | Weighted Price | Extended Price | Bid Price | Weighted Price | Extended Price | Bid Price | Weighted Price | Extended Price | | | |
| 301-325 | 25% | 25% | \$64.49 | \$16.12 | \$1,612.25 | \$62.57 | \$15.64 | \$1,564.25 | \$58.26 | \$14.57 | \$1,456.50 | | | |
| 326-350 | 55% | 55% | \$65.69 | \$36.13 | \$3,612.95 | \$63.76 | \$35.07 | \$3,506.80 | \$59.46 | \$32.70 | \$3,270.30 | | | |
| 351-375 | 75% | 75% | \$66.89 | \$50.17 | \$5,016.75 | \$64.95 | \$48.61 | \$4,871.25 | \$60.66 | \$45.50 | \$4,549.50 | | | |
| 376-400 | 75% | 75% | \$68.09 | \$51.07 | \$5,106.75 | \$66.14 | \$49.61 | \$4,960.50 | \$61.86 | \$46.40 | \$4,639.50 | | | |
| 401-425 | 75% | 75% | \$69.29 | \$51.97 | \$5,196.75 | \$67.33 | \$50.50 | \$5,049.75 | \$63.06 | \$47.30 | \$4,729.50 | | | |
| 426-450 | 75% | 75% | \$70.49 | \$52.87 | \$5,286.75 | \$68.52 | \$51.39 | \$5,139.00 | \$64.26 | \$48.20 | \$4,819.50 | | | |
| 451-475 | 75% | 75% | \$71.69 | \$53.77 | \$5,376.75 | \$69.71 | \$52.28 | \$5,228.25 | \$65.46 | \$49.10 | \$4,909.50 | | | |
| 476-500 | 75% | 75% | \$72.89 | \$54.67 | \$5,466.75 | \$70.90 | \$53.18 | \$5,317.50 | \$66.66 | \$50.00 | \$4,999.50 | | | |
| 501-525 | 100% | 100% | \$74.09 | \$74.09 | \$7,409.00 | \$72.09 | \$72.09 | \$7,209.00 | \$67.86 | \$67.86 | \$6,786.00 | | | |
| 526-550 | 100% | 100% | \$75.29 | \$75.29 | \$7,529.00 | \$73.28 | \$73.28 | \$7,328.00 | \$69.06 | \$69.06 | \$6,906.00 | | | |
| 551-575 | 100% | 100% | \$76.49 | \$76.49 | \$7,649.00 | \$74.47 | \$74.47 | \$7,447.00 | \$70.26 | \$70.26 | \$7,026.00 | | | |
| 576-600 | 100% | 100% | \$77.69 | \$77.69 | \$7,769.00 | \$75.66 | \$75.66 | \$7,566.00 | \$71.46 | \$71.46 | \$7,146.00 | | | |
| 601-625 | 100% | 100% | \$78.89 | \$78.89 | \$7,889.00 | \$76.85 | \$76.85 | \$7,685.00 | \$72.66 | \$72.66 | \$7,266.00 | | | |
| 626-650 | 100% | 100% | \$80.09 | \$80.09 | \$8,009.00 | \$78.04 | \$78.04 | \$7,804.00 | \$73.86 | \$73.86 | \$7,386.00 | | | |
| 651-675 | 100% | 100% | \$81.29 | \$81.29 | \$8,129.00 | \$79.23 | \$79.23 | \$7,923.00 | \$75.06 | \$75.06 | \$7,506.00 | | | |
| 676-700 | 100% | 100% | \$82.49 | \$82.49 | \$8,249.00 | \$80.42 | \$80.42 | \$8,042.00 | \$76.26 | \$76.26 | \$7,626.00 | | | |
| 701-725 | 100% | 100% | \$83.69 | \$83.69 | \$8,369.00 | \$81.61 | \$81.61 | \$8,161.00 | \$77.46 | \$77.46 | \$7,746.00 | | | |
| 726-750 | 100% | 100% | \$84.89 | \$84.89 | \$8,489.00 | \$82.80 | \$82.80 | \$8,280.00 | \$78.66 | \$78.66 | \$7,866.00 | | | |
| 751-775 | 100% | 100% | \$86.09 | \$86.09 | \$8,609.00 | \$83.99 | \$83.99 | \$8,399.00 | \$79.86 | \$79.86 | \$7,986.00 | | | |
| 776-800 | 100% | 100% | \$87.29 | \$87.29 | \$8,729.00 | \$85.18 | \$85.18 | \$8,518.00 | \$81.06 | \$81.06 | \$8,106.00 | | | |
| 801-825 | 100% | 100% | \$88.49 | \$88.49 | \$8,849.00 | \$86.37 | \$86.37 | \$8,637.00 | \$82.26 | \$82.26 | \$8,226.00 | | | |
| 826-850 | 100% | 100% | \$89.69 | \$89.69 | \$8,969.00 | \$87.56 | \$87.56 | \$8,756.00 | \$83.46 | \$83.46 | \$8,346.00 | | | |
| 851-875 | 75% | 75% | \$90.89 | \$68.17 | \$6,816.75 | \$88.75 | \$66.56 | \$6,656.25 | \$84.66 | \$63.50 | \$6,349.50 | | | |
| 875-900 | 50% | 50% | \$92.09 | \$46.05 | \$4,604.50 | \$89.94 | \$44.97 | \$4,497.00 | \$85.86 | \$42.93 | \$4,293.00 | | | |
| 901-925 | 50% | 50% | \$93.29 | \$46.65 | \$4,664.50 | \$91.13 | \$45.57 | \$4,556.50 | \$87.06 | \$43.53 | \$4,353.00 | | | |
| 926-950 | 50% | 50% | \$94.49 | \$47.25 | \$4,724.50 | \$92.32 | \$46.16 | \$4,616.00 | \$88.26 | \$44.13 | \$4,413.00 | | | |
| 951-975 | 25% | 25% | \$95.69 | \$23.92 | \$2,392.25 | \$93.51 | \$23.38 | \$2,337.75 | \$89.46 | \$22.67 | \$2,266.50 | | | |
| 975-1000 | 25% | 25% | \$96.89 | \$24.22 | \$2,422.25 | \$94.70 | \$23.68 | \$2,367.50 | \$90.66 | \$22.67 | \$2,266.50 | | | |
| | | | Avg. Weighted Bid | \$63.19 | \$6,319.52 | Avg. Weighted Bid | \$63.19 | \$6,319.52 | Avg. Weighted Bid | \$63.19 | \$6,319.52 | | | |
| | | | Avg. Weighted Bid | \$64.19 | \$6,419.52 | Avg. Weighted Bid | \$64.19 | \$6,419.52 | Avg. Weighted Bid | \$64.19 | \$6,419.52 | | | |

| 4.75 mm | | | | | | | | | | | | | | |
|----------|---------------|----------------------|---------------------------|----------------|----------------|-------------------|----------------------|----------------|-------------------|----------------|----------------|--|--|--|
| Est. Ton | ACPI (\$/ton) | Award Scoring Weight | CW MATTHEWS (Forest Park) | | | | CW MATTHEWS (Tyrone) | | | | ER SNELL | | | |
| | | | Bid Price | Weighted Price | Extended Price | Bid Price | Weighted Price | Extended Price | Bid Price | Weighted Price | Extended Price | | | |
| 301-325 | 25% | 25% | \$65.44 | \$16.36 | \$1,636.00 | \$64.18 | \$16.05 | \$1,604.45 | \$60.75 | \$15.19 | \$1,518.88 | | | |
| 326-350 | 55% | 55% | \$66.76 | \$36.72 | \$3,671.80 | \$65.50 | \$36.03 | \$3,602.25 | \$62.06 | \$34.13 | \$3,413.33 | | | |
| 351-375 | 75% | 75% | \$68.08 | \$51.06 | \$5,106.00 | \$66.82 | \$50.12 | \$5,011.15 | \$63.37 | \$47.53 | \$4,752.28 | | | |
| 376-400 | 75% | 75% | \$69.40 | \$52.05 | \$5,205.00 | \$68.14 | \$51.11 | \$5,106.00 | \$64.68 | \$48.51 | \$4,851.00 | | | |
| 401-425 | 75% | 75% | \$70.72 | \$53.04 | \$5,304.00 | \$69.46 | \$52.10 | \$5,209.95 | \$65.99 | \$49.49 | \$4,949.93 | | | |
| 426-450 | 75% | 75% | \$72.04 | \$54.03 | \$5,403.00 | \$70.78 | \$53.09 | \$5,308.85 | \$67.30 | \$50.48 | \$5,048.75 | | | |
| 451-475 | 75% | 75% | \$73.36 | \$55.02 | \$5,502.00 | \$72.10 | \$54.08 | \$5,407.50 | \$68.61 | \$51.46 | \$5,146.50 | | | |
| 476-500 | 75% | 75% | \$74.68 | \$56.01 | \$5,601.00 | \$73.42 | \$55.07 | \$5,506.65 | \$69.92 | \$52.44 | \$5,244.00 | | | |
| 501-525 | 100% | 100% | \$76.00 | \$76.00 | \$7,600.00 | \$74.74 | \$74.74 | \$7,474.00 | \$71.23 | \$71.23 | \$7,123.00 | | | |
| 526-550 | 100% | 100% | \$77.32 | \$77.32 | \$7,732.00 | \$76.06 | \$76.06 | \$7,606.00 | \$72.54 | \$72.54 | \$7,254.00 | | | |
| 551-575 | 100% | 100% | \$78.64 | \$78.64 | \$7,864.00 | \$77.38 | \$77.38 | \$7,738.00 | \$73.85 | \$73.85 | \$7,385.00 | | | |
| 576-600 | 100% | 100% | \$79.96 | \$79.96 | \$7,996.00 | \$78.70 | \$78.70 | \$7,870.00 | \$75.16 | \$75.16 | \$7,516.00 | | | |
| 601-625 | 100% | 100% | \$81.28 | \$81.28 | \$8,128.00 | \$80.02 | \$80.02 | \$8,002.00 | \$76.47 | \$76.47 | \$7,647.00 | | | |
| 626-650 | 100% | 100% | \$82.60 | \$82.60 | \$8,260.00 | \$81.34 | \$81.34 | \$8,134.00 | \$77.78 | \$77.78 | \$7,778.00 | | | |
| 651-675 | 100% | 100% | \$83.92 | \$83.92 | \$8,392.00 | \$82.66 | \$82.66 | \$8,266.00 | \$79.09 | \$79.09 | \$7,909.00 | | | |
| 676-700 | 100% | 100% | \$85.24 | \$85.24 | \$8,524.00 | \$83.98 | \$83.98 | \$8,398.00 | \$80.40 | \$80.40 | \$8,040.00 | | | |
| 701-725 | 100% | 100% | \$86.56 | \$86.56 | \$8,656.00 | \$85.30 | \$85.30 | \$8,530.00 | \$81.71 | \$81.71 | \$8,171.00 | | | |
| 726-750 | 100% | 100% | \$87.88 | \$87.88 | \$8,788.00 | \$86.62 | \$86.62 | \$8,662.00 | \$83.02 | \$83.02 | \$8,302.00 | | | |
| 751-775 | 100% | 100% | \$89.20 | \$89.20 | \$8,920.00 | \$87.94 | \$87.94 | \$8,794.00 | \$84.33 | \$84.33 | \$8,433.00 | | | |
| 776-800 | 100% | 100% | \$90.52 | \$90.52 | \$9,052.00 | \$89.26 | \$89.26 | \$8,926.00 | \$85.64 | \$85.64 | \$8,564.00 | | | |
| 801-825 | 100% | 100% | \$91.84 | \$91.84 | \$9,184.00 | \$90.58 | \$90.58 | \$9,058.00 | \$86.95 | \$86.95 | \$8,695.00 | | | |
| 826-850 | 100% | 100% | \$93.16 | \$93.16 | \$9,316.00 | \$91.90 | \$91.90 | \$9,190.00 | \$88.26 | \$88.26 | \$8,826.00 | | | |
| 851-875 | 75% | 75% | \$94.48 | \$70.86 | \$7,086.00 | \$93.22 | \$69.91 | \$6,991.50 | \$89.57 | \$67.18 | \$6,718.00 | | | |
| 875-900 | 50% | 50% | \$95.80 | \$47.90 | \$4,790.00 | \$94.54 | \$47.27 | \$4,727.00 | \$90.88 | \$45.44 | \$4,544.00 | | | |
| 901-925 | 50% | 50% | \$97.12 | \$48.56 | \$4,856.00 | \$95.86 | \$47.93 | \$4,793.00 | \$92.19 | \$46.10 | \$4,610.00 | | | |
| 926-950 | 50% | 50% | \$98.44 | \$49.22 | \$4,922.00 | \$97.18 | \$48.59 | \$4,859.00 | \$93.50 | \$46.75 | \$4,675.00 | | | |
| 951-975 | 25% | 25% | \$99.76 | \$24.94 | \$2,494.00 | \$98.50 | \$24.63 | \$2,463.00 | \$94.81 | \$23.70 | \$2,370.00 | | | |
| 975-1000 | 25% | 25% | \$101.08 | \$25.27 | \$2,527.00 | \$99.82 | \$24.96 | \$2,496.00 | \$96.12 | \$24.03 | \$2,403.00 | | | |
| | | | Avg. Weighted Bid | \$651.84 | \$6,518.40 | Avg. Weighted Bid | \$641.92 | \$6,419.20 | Avg. Weighted Bid | \$613.87 | \$6,138.70 | | | |
| | | | Avg. Weighted Bid | \$651.84 | \$6,518.40 | Avg. Weighted Bid | \$641.92 | \$6,419.20 | Avg. Weighted Bid | \$613.87 | \$6,138.70 | | | |

Request for Quotes #2319-A Annual Asphalt Contract

TALLY SHEET

Thursday, September 7, 2023

| 12.5 mm Superpave | | | | | | | | | | | | | |
|-------------------|---------------|----------------------|---------------------------|----------------|----------------|-------------------|-----------------------|----------------|-------------------|----------------|----------------|--|--|
| Est. Ton | ACPI (\$/ton) | Award Scoring Weight | CW MATTHEWS (Forest Park) | | | | CW MATTHEWS (Tyronne) | | | | ER SNELL | | |
| | | | Bid Price | Weighted Price | Extended Price | Bid Price | Weighted Price | Extended Price | Bid Price | Weighted Price | Extended Price | | |
| 301-325 | | 25% | \$63.67 | \$15.92 | \$23,876.25 | \$60.82 | \$15.21 | \$22,807.50 | \$57.65 | \$14.41 | \$21,618.75 | | |
| 326-350 | | 55% | \$64.77 | \$35.62 | \$53,435.25 | \$61.89 | \$34.04 | \$51,059.25 | \$58.78 | \$32.33 | \$48,493.50 | | |
| 351-375 | | 75% | \$65.87 | \$49.40 | \$74,103.75 | \$62.96 | \$47.22 | \$70,830.00 | \$59.91 | \$44.93 | \$67,398.75 | | |
| 376-400 | | 75% | \$66.97 | \$50.23 | \$75,341.25 | \$64.03 | \$48.02 | \$72,033.75 | \$61.04 | \$45.78 | \$68,670.00 | | |
| 401-425 | | 75% | \$68.07 | \$51.05 | \$76,578.75 | \$65.10 | \$48.83 | \$73,237.50 | \$62.17 | \$46.63 | \$69,941.25 | | |
| 426-450 | | 75% | \$69.17 | \$51.88 | \$77,816.25 | \$66.17 | \$49.63 | \$74,441.25 | \$63.30 | \$47.48 | \$71,212.50 | | |
| 451-475 | | 75% | \$70.27 | \$52.70 | \$79,053.75 | \$67.24 | \$50.43 | \$75,645.00 | \$64.43 | \$48.32 | \$72,483.75 | | |
| 476-500 | | 75% | \$71.37 | \$53.53 | \$80,291.25 | \$68.31 | \$51.23 | \$76,848.75 | \$65.56 | \$49.17 | \$73,755.00 | | |
| 501-525 | | 100% | \$72.47 | \$72.47 | \$108,705.00 | \$69.38 | \$69.38 | \$104,070.00 | \$66.69 | \$66.69 | \$100,035.00 | | |
| 526-550 | | 100% | \$73.57 | \$73.57 | \$110,355.00 | \$70.45 | \$70.45 | \$105,675.00 | \$67.82 | \$67.82 | \$101,730.00 | | |
| 551-575 | | 100% | \$74.67 | \$74.67 | \$112,005.00 | \$71.52 | \$71.52 | \$107,280.00 | \$68.95 | \$68.95 | \$103,425.00 | | |
| 576-600 | | 100% | \$75.77 | \$75.77 | \$113,655.00 | \$72.59 | \$72.59 | \$108,885.00 | \$70.08 | \$70.08 | \$105,120.00 | | |
| 601-625 | | 100% | \$76.87 | \$76.87 | \$115,305.00 | \$73.66 | \$73.66 | \$110,490.00 | \$71.21 | \$71.21 | \$106,815.00 | | |
| 626-650 | | 100% | \$77.97 | \$77.97 | \$116,955.00 | \$74.73 | \$74.73 | \$112,095.00 | \$72.34 | \$72.34 | \$108,510.00 | | |
| 651-675 | | 100% | \$79.07 | \$79.07 | \$118,605.00 | \$75.80 | \$75.80 | \$113,700.00 | \$73.47 | \$73.47 | \$110,205.00 | | |
| 676-700 | | 100% | \$80.17 | \$80.17 | \$120,255.00 | \$76.87 | \$76.87 | \$115,305.00 | \$74.60 | \$74.60 | \$111,900.00 | | |
| 701-725 | | 100% | \$81.27 | \$81.27 | \$121,905.00 | \$77.94 | \$77.94 | \$116,910.00 | \$75.73 | \$75.73 | \$113,595.00 | | |
| 726-750 | | 100% | \$82.37 | \$82.37 | \$123,555.00 | \$79.01 | \$79.01 | \$118,515.00 | \$76.86 | \$76.86 | \$115,290.00 | | |
| 751-775 | | 100% | \$83.47 | \$83.47 | \$125,205.00 | \$80.08 | \$80.08 | \$120,120.00 | \$77.99 | \$77.99 | \$116,985.00 | | |
| 776-800 | | 100% | \$84.57 | \$84.57 | \$126,855.00 | \$81.15 | \$81.15 | \$121,725.00 | \$79.12 | \$79.12 | \$118,680.00 | | |
| 801-825 | | 100% | \$85.67 | \$85.67 | \$128,505.00 | \$82.22 | \$82.22 | \$123,330.00 | \$80.25 | \$80.25 | \$120,375.00 | | |
| 826-850 | | 100% | \$86.77 | \$86.77 | \$130,155.00 | \$83.29 | \$83.29 | \$124,935.00 | \$81.38 | \$81.38 | \$122,070.00 | | |
| 851-875 | | 75% | \$87.87 | \$65.90 | \$98,853.75 | \$84.36 | \$63.27 | \$94,905.00 | \$82.51 | \$61.88 | \$92,823.75 | | |
| 875-900 | | 50% | \$88.97 | \$44.48 | \$66,727.50 | \$85.43 | \$42.71 | \$64,075.00 | \$83.64 | \$41.82 | \$62,730.00 | | |
| 901-925 | | 50% | \$90.07 | \$45.03 | \$67,552.50 | \$86.50 | \$43.25 | \$64,875.00 | \$84.77 | \$42.39 | \$63,577.50 | | |
| 926-950 | | 50% | \$91.17 | \$45.58 | \$68,377.50 | \$87.57 | \$43.78 | \$65,677.50 | \$85.90 | \$42.95 | \$64,425.00 | | |
| 951-975 | | 25% | \$92.27 | \$23.07 | \$34,601.25 | \$88.64 | \$22.16 | \$33,240.00 | \$87.03 | \$21.76 | \$32,636.25 | | |
| 975-1000 | | 25% | \$93.37 | \$23.34 | \$35,013.75 | \$89.71 | \$22.43 | \$33,641.25 | \$88.16 | \$22.04 | \$33,060.00 | | |
| | | | Avg. Weighted Bid | | \$92,272.96 | Avg. Weighted Bid | | \$88,441.04 | Avg. Weighted Bid | | \$85,627.38 | | |

| 9.5 mm Type II Superpave | | | | | | | | | | | | | |
|--------------------------|---------------|----------------------|---------------------------|----------------|----------------|-------------------|-----------------------|----------------|-------------------|----------------|----------------|--|--|
| Est. Ton | ACPI (\$/ton) | Award Scoring Weight | CW MATTHEWS (Forest Park) | | | | CW MATTHEWS (Tyronne) | | | | ER SNELL | | |
| | | | Bid Price | Weighted Price | Extended Price | Bid Price | Weighted Price | Extended Price | Bid Price | Weighted Price | Extended Price | | |
| 301-325 | | 25% | \$64.40 | \$16.10 | \$32,200.00 | \$61.90 | \$15.48 | \$30,950.00 | \$58.70 | \$14.68 | \$29,350.00 | | |
| 326-350 | | 55% | \$65.57 | \$36.06 | \$72,127.00 | \$63.05 | \$34.68 | \$69,355.00 | \$59.89 | \$32.94 | \$65,879.00 | | |
| 351-375 | | 75% | \$66.74 | \$50.06 | \$100,110.00 | \$64.20 | \$48.15 | \$96,300.00 | \$61.08 | \$45.81 | \$91,620.00 | | |
| 376-400 | | 75% | \$67.91 | \$50.93 | \$101,865.00 | \$65.35 | \$49.01 | \$98,025.00 | \$62.27 | \$46.70 | \$93,405.00 | | |
| 401-425 | | 75% | \$69.08 | \$51.81 | \$103,620.00 | \$66.50 | \$49.88 | \$99,750.00 | \$63.46 | \$47.60 | \$95,190.00 | | |
| 426-450 | | 75% | \$70.25 | \$52.69 | \$105,375.00 | \$67.65 | \$50.74 | \$101,475.00 | \$64.65 | \$48.49 | \$96,975.00 | | |
| 451-475 | | 75% | \$71.42 | \$53.57 | \$107,130.00 | \$68.80 | \$51.60 | \$103,200.00 | \$65.84 | \$49.38 | \$98,760.00 | | |
| 476-500 | | 75% | \$72.59 | \$54.44 | \$108,885.00 | \$69.95 | \$52.46 | \$104,925.00 | \$67.03 | \$50.27 | \$100,545.00 | | |
| 501-525 | | 100% | \$73.76 | \$73.76 | \$147,520.00 | \$71.10 | \$71.10 | \$142,200.00 | \$68.22 | \$68.22 | \$136,440.00 | | |
| 526-550 | | 100% | \$74.93 | \$74.93 | \$149,860.00 | \$72.25 | \$72.25 | \$144,500.00 | \$69.41 | \$69.41 | \$138,820.00 | | |
| 551-575 | | 100% | \$76.10 | \$76.10 | \$152,200.00 | \$73.40 | \$73.40 | \$146,800.00 | \$70.60 | \$70.60 | \$141,200.00 | | |
| 576-600 | | 100% | \$77.27 | \$77.27 | \$154,540.00 | \$74.55 | \$74.55 | \$149,100.00 | \$71.79 | \$71.79 | \$143,580.00 | | |
| 601-625 | | 100% | \$78.44 | \$78.44 | \$156,880.00 | \$75.70 | \$75.70 | \$151,400.00 | \$72.98 | \$72.98 | \$145,960.00 | | |
| 626-650 | | 100% | \$79.61 | \$79.61 | \$159,220.00 | \$76.85 | \$76.85 | \$153,700.00 | \$74.17 | \$74.17 | \$148,340.00 | | |
| 651-675 | | 100% | \$80.78 | \$80.78 | \$161,560.00 | \$78.00 | \$78.00 | \$156,000.00 | \$75.36 | \$75.36 | \$150,720.00 | | |
| 676-700 | | 100% | \$81.95 | \$81.95 | \$163,900.00 | \$79.15 | \$79.15 | \$158,300.00 | \$76.55 | \$76.55 | \$153,100.00 | | |
| 701-725 | | 100% | \$83.12 | \$83.12 | \$166,240.00 | \$80.30 | \$80.30 | \$160,600.00 | \$77.74 | \$77.74 | \$155,480.00 | | |
| 726-750 | | 100% | \$84.29 | \$84.29 | \$168,580.00 | \$81.45 | \$81.45 | \$162,900.00 | \$78.93 | \$78.93 | \$157,860.00 | | |
| 751-775 | | 100% | \$85.46 | \$85.46 | \$170,920.00 | \$82.60 | \$82.60 | \$165,200.00 | \$80.12 | \$80.12 | \$160,240.00 | | |
| 776-800 | | 100% | \$86.63 | \$86.63 | \$173,260.00 | \$83.75 | \$83.75 | \$167,500.00 | \$81.31 | \$81.31 | \$162,620.00 | | |
| 801-825 | | 100% | \$87.80 | \$87.80 | \$175,600.00 | \$84.90 | \$84.90 | \$169,800.00 | \$82.50 | \$82.50 | \$165,000.00 | | |
| 826-850 | | 100% | \$88.97 | \$88.97 | \$177,940.00 | \$86.05 | \$86.05 | \$172,100.00 | \$83.69 | \$83.69 | \$167,380.00 | | |
| 851-875 | | 75% | \$90.14 | \$67.61 | \$135,210.00 | \$87.20 | \$65.40 | \$130,800.00 | \$84.88 | \$63.66 | \$127,320.00 | | |
| 875-900 | | 50% | \$91.31 | \$45.66 | \$91,310.00 | \$88.35 | \$44.18 | \$88,350.00 | \$86.07 | \$43.04 | \$86,070.00 | | |
| 901-925 | | 50% | \$92.48 | \$46.24 | \$92,480.00 | \$89.50 | \$44.75 | \$89,500.00 | \$87.26 | \$43.63 | \$87,260.00 | | |
| 926-950 | | 50% | \$93.65 | \$46.83 | \$93,650.00 | \$90.65 | \$45.33 | \$90,650.00 | \$88.45 | \$44.23 | \$88,450.00 | | |
| 951-975 | | 25% | \$94.82 | \$23.71 | \$47,410.00 | \$91.80 | \$23.95 | \$45,900.00 | \$89.64 | \$22.41 | \$44,820.00 | | |
| 975-1000 | | 25% | \$95.99 | \$24.00 | \$47,995.00 | \$92.95 | \$23.24 | \$46,475.00 | \$90.83 | \$22.71 | \$45,415.00 | | |
| | | | Avg. Weighted Bid | | \$125,628.11 | Avg. Weighted Bid | | \$121,276.96 | Avg. Weighted Bid | | \$117,064.25 | | |

Request for Quotes #2319-A Annual Asphalt Contract
TALLY SHEET

Thursday, September 7, 2023

| 25-mm Superpave | | | | | | | | | | | | |
|-----------------|---------------|----------------------|---------------------------|----------------|----------------|-----------|----------------------|----------------|-----------|----------------|-------------------|--|
| Est. Ton | ACPI (\$/ton) | Award Scoring Weight | CW MATTHEWS (Forest Park) | | | | CW MATTHEWS (Tyrone) | | | | ER SNELL | |
| | | | Bid Price | Weighted Price | Extended Price | Bid Price | Weighted Price | Extended Price | Bid Price | Weighted Price | Extended Price | |
| 301-325 | 25% | 25% | \$60.27 | \$15.07 | \$3,013.50 | \$57.82 | \$14.46 | \$2,891.00 | \$53.02 | \$13.26 | \$2,651.00 | |
| 326-350 | 55% | 55% | \$61.14 | \$33.63 | \$6,725.40 | \$58.69 | \$32.28 | \$6,455.90 | \$53.81 | \$29.60 | \$5,919.10 | |
| 351-375 | 75% | 75% | \$62.01 | \$46.51 | \$9,301.50 | \$59.56 | \$44.67 | \$9,934.00 | \$54.60 | \$40.95 | \$8,190.00 | |
| 376-400 | 75% | 75% | \$62.88 | \$47.16 | \$9,403.50 | \$60.43 | \$45.32 | \$9,064.50 | \$55.39 | \$41.54 | \$8,308.50 | |
| 401-425 | 75% | 75% | \$63.75 | \$47.81 | \$9,562.50 | \$61.30 | \$45.98 | \$9,195.00 | \$56.18 | \$42.14 | \$8,427.00 | |
| 426-450 | 75% | 75% | \$64.62 | \$48.47 | \$9,693.00 | \$62.17 | \$46.63 | \$9,325.50 | \$56.97 | \$42.73 | \$8,545.50 | |
| 451-475 | 75% | 75% | \$65.49 | \$49.12 | \$9,823.50 | \$63.04 | \$47.28 | \$9,456.00 | \$57.76 | \$43.32 | \$8,664.00 | |
| 476-500 | 75% | 75% | \$66.36 | \$49.77 | \$9,954.00 | \$63.91 | \$47.93 | \$9,586.50 | \$58.55 | \$43.91 | \$8,782.50 | |
| 501-525 | 100% | 100% | \$67.23 | \$67.23 | \$13,446.00 | \$64.78 | \$64.78 | \$12,956.00 | \$59.34 | \$59.34 | \$11,868.00 | |
| 526-550 | 100% | 100% | \$68.10 | \$68.10 | \$13,020.00 | \$65.65 | \$65.65 | \$13,130.00 | \$60.13 | \$60.13 | \$12,026.00 | |
| 551-575 | 100% | 100% | \$68.97 | \$68.97 | \$13,794.00 | \$66.52 | \$66.52 | \$13,304.00 | \$60.92 | \$60.92 | \$12,184.00 | |
| 576-600 | 100% | 100% | \$69.84 | \$69.84 | \$13,968.00 | \$67.39 | \$67.39 | \$13,478.00 | \$61.71 | \$61.71 | \$12,342.00 | |
| 601-625 | 100% | 100% | \$70.71 | \$70.71 | \$14,142.00 | \$68.26 | \$68.26 | \$13,652.00 | \$62.50 | \$62.50 | \$12,500.00 | |
| 626-650 | 100% | 100% | \$71.58 | \$71.58 | \$14,316.00 | \$69.13 | \$69.13 | \$13,826.00 | \$63.29 | \$63.29 | \$12,658.00 | |
| 651-675 | 100% | 100% | \$72.45 | \$72.45 | \$14,490.00 | \$70.00 | \$70.00 | \$14,000.00 | \$64.08 | \$64.08 | \$12,816.00 | |
| 676-700 | 100% | 100% | \$73.32 | \$73.32 | \$14,664.00 | \$70.87 | \$70.87 | \$14,174.00 | \$64.87 | \$64.87 | \$12,974.00 | |
| 701-725 | 100% | 100% | \$74.19 | \$74.19 | \$14,838.00 | \$71.74 | \$71.74 | \$14,348.00 | \$65.66 | \$65.66 | \$13,132.00 | |
| 726-750 | 100% | 100% | \$75.06 | \$75.06 | \$15,012.00 | \$72.61 | \$72.61 | \$14,522.00 | \$66.45 | \$66.45 | \$13,290.00 | |
| 751-775 | 100% | 100% | \$75.93 | \$75.93 | \$15,186.00 | \$73.48 | \$73.48 | \$14,696.00 | \$67.24 | \$67.24 | \$13,448.00 | |
| 776-800 | 100% | 100% | \$76.80 | \$76.80 | \$15,360.00 | \$74.35 | \$74.35 | \$14,870.00 | \$68.03 | \$68.03 | \$13,606.00 | |
| 801-825 | 100% | 100% | \$77.67 | \$77.67 | \$15,534.00 | \$75.22 | \$75.22 | \$15,044.00 | \$68.82 | \$68.82 | \$13,764.00 | |
| 826-850 | 100% | 100% | \$78.54 | \$78.54 | \$15,708.00 | \$76.09 | \$76.09 | \$15,218.00 | \$69.61 | \$69.61 | \$13,922.00 | |
| 851-875 | 75% | 75% | \$79.41 | \$59.56 | \$11,911.50 | \$76.96 | \$57.72 | \$11,544.00 | \$70.40 | \$52.80 | \$10,560.00 | |
| 875-900 | 50% | 50% | \$80.28 | \$40.14 | \$8,028.00 | \$77.83 | \$38.92 | \$7,783.00 | \$71.19 | \$35.60 | \$7,119.00 | |
| 901-925 | 50% | 50% | \$81.15 | \$40.58 | \$8,115.00 | \$78.70 | \$39.35 | \$7,870.00 | \$71.98 | \$35.99 | \$7,198.00 | |
| 926-950 | 50% | 50% | \$82.02 | \$41.01 | \$8,202.00 | \$79.57 | \$39.79 | \$7,957.00 | \$72.77 | \$36.39 | \$7,277.00 | |
| 951-975 | 25% | 25% | \$82.89 | \$20.72 | \$4,144.50 | \$80.44 | \$20.11 | \$4,022.00 | \$73.56 | \$18.39 | \$3,678.00 | |
| 975-1000 | 25% | 25% | \$83.76 | \$20.94 | \$4,188.00 | \$81.31 | \$20.33 | \$4,065.50 | \$74.35 | \$18.59 | \$3,717.50 | |
| | | | Avg. Weighted Bid | | | | Avg. Weighted Bid | | | | Avg. Weighted Bid | |
| | | | \$51,291.87 | | | | \$10,906.00 | | | | \$9,984.54 | |

| 19 mm Superpave | | | | | | | | | | | | |
|-----------------|---------------|----------------------|---------------------------|----------------|----------------|-----------|----------------------|----------------|-----------|----------------|-------------------|--|
| Est. Ton | ACPI (\$/ton) | Award Scoring Weight | CW MATTHEWS (Forest Park) | | | | CW MATTHEWS (Tyrone) | | | | ER SNELL | |
| | | | Bid Price | Weighted Price | Extended Price | Bid Price | Weighted Price | Extended Price | Bid Price | Weighted Price | Extended Price | |
| 301-325 | 25% | 25% | \$61.40 | \$15.35 | \$23,025.00 | \$59.34 | \$14.84 | \$22,252.50 | \$55.26 | \$13.82 | \$20,722.50 | |
| 326-350 | 55% | 55% | \$62.32 | \$34.28 | \$51,414.00 | \$60.31 | \$33.17 | \$49,755.75 | \$56.18 | \$30.90 | \$46,348.50 | |
| 351-375 | 75% | 75% | \$63.24 | \$47.43 | \$71,145.00 | \$61.28 | \$45.96 | \$68,940.00 | \$57.10 | \$42.83 | \$64,237.50 | |
| 376-400 | 75% | 75% | \$64.16 | \$48.12 | \$72,180.00 | \$62.25 | \$46.69 | \$70,031.25 | \$58.02 | \$43.52 | \$65,272.50 | |
| 401-425 | 75% | 75% | \$65.08 | \$48.81 | \$73,215.00 | \$63.22 | \$47.42 | \$71,122.50 | \$58.94 | \$44.21 | \$66,307.50 | |
| 426-450 | 75% | 75% | \$66.00 | \$49.50 | \$74,250.00 | \$64.19 | \$48.14 | \$72,213.75 | \$59.86 | \$44.90 | \$67,342.50 | |
| 451-475 | 75% | 75% | \$66.92 | \$50.19 | \$75,285.00 | \$65.16 | \$48.87 | \$73,305.00 | \$60.78 | \$45.59 | \$68,377.50 | |
| 476-500 | 75% | 75% | \$67.84 | \$50.88 | \$76,320.00 | \$66.13 | \$49.60 | \$74,396.25 | \$61.70 | \$46.28 | \$69,412.50 | |
| 501-525 | 100% | 100% | \$68.76 | \$68.76 | \$103,140.00 | \$67.10 | \$67.10 | \$100,650.00 | \$62.62 | \$62.62 | \$93,930.00 | |
| 526-550 | 100% | 100% | \$69.68 | \$69.68 | \$104,520.00 | \$68.07 | \$68.07 | \$102,105.00 | \$63.54 | \$63.54 | \$95,310.00 | |
| 551-575 | 100% | 100% | \$70.60 | \$70.60 | \$105,900.00 | \$69.04 | \$69.04 | \$103,560.00 | \$64.46 | \$64.46 | \$96,690.00 | |
| 576-600 | 100% | 100% | \$71.52 | \$71.52 | \$107,280.00 | \$70.01 | \$70.01 | \$105,015.00 | \$65.38 | \$65.38 | \$98,070.00 | |
| 601-625 | 100% | 100% | \$72.44 | \$72.44 | \$108,660.00 | \$70.98 | \$70.98 | \$106,470.00 | \$66.30 | \$66.30 | \$99,450.00 | |
| 626-650 | 100% | 100% | \$73.36 | \$73.36 | \$110,040.00 | \$71.95 | \$71.95 | \$107,925.00 | \$67.22 | \$67.22 | \$100,830.00 | |
| 651-675 | 100% | 100% | \$74.28 | \$74.28 | \$111,420.00 | \$72.92 | \$72.92 | \$109,380.00 | \$68.14 | \$68.14 | \$102,210.00 | |
| 676-700 | 100% | 100% | \$75.20 | \$75.20 | \$112,800.00 | \$73.89 | \$73.89 | \$110,835.00 | \$69.06 | \$69.06 | \$103,590.00 | |
| 701-725 | 100% | 100% | \$76.12 | \$76.12 | \$114,180.00 | \$74.86 | \$74.86 | \$112,290.00 | \$69.98 | \$69.98 | \$104,970.00 | |
| 726-750 | 100% | 100% | \$77.04 | \$77.04 | \$115,560.00 | \$75.83 | \$75.83 | \$113,745.00 | \$70.90 | \$70.90 | \$106,350.00 | |
| 751-775 | 100% | 100% | \$77.96 | \$77.96 | \$116,940.00 | \$76.80 | \$76.80 | \$115,200.00 | \$71.82 | \$71.82 | \$107,730.00 | |
| 776-800 | 100% | 100% | \$78.88 | \$78.88 | \$118,320.00 | \$77.77 | \$77.77 | \$116,655.00 | \$72.74 | \$72.74 | \$109,110.00 | |
| 801-825 | 100% | 100% | \$79.80 | \$79.80 | \$119,700.00 | \$78.74 | \$78.74 | \$118,110.00 | \$73.66 | \$73.66 | \$110,490.00 | |
| 826-850 | 100% | 100% | \$80.72 | \$80.72 | \$121,080.00 | \$79.71 | \$79.71 | \$119,565.00 | \$74.58 | \$74.58 | \$111,870.00 | |
| 851-875 | 75% | 75% | \$81.64 | \$61.23 | \$91,845.00 | \$80.68 | \$60.51 | \$90,765.00 | \$75.50 | \$56.63 | \$84,937.50 | |
| 875-900 | 50% | 50% | \$82.56 | \$41.28 | \$61,920.00 | \$81.65 | \$40.83 | \$61,237.50 | \$76.42 | \$38.21 | \$57,315.00 | |
| 901-925 | 50% | 50% | \$83.48 | \$41.74 | \$62,610.00 | \$82.62 | \$41.31 | \$61,965.00 | \$77.34 | \$38.67 | \$58,005.00 | |
| 926-950 | 50% | 50% | \$84.40 | \$42.20 | \$63,300.00 | \$83.59 | \$41.80 | \$62,692.50 | \$78.26 | \$39.13 | \$58,695.00 | |
| 951-975 | 25% | 25% | \$85.32 | \$21.33 | \$31,995.00 | \$84.56 | \$21.14 | \$31,710.00 | \$79.18 | \$19.80 | \$29,692.50 | |
| 975-1000 | 25% | 25% | \$86.24 | \$21.56 | \$32,340.00 | \$85.53 | \$21.38 | \$32,073.75 | \$80.10 | \$20.03 | \$30,037.50 | |
| | | | Avg. Weighted Bid | | | | Avg. Weighted Bid | | | | Avg. Weighted Bid | |
| | | | \$86,799.43 | | | | \$85,141.63 | | | | \$79,546.55 | |

Thursday, September 7, 2023

| Est. Ton | 12.5MM OPEN INTERLAYER MIX W LIME | | | | | | CW MATTHEWS (Forest Park) | | | | | | ERSNELL | | | | | | CW MATTHEWS (Tyrone) | | | | | |
|----------|-----------------------------------|--------------|-------------------|-----------|----------------|----------------|---------------------------|----------------|-------------------|-----------|----------------|----------------|-----------|----------------|----------------|-----------|----------------|----------------|----------------------|----------------|----------------|--|--|--|
| | ACPI (\$/ton) | Award Weight | Scoring Weight | Bid Price | Weighted Price | Extended Price | Bid Price | Weighted Price | Extended Price | Bid Price | Weighted Price | Extended Price | Bid Price | Weighted Price | Extended Price | Bid Price | Weighted Price | Extended Price | Bid Price | Weighted Price | Extended Price | | | |
| 301-325 | 25% | 25% | \$75.92 | \$18.98 | \$1,898.00 | \$68.15 | \$17.04 | \$1,703.75 | \$66.84 | \$16.71 | \$1,671.00 | | | | | | | | | | | | | |
| 326-350 | 55% | 55% | \$77.17 | \$42.44 | \$4,244.35 | \$69.30 | \$38.12 | \$3,811.50 | \$67.96 | \$37.38 | \$3,737.80 | | | | | | | | | | | | | |
| 351-375 | 75% | 75% | \$78.42 | \$58.82 | \$5,881.50 | \$70.45 | \$52.84 | \$5,283.75 | \$69.08 | \$51.81 | \$5,181.00 | | | | | | | | | | | | | |
| 376-400 | 75% | 75% | \$79.67 | \$59.75 | \$5,975.25 | \$71.60 | \$53.70 | \$5,370.00 | \$70.20 | \$52.65 | \$5,265.00 | | | | | | | | | | | | | |
| 401-425 | 75% | 75% | \$80.92 | \$60.69 | \$6,069.00 | \$72.75 | \$54.56 | \$5,456.25 | \$71.32 | \$53.49 | \$5,349.00 | | | | | | | | | | | | | |
| 426-450 | 75% | 75% | \$82.17 | \$61.63 | \$6,162.75 | \$73.90 | \$55.43 | \$5,542.50 | \$72.44 | \$54.33 | \$5,433.00 | | | | | | | | | | | | | |
| 451-475 | 75% | 75% | \$83.42 | \$62.57 | \$6,256.50 | \$75.05 | \$56.29 | \$5,628.75 | \$73.56 | \$55.17 | \$5,517.00 | | | | | | | | | | | | | |
| 476-500 | 75% | 75% | \$84.67 | \$63.50 | \$6,350.25 | \$76.20 | \$57.15 | \$5,715.00 | \$74.68 | \$56.01 | \$5,601.00 | | | | | | | | | | | | | |
| 501-525 | 100% | 100% | \$85.92 | \$85.92 | \$8,592.00 | \$77.35 | \$77.35 | \$7,735.00 | \$75.80 | \$75.80 | \$7,580.00 | | | | | | | | | | | | | |
| 526-550 | 100% | 100% | \$87.17 | \$87.17 | \$8,717.00 | \$78.50 | \$78.50 | \$7,850.00 | \$76.92 | \$76.92 | \$7,692.00 | | | | | | | | | | | | | |
| 551-575 | 100% | 100% | \$88.42 | \$88.42 | \$8,842.00 | \$79.65 | \$79.65 | \$7,965.00 | \$78.04 | \$78.04 | \$7,804.00 | | | | | | | | | | | | | |
| 576-600 | 100% | 100% | \$89.67 | \$89.67 | \$8,967.00 | \$80.80 | \$80.80 | \$8,080.00 | \$79.16 | \$79.16 | \$7,916.00 | | | | | | | | | | | | | |
| 601-625 | 100% | 100% | \$90.92 | \$90.92 | \$9,092.00 | \$81.95 | \$81.95 | \$8,195.00 | \$80.28 | \$80.28 | \$8,028.00 | | | | | | | | | | | | | |
| 626-650 | 100% | 100% | \$92.17 | \$92.17 | \$9,217.00 | \$83.10 | \$83.10 | \$8,310.00 | \$81.40 | \$81.40 | \$8,140.00 | | | | | | | | | | | | | |
| 651-675 | 100% | 100% | \$93.42 | \$93.42 | \$9,342.00 | \$84.25 | \$84.25 | \$8,425.00 | \$82.52 | \$82.52 | \$8,252.00 | | | | | | | | | | | | | |
| 676-700 | 100% | 100% | \$94.67 | \$94.67 | \$9,467.00 | \$85.40 | \$85.40 | \$8,540.00 | \$83.64 | \$83.64 | \$8,364.00 | | | | | | | | | | | | | |
| 701-725 | 100% | 100% | \$95.92 | \$95.92 | \$9,592.00 | \$86.55 | \$86.55 | \$8,655.00 | \$84.76 | \$84.76 | \$8,476.00 | | | | | | | | | | | | | |
| 726-750 | 100% | 100% | \$97.17 | \$97.17 | \$9,717.00 | \$87.70 | \$87.70 | \$8,770.00 | \$85.88 | \$85.88 | \$8,588.00 | | | | | | | | | | | | | |
| 751-775 | 100% | 100% | \$98.42 | \$98.42 | \$9,842.00 | \$88.85 | \$88.85 | \$8,885.00 | \$87.00 | \$87.00 | \$8,700.00 | | | | | | | | | | | | | |
| 776-800 | 100% | 100% | \$99.67 | \$99.67 | \$9,967.00 | \$90.00 | \$90.00 | \$9,000.00 | \$88.12 | \$88.12 | \$8,812.00 | | | | | | | | | | | | | |
| 801-825 | 100% | 100% | \$100.92 | \$100.92 | \$10,092.00 | \$91.15 | \$91.15 | \$9,115.00 | \$89.24 | \$89.24 | \$8,924.00 | | | | | | | | | | | | | |
| 826-850 | 100% | 100% | \$102.17 | \$102.17 | \$10,217.00 | \$92.30 | \$92.30 | \$9,230.00 | \$90.36 | \$90.36 | \$9,036.00 | | | | | | | | | | | | | |
| 851-875 | 75% | 75% | \$103.42 | \$77.57 | \$7,756.50 | \$93.45 | \$70.09 | \$7,008.75 | \$91.48 | \$68.61 | \$6,861.00 | | | | | | | | | | | | | |
| 875-900 | 50% | 50% | \$104.67 | \$52.34 | \$5,233.50 | \$94.60 | \$47.30 | \$4,730.00 | \$92.60 | \$46.30 | \$4,630.00 | | | | | | | | | | | | | |
| 901-925 | 50% | 50% | \$105.92 | \$52.96 | \$5,296.00 | \$95.75 | \$47.88 | \$4,787.50 | \$93.72 | \$46.86 | \$4,686.00 | | | | | | | | | | | | | |
| 926-950 | 50% | 50% | \$107.17 | \$53.59 | \$5,358.50 | \$96.90 | \$48.45 | \$4,845.00 | \$94.84 | \$47.42 | \$4,742.00 | | | | | | | | | | | | | |
| 951-975 | 25% | 25% | \$108.42 | \$27.11 | \$2,710.50 | \$98.05 | \$24.51 | \$2,451.25 | \$95.96 | \$23.99 | \$2,399.00 | | | | | | | | | | | | | |
| 975-1000 | 25% | 25% | \$109.67 | \$27.42 | \$2,741.75 | \$99.20 | \$24.80 | \$2,480.00 | \$97.08 | \$24.27 | \$2,427.00 | | | | | | | | | | | | | |
| | | | Avg. Weighted Bid | \$727.33 | Weighted Bid | | | \$6,556.04 | Avg. Weighted Bid | | \$6,421.85 | | | | | | | | | | | | | |

| | | |
|--|--|--------|
| | FAYETTE COUNTY, GEORGIA CONTRACTOR PERFORMANCE EVALUATION | Page 1 |
|--|--|--------|

1. Use this form to record contractor performance for any contract of \$50,000 or above.
2. The person who serves as project manager or account manager is the designated party to complete the evaluation.
3. This form is to be completed and forwarded to the Purchasing Department not later than 30 days after completion or expiration of a contract. Past performance is considered on future contracts.

| VENDOR INFORMATION | COMPLETE ALL APPLICABLE INFORMATION |
|--|--|
| Company Name: E. R. Snell Contractor, Inc. | Contract Number: 2132-B |
| Mailing Address: 1785 Oak Road | Contract Description or Title: Asphalt |
| City, St, Zip Code: Snellville, GA 30078 | Contract Term (Dates) From: 7/1/2022-6/30/2023 |
| Phone Number: 770-985-0600 | Task Order Number: |
| Cell Number: N/A | Other Reference: For award of 2319-A |
| E-Mail Address: CJSNELL@ersnell.com | |

DEFINITIONS

- OUTSTANDING** – Vendor considerably exceeded minimum contractual requirements or performance expectations of the products/services; The vendor demonstrated the highest level of quality workmanship/professionalism in execution of contract.
- EXCELLENT (Exc)** - Vendor exceeded minimum contractual requirements or performance expectations of the products/services.
- SATISFACTORY (Sat)** - Vendor met minimum contractual requirements or performance expectations of the products/services.
- UNSATISFACTORY (UnSat)** - Vendor did not meet the minimum contractual requirements or performance expectations of the products and/or services; Performed below minimum requirements

EVALUATIONS (Place "X" in appropriate box for each criterion.)

| Criteria (includes change orders / amendments) | Out-standing | Exc | Sat | Un-Sat | Not Apply |
|--|--------------|-----|-----|--------|-----------|
| 1. Work or other deliverables performed on schedule | | | X | | |
| 2. Condition of delivered products | | | X | | |
| 3. Quality of work | | | | | X |
| 4. Adherence to specifications or scope of work | | | X | | |
| 5. Timely, appropriate, & satisfactory problem or complaint resolution | | X | | | |
| 6. Timeliness and accuracy of invoicing | | | X | | |
| 7. Working relationship / interfacing with county staff and citizens | | | X | | |
| 8. Service Call (On-Call) response time | | | | | X |
| 9. Adherence to contract budget and schedule | | | | | X |
| 10. Other (specify): | | | | | |
| 11. Overall evaluation of contractor performance | | | X | | |

EVALUATED BY

| | |
|--|----------------------------|
| Signature: <i>By [Handwritten Signature]</i> | Date of Evaluation: 9-8-23 |
| Print Name: <i>Bradley Kincaid</i> | Department/Division: ROAD |
| Title: <i>Asst. Director</i> | Telephone No: 6039 |

X



Purchasing Department
 140 Stonewall Avenue West, Ste 204
 Fayetteville, GA 30214
 Phone: 770-305-5420
 www.fayettecountyga.gov

To: Steve Rapson
 Through: Ted L. Burgess *TJB*
 From: Sherry White *SW*
 Date: October 10, 2023
 Subject: Contract #2323-A: Roof & Gutter Repair @ Station 11

The Purchasing Department issued Request for Quotes #2323 to secure a contractor to repair the roof and gutters at Fire Station #11. Notice of the opportunity was emailed to 50 companies. The offer was also advertised through web-based Georgia Procurement Registry, Georgia Local Government Access Marketplace, and the county website.

Two (2) companies submitted quotes (Attachment 1).

The low bidder, CGS, is not certified to work with the required Thermoplastic Polyolefin (TPO) roof system. Therefore, CGS is being disqualified from the bidding process. To receive the 20-year TPO watertight warranty the installation must be completed by a certified contractor. Therefore, Building and Grounds Department recommends awarding to Dust Greer Roofing, Inc. A Contractor Performance Evaluations is attached (Attachment 2).

Specifics of the proposed contract are as follows:

| | |
|------------------------|--|
| Contract Name | #2323-A: Roof & Gutter Repair @ Station 11 |
| Contractor | Dust Greer Roofing, Inc. |
| Contract amount | \$71,000.00 |
| Budget: | |
| Fund | 375 |
| Org Code | 30550 |
| Object | 541210 |
| Project | 243AL |
| Available | \$75,000.00 as of 10/9/23 |

Approved by: *[Signature]* Date: 10/10/23

Placed on Administrator's Report? Yes No Placed on Agenda Dated: _____

TALLY SHEET
RFQ # #2323-A Roof & Gutter Repair @ Station 11
Thursday, October 5, 2023

| COMPANY | LUMP SUM |
|--------------------------|-----------------|
| Dusty Greer Roofing, Inc | \$71,000.00 |
| CGS | Disqualified* |

*Company is not TPO Certified

FAYETTE COUNTY, GEORGIA CONTRACTOR PERFORMANCE EVALUATION

1. Use this form to record contractor performance for any contract of \$50,000 or above.
2. The person who serves as project manager or account manager is the designated party to complete the evaluation.
3. This form is to be completed and forwarded to the Purchasing Department not later than 30 days after completion or expiration of a contract. Past performance is considered on future contracts.

| VENDOR INFORMATION | COMPLETE ALL APPLICABLE INFORMATION |
|--|---|
| Company Name: Dusty Greer Roofing, Inc | Contract Number: 1881-S |
| Mailing Address: 770 W Winder Ind. Pkwy. | Contract Description or Title: Emergency Roof Repair - 911 |
| City, St, Zip Code: Winder, GA 30680 | Contract Term (Dates) From: 10/12/2020 – 6/30/2021 |
| Phone Number: 770-207-5277 | Task Order Number: |
| Cell Number: | Other Reference: #2323-A Roof & Gutter Repair @ Station 11 |
| E-Mail Address: dustygreerroofing@yahoo.com | |

DEFINITIONS

OUTSTANDING – Vendor considerably exceeded minimum contractual requirements or performance expectations of the products/services; The vendor demonstrated the highest level of quality workmanship/professionalism in execution of contract.

EXCELLENT (Exc) - Vendor exceeded minimum contractual requirements or performance expectations of the products/services.

SATISFACTORY (Sat) - Vendor met minimum contractual requirements or performance expectations of the products/services.

UNSATISFACTORY (UnSat) - Vendor did not meet the minimum contractual requirements or performance expectations of the products and/or services; Performed below minimum requirements

EVALUATIONS (Place "X" in appropriate box for each criterion.)

| Criteria (includes change orders / amendments) | Out-standing | Exc | Sat | Un-Sat | Not Apply |
|--|--------------|-----|-----|--------|-----------|
| 1. Work or other deliverables performed on schedule | | X | | | |
| 2. Condition of delivered products | | X | | | |
| 3. Quality of work | | X | | | |
| 4. Adherence to specifications or scope of work | | X | | | |
| 5. Timely, appropriate, & satisfactory problem or complaint resolution | | | X | | |
| 6. Timeliness and accuracy of invoicing | | | X | | |
| 7. Working relationship / interfacing with county staff and citizens | | X | | | |
| 8. Service Call (On-Call) response time | | X | | | |
| 9. Adherence to contract budget and schedule | | X | | | |
| 10. Other (specify): | | | | | |
| 11. Overall evaluation of contractor performance | | X | | | |

EVALUATED BY

| | |
|---|--|
| Signature: | Date of Evaluation: 10/9/2023 |
| Print Name: Anthony Ballard | Department/Division: Building & Ground Maintenance |
| Title: Assistant Director Maintenance Dept. | Telephone No: 770-320-6000 |

