

Fayette
COUNTY

"WHERE QUALITY
IS A LIFESTYLE"

PURCHASING DEPARTMENT
140 STONEWALL AVENUE WEST, STE 204
FAYETTEVILLE, GEORGIA 30214
PHONE: 770-305-5420
www.fayettecountygga.gov

January 27, 2015

**Subject: Request for Proposals #930-P Preliminary Engineering for Redwine Road
Multi-use Path**

Gentlemen/Ladies:

Fayette County, Georgia is soliciting proposals from qualified Consultants to complete the necessary preliminary engineering services to support a design-build contract for multi-use paths along Redwine Road in Fayetteville, Georgia. You are invited to submit a proposal in accordance with the specifications and information contained herein. All required information shall be included with your proposal. Any exceptions to the specifications shall be listed in the space provided.

A portion of the funding for this project is provided by the U.S. Department of Transportation. Accordingly, the contractor shall abide by relevant requirements of the Federal Common Rule (49 CFR 18.36), as well as all other Federal and State laws and regulations pertinent to the spending of these Federal funds.

All questions and inquiries concerning this request for proposals or the specifications shall be addressed in writing to Trina C. Barwicks, Contract Administrator of Purchasing, 140 Stonewall Avenue West, Suite 204 in Fayetteville, Georgia 30214 from 8:00AM to 5:00PM. The telephone number is (770) 305-5420, Fax: (770) 719-5515 and/or Email Address: tbarwicks@fayettecountygga.gov. Any deviations from this procedure for questions or information pertaining to this request for proposal may result in your proposal being rejected.

All prices shall be F.O.B. Destination, Fayette County. Be sure to include the **proposal number** and **reference** along with your company's name and address on the **sealed** envelope in which the proposal is returned.

PROPOSAL MUST BE SUBMITTED TO:
FAYETTE COUNTY PURCHASING DEPARTMENT
140 STONEWALL AVENUE WEST, SUITE 204
FAYETTEVILLE, GEORGIA 30214
PROPOSAL #930-P
REFERENCE: PRELIMINARY ENGINEERING FOR
REDWINE ROAD MULTI-USE PATH

January 27, 2015

PROPOSAL #930-P

Proposals will be received at the above address until 3:00pm, Tuesday, February 24, 2015 in the **Purchasing Department, Suite 204**. Proposals will be opened at approximately 3:00pm, Tuesday, February 24, 2015 and the names of the companies that responded will be read. Proposals must be signed to be considered. Late proposals will not be considered. Faxed/Emailed proposals will not be considered.

If this request for proposal is downloaded from our web site, it is the responsibility of the individual or company that downloads this request for proposal to continue to check the Fayette County web site for any addenda that might come out for this request for proposal and are posted on the Fayette County web site. Fayette County shall not be responsible for any information that any individual or company fails to get in an addendum that is posted on the Fayette County web site but is not downloaded. However, if the Fayette County Purchasing Department mails the request for proposal to a company or individual, we will keep a record of who we mailed that request for proposal to and all addenda for that request for proposal will also be mailed to those companies or individuals.

Note: The name of the companies that respond to this request for proposals will be posted on the Fayette County website within 3 business days after the proposal opening.

There is no set time for an award to be made, as the proposals have to be evaluated. If an award is not made within 60 days of the proposal opening, an update will be posted on the Fayette County website.

If this proposal is awarded; once everything has been received by the successful company and the award is completed, that information will be posted on the Fayette County website. Please keep this procedure in mind.

Sincerely,



Ted L. Burgess
Director of Purchasing

TLB/tcb

Attachment

GENERAL TERMS AND CONDITIONS

1. **Definitions:** The terms "Consultant" or "Successful Offeror" as used herein and elsewhere in this Request for Proposals (RFP) shall be synonymous, and shall refer to the firm or project team ultimately awarded the contract for the work described in this RFP. The term "Contractor" shall refer to the project team responsible for the design-build portion of the work, and will be under contract to the Georgia Department of Transportation. The terms "County" or "Owner" shall mean Fayette County, Georgia.
2. **Preparation of Offers:** It shall be the responsibility of the offeror to examine specifications, scope of work, schedule and all instructions that are part of this request for proposal. Failure to observe any of the instructions or conditions in this request for proposal may result in rejection of the offer.

All of the specifications and information contained in this request for proposal, unless specifically excepted in writing by the offeror and such exceptions being included with the offer, will form the basis of the contract between the Successful Offeror and the County. The offeror should take care to answer all questions and provide all requested information.

3. **Submission of Offers:** Offerors must submit their proposal, along with any amendments issued by the County, in a sealed opaque envelope with the following information written on the outside of the envelope:
 - a. The offeror's company name,
 - b. The Request For Proposals (RFP) number, which is #930-P, and
 - c. The "reference" which identifies the proposal, which is "**Preliminary Engineering for Redwine Road Multi-Use Path.**"

Price Schedules: Price schedules shall be placed in an additional opaque sealed envelope, identified as the price schedule, and enclosed in the sealed envelope with the proposal. Please note that federal rules instruct the County to "Require that submission of any requested cost proposals or elements of cost be in a concealed format and separate from technical / qualifications proposals as these shall not be considered in the evaluation, ranking, and selection phase."

Mail or deliver one (1) unbound original proposal (paperclip or binder clip acceptable, no staples), signed in ink by a company official authorized to make a legal and binding offer, and two (2) copies on USB Drive or CD Disk, to:

Fayette County Government
Purchasing Department
140 Stonewall Avenue West, Suite 204
Fayetteville, GA 30214

Attention: Contracts Administrator

4. **Timely Receipt:** Offers not received by the time and date of the scheduled proposal opening will not be considered, unless the delay is a result of action or inaction of the County.

5. **Open Offer:** The offer, once submitted and opened, shall remain open for acceptance for a period of at least ninety days from the date of the opening unless this time-frame is specifically excepted to in your offer.
6. **Corrections or Withdrawals:** The offeror may correct a mistake, or withdraw a proposal before the proposal opening date by sending written notification to the Director of Purchasing. Proposals may be withdrawn after the opening only with written authorization from the Director of Purchasing.

The County reserves the right to waive any defect or irregularity in any proposal received.

In case of discrepancy between the unit price and the extended or total price, the unit price shall prevail.

7. **Trade Secrets - Confidentiality:** A proposal is a public record, except for material which qualifies as trade secret information. To keep this information confidential, a proposer must submit trade secret materials in a separate, sealed envelope marked "Trade Secret – Confidential and Proprietary Information – Do Not Disclose Except for the Purpose of Evaluating this Proposal." Each page in the envelope should be stamped or otherwise marked designating it as trade secrets or confidential. Do not attempt to designate the entire proposal as a trade secret, and do not attempt to designate pricing information as a trade secret, as doing so may result in your proposal being disqualified. See O.C.G.A. 50-18-72 for specific Georgia law on this subject.
8. **Site Conditions:** Offerors are urged to visit the site to familiarize themselves with site conditions. Upon submission of an offer, it is understood that the offeror is acknowledging his acceptance of all site conditions.
9. **References:** Offerors shall submit with proposals a list of three (3) jobs the offeror has done that are of the same or similar nature to the work described herein. For each job listed include a brief description of the work, a contact person, mailing address, valid telephone number and the date job was completed.
10. **Evaluation of Offers:** The evaluation of offers and the determination as to acceptability of services offered shall be the responsibility of the County. Accordingly, to insure that sufficient information is available, the offeror may be required to submit literature, samples, or other information prior to award. The Owner reserves the right to obtain clarification or additional information from any firm regarding its proposal. The Owner reserves the right to select a responsive, responsible firm on the basis of best value that is deemed to be most advantageous to the Owners. The Owner further reserves the right to reject any proposal, or all proposals, and to re-release the request for proposals.
11. **Non-Collusion:** By responding to this request for proposals, the offeror shall be deemed to have represented and warranted that the proposal is not made in connection with any other offeror submitting a separate response to this request for proposals, and is in all respects fair and without collusion or fraud.
12. **Ability To Perform:** The offeror may be required, upon request, to provide to the satisfaction of the County that he/she has the skill, experience and the necessary facilities, as well as sufficient financial and human resources, to perform the contract in a satisfactory manner and within the required time. If the available evidence is not satisfactory to the County, the County may reject the offer.

13. **Arrears:** Proposals will not be accepted from any person, firm, or corporation who is in arrears in any debt or obligation to the County.
14. **Notice to Proceed:** The County shall not be liable for payment of any work done or any costs incurred by any offeror prior to the County issuing a written notice to proceed.
15. **Unavailability of Funds:** This contract will terminate immediately and absolutely at such time as appropriated and otherwise unobligated funds are no longer available to satisfy the obligations of the County under the contract.
16. **Patent Indemnity:** The contractor guarantees to save the County, its agents, officers, or employees harmless from liability of any kind for use of any copyrighted or uncopyrighted composition, secret process, patented or unpatented invention, articles or appliances furnished or used in the performance of the contract, for which the contractor is not the patentee, assignee or licensee.
17. **Indemnification:** The Consultant shall defend, indemnify and save the County and all its officers, agents and employees harmless from all suits, actions, or other claims of any character, name and description brought for or on account of any injuries or damages received or sustained by any person, persons, or property on account of any negligent act or fault of the successful offeror, or of any agent, employee, subcontractor or supplier in the execution of, or performance under, any contract which may result from proposal award. The contractor shall pay any judgment with cost which may be obtained against the County growing out of such injury or damages.
18. **Non-Assignment:** Assignment of any contract resulting from this request for proposal will not be authorized.
19. **Insurance:** The contractor shall, without expense to the County, carry the following insurance, to be in effect throughout the term of the contract, in at least the amounts and limits set forth as follows:
 - **General Liability Insurance:** \$1,000,000 combined single limit per occurrence, including bodily and personal injury, destruction of property, and contractual liability.
 - **Automobile Liability Insurance:** \$1,000,000 combined single limit each occurrence, including bodily injury and property damage liability.
 - **Worker's Compensation:** Workers Compensation as required by Georgia statute.
 - **Professional Liability (Errors and Omissions) Insurance:** \$1,000,000 limit per claim and aggregate.

Before a contract is executed with the Successful Offeror, the Successful Offeror shall provide Certificates of Insurance for all required coverage. The Successful Offeror can provide the Certificate of Insurance after award of the contract, but must provide it prior to execution of the contract document by both parties. Certificates shall list an additional insured as follows:

Fayette County, Georgia
140 Stonewall Avenue West
Fayetteville, GA 30214

20. **Termination for Cause:** The County may terminate the contract for cause by sending written notice to the Consultant of the Consultant's default in the performance of any term of this agreement. Termination shall be without prejudice to any of the County's rights or remedies by law.
21. **Termination for Convenience:** The County may terminate the contract for its convenience at any time with 30 days' written notice to the contractor. In the event of termination for convenience, the County will pay the contractor for services performed. The County will compensate partially completed performance based upon a signed statement of completion submitted by the Consultant, which shall itemize each element of performance completed.
22. **Governing Law:** This agreement shall be governed in accordance with the laws of the State of Georgia. The parties agree to submit to the jurisdiction in Georgia, and further agree that any cause of action arising under this agreement shall be required to be brought in state court in Fayette County, Georgia.

SPECIAL TERMS AND CONDITIONS – FEDERAL REQUIREMENTS

Federal funds will be involved in this contract, so federal rules will apply. The contractor shall therefore comply with the following requirements.

23. **Access to Records:** The Consultant will allow access by the federal grantor agency, the County, the United States Comptroller General, or any of their duly authorized representatives to any books, documents, papers, and records of the Consultant which are directly pertinent to this contract for the purpose of making audits, examinations, excerpts, and transcriptions.
24. **Records Retention:** The Consultant shall retain all records pertaining to the contract for three years after the County makes final payments to the Consultant, and all other pending matters are closed.
25. **Compliance with Federal Environmental Requirements:** The Consultant shall comply with all applicable standards, orders, or requirements issued under section 306 of the Clean Air Act (42 U.S.C. 1857(h)), section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, Environmental Protection Agency regulations (40 CFR part 15), and mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94-163, 89 Stat.871).
26. **Breach of Contract:** In the event that the Consultant or another or a member of Consultant's team should violate or breach contract terms, upon discovery of such violation or breach the County will notify the Consultant in writing. The Consultant shall be entitled to cure the breach within ten (10) days and provide evidence of such cure. If the Consultant fails to cure the violation or breach within the ten-day time, the County shall be entitled to all available remedies, including termination of the contract, or the requirement that a subcontractor be dismissed from performing work under the contract. The County shall be entitled to any and all damages permissible by law.

27. **Title VI Assurances:** During the performance of this contract, the Consultant, for itself, its assignees and successors in interest (hereinafter referred to as the "Consultant") agrees as follows:

- (1) **Compliance with Regulations:** The Consultant shall comply with the Regulation relative to nondiscrimination in Federally-assisted programs of the Department of Transportation (hereinafter, "DOT") Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.
- (2) **Nondiscrimination:** The Consultant, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The Consultant shall not participate either directly or indirectly in the discrimination prohibited by section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.
- (3) **Solicitations for Subcontractors, Including Procurements of Materials and Equipment:** In all solicitations either by competitive bidding or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the contractor of the contractor's obligations under this contract and the Regulations relative to nondiscrimination on the grounds of race, color, or national origin.
- (4) **Information and Reports:** The Consultant shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Georgia Department of Transportation (GDOT) or the Federal Highway Administration (FHWA) to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information the contractor shall so certify to the GDOT, or the FHWA as appropriate, and shall set forth what efforts it has made to obtain the information.
- (5) **Sanctions for Noncompliance:** In the event of the Consultant's noncompliance with the nondiscrimination provisions of this contract, the GDOT shall impose such contract sanctions as it or the FHWA may determine to be appropriate, including, but not limited to:
 - a) withholding of payments to the Consultant under the contract until the Consultant complies, and/or
 - b) cancellation, termination or suspension of the contract, in whole or in part.
- (6) **Incorporation of Provisions:** The Consultant shall include the provisions of paragraphs (1) through (6) in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto.

The Consultant shall take such action with respect to any subcontractor procurement as the GDOT or the FHWA may direct as a means of enforcing such provisions including sanctions for noncompliance; Provided, however, that, in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the contractor may request the GDOT to enter into such litigation to protect the interests of the GDOT, and, in addition, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

**Fayette County, Georgia
Checklist of Required Documents**

(Please Return This Checklist with Your Proposal)

**REQUEST FOR PROPOSALS #930-P
PRELIMINARY ENGINEERING FOR REDWINE ROAD MULTI-USE PATH**

Be sure to include with your proposal:

- Work Authorization Documents: Contractor Affidavit _____
- Insurance Certificate _____
- Completed Proposal _____
- Price Schedules (placed in an additional opaque sealed envelope) _____
- Company information – on the form provided _____
- References – on form provided _____

COMPANY NAME: _____

Contractor Affidavit under O.C.G.A. § 13-10-91(b)(1)

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of Fayette County, Georgia has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical 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(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number

Date of Authorization

Name of Contractor

RFP #930-P Preliminary Engineering for Redwine Road Multi-use Path

Name of Project

FAYETTE COUNTY BOARD OF COMMISSIONERS

Name of Public Employer

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

Executed on _____, _____, 2015 in (city) _____, (state) _____

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME

ON THIS THE _____ DAY OF _____, 2015.

NOTARY PUBLIC

My Commission Expires:

**Fayette County Department of Public Works
Request for Proposals No. 930-P
Redwine Road Multi-Use Path
Limited PE Services for Design-Build Contract
(GDOT PI 0012624 / ARC No. FA-352)**

Introduction

Fayette County, Georgia is soliciting proposals from qualified Consultants to complete the necessary preliminary engineering services to support a design-build contract for multi-use paths along Redwine Road. The design-build contract will be let by the Georgia Department of Transportation (GDOT), Office of Innovative Delivery. The project is 80 percent funded with Surface Transportation Program – Urban funds programed through the Atlanta Regional Commission and the balance is from local funds.

The path project will be the 5th such project along Redwine Road and supports the long-range goal of providing improved connectivity between Fayetteville, Peachtree City and the unincorporated County. This project focuses on providing safe access to the Stars Mill School complex from proximate neighborhoods and improving overall multi-use path network connectivity. The project includes:

- a 10-ft wide multi-use path along Redwine Road between Birkdale Drive and Newhaven Drive (a distance of 4,300 feet);
- a similar path between Preserve Place and Foreston Place (a distance of 3,600 feet);
- crossing improvements near Old Ivy / Carnoustie Way; and
- other path improvements along Redwine Road as deemed appropriate and feasible.

Specific limits and location of paths and road crossing(s) will be determined as part of the services described herein. In some areas parallel paths on both sides of Redwine Road may be specified.

Preconstruction Engineering (PE) funds were authorized in FY 2014 and construction is programmed for FY 2016. Fayette County anticipates that environmental requirements will be satisfied via a Categorical Exclusion.

Note, throughout this RFP the term “Consultant” means the firm or project team ultimately awarded the contract for the scope of services defined in this RFP. The Consultant’s contract will be with Fayette County and nearly all their work will be associated with the pre-engineering stage, although they shall remain on-call during the design-build phase to revise environmental documents, as needed. The “Contractor” is the project team responsible for the design-build portion of the work and will be under contract to GDOT.

Scope of Work

The objective of this RFP is to procure the services needed to meet all applicable Preliminary Engineering Activities associated with this design-build contract and to do so in the most timely, cost-effective and efficient manner possible. The selected Consultant is specifically responsible for developing or preparing:

- 1) Concept Report and Design Data Book;
- 2) Survey Database;
- 3) Environmental studies, documentation, reports etc. to satisfy all applicable Federal, State and local requirements;
- 4) Displays, posters or other information of a public hearing or public information open house;
- 5) Surveys, maps, soil investigations, design and pavement evaluations, as needed;
- 6) All work needed to obtain applicable permits;
- 7) Project Costing Plans;
- 8) Prepare and participate in RFP costing plan, field review and responses to comments;
- 9) Identifying existing utilities and preparing Utility Relocation Plans (as needed);
- 10) PE certification of deliverables;
- 11) Written certification of applicable staff training (i.e., to GDOT's PDP Training Course);
- 12) Project Schedule;
- 13) Prepare and update project cost estimate as needed;
- 14) Assist with preparation of Design-Build Request For Proposal;
- 15) Prepare ROW plans, as needed (Fayette County expects most, or all, of the project will be within Redwine Road's existing 80-ft ROW but small amounts of easements or ROW may be required);
- 16) Prepare any preliminary bridge layouts and wall envelopes; and
- 17) Prepare and participate in any concept meetings that are needed.

These requirements are more defined in the Project's Memorandum of Understanding (MOU) between Fayette County and GDOT. The MOU will be made available for download on the county's website concurrently with the release of this RFP.

No specific improvements to Redwine Road or any of the intersecting roads are included as part of this project except minor changes that may be associated with path crossings, traffic control devices (e.g., signs or striping) or other safety improvements needed for the job.

Utilities – Minimal above-ground utility conflicts are anticipated and Fayette County will provide existing utility information, including a MOU from each utility owner. These MOUs will be included in GDOT's Design-Build Request for Proposal Package.

Environmental – The Consultant shall generate all necessary Environmental documents and obtain the associated approvals and permits. It is anticipated the environmental document will be a Categorical Exclusion (CE).

Public Involvement – Fayette County shall be responsible for coordinating and hosting any Public Information Open House meetings or other Public Outreach efforts. The Consultant shall have appropriate staff available at these meetings, if held, to help address technical issues.

Letting Responsibility – GDOT will prepare the Design-Build contract and subsequently advertise, let, award and administer the contract with the Contractor.

Minimum Standards and Specifications – PE activities shall be performed in accordance with the GDOT's Plan Development Process, the applicable guidelines of the American Association of State Highway and Transportation Officials (AASHTO), GDOT's Standard Specifications Construction of Transportation Systems, and all applicable design guidelines and policies of GDOT to produce a cost-effective project.

Project Data and Deliverables – All reports, plans, drawings, studies, specifications, estimates, maps, computations, computer files and printouts, and any other data prepared under the terms of this RFP shall become the property of Fayette County. The data shall be reasonably organized, indexed, bound and delivered to Fayette County within two weeks of written request from Fayette County.

Evaluation Criteria

The Fayette County Purchasing Department is the Facilitator for issuing the RFP. All communications during procurement shall be through the Purchasing agent. Proposals will be evaluated and a selection made independent of cost. Fee schedules shall be provided in sealed envelopes and these envelopes will remain unopened and with the Purchasing Department until a preferred Consultant is selected based on the evaluation factors.

An evaluation committee, which will include staff from Fayette County Public Works, will review and rank the proposals based on five factors. The relative weight for each evaluation factor is provided, along with examples of how the information to be considered for each. Note, these items are not exhaustive and other types of information may be considered when scoring each factor.

- *Project Understanding and Proposed Scope (40)*
 - Demonstrated understanding of the project;
 - A scope that meets GDOT Plan Development Process (PDP) requirements and the ultimate goals of this design-build project;
 - Identification of appropriate tasks and milestones;
 - Innovative ideas for project improvement;
 - Identification of challenges to work around; and
 - The extent the proposal describes how the Consultant will work in partnership with Fayette County to provide the necessary documents to advance this project.
- *Project Team Experience (20)*
 - GDOT pre-qualifications/certifications;
 - Experience preparing survey databases for GDOT;

- Experience (and success) in obtaining Categorical Exclusions on similar projects;
- Experience with path projects;
- Experience with Design-Build projects; and
- Knowledge of Fayette County.
- *Schedule (15)*
 - Overall project deliver time;
 - Thoroughness; and
 - Identification of critical path tasks.
- *Quality of Written Proposal (15)*
 - Effectiveness of communication via text, table, figures and graphics;
 - Relevance of information to the RFP;
 - Overall layout; and
 - Grammar, spelling, punctuation, etc.
- *Quality Control/Quality Assurance (10)*
 - Procedures to ensure task milestones are met;
 - In-house QC/QA to ensure deliverables are complete, accurate, polished and meet the needs of reviewing agencies;
 - Processes to keep the project in budget; and
 - Extent of involvement by senior staff.

Interviews

Depending on the number of proposals received and the range of scores, Fayette County may identify a “short list” and conduct interviews with one or more Consultant teams. The purpose of the interviews would be to discuss questions County staff may have and to help distinguish differences between the highest-rated proposals.

Proposal Response Requirements

To be considered responsive Proposals shall include and/or address all submittal requirements of the Fayette County Purchasing Department as well as the following information, preferably in the order listed below:

1. **Team** – Tell us who you are. Identify and provide short description of each company comprising the project team. Describe the responsibility of all sub-contractors. As applicable, provide an organizational chart showing project team.
2. **Contact Information** – Provide contact name, mailing address, telephone number, facsimile number and email address for the primary consultant and all subcontractors. Identify the individual(s) who will serve as primary contact(s) and project manager during procurement and project implementation.
3. **Experience** – Provide summary of project team’s relevant experience. Include reference names and contact information for the owners of referenced projects. List certifications held by team members applicable (or necessary) for the work, such as GDOT pre-qualifications for Engineering Consultants.

4. **Scope** – The project scope section of the proposal is the project team's opportunity to demonstrate: 1) they understand what is required for delivery of this design-build, federal-aid project; 2) they have the experience and resources to develop and get approvals on all applicable PE submittals in a timely and efficient manner; and 3) they have ideas on how to maximize the project's cost/benefit ratio (i.e., what added value is proposed beyond the minimal project description and scope?).

At a minimum, this section should thoroughly describe the proposed scope of work. Identify unknowns and opportunities for project improvement. List all project deliverables

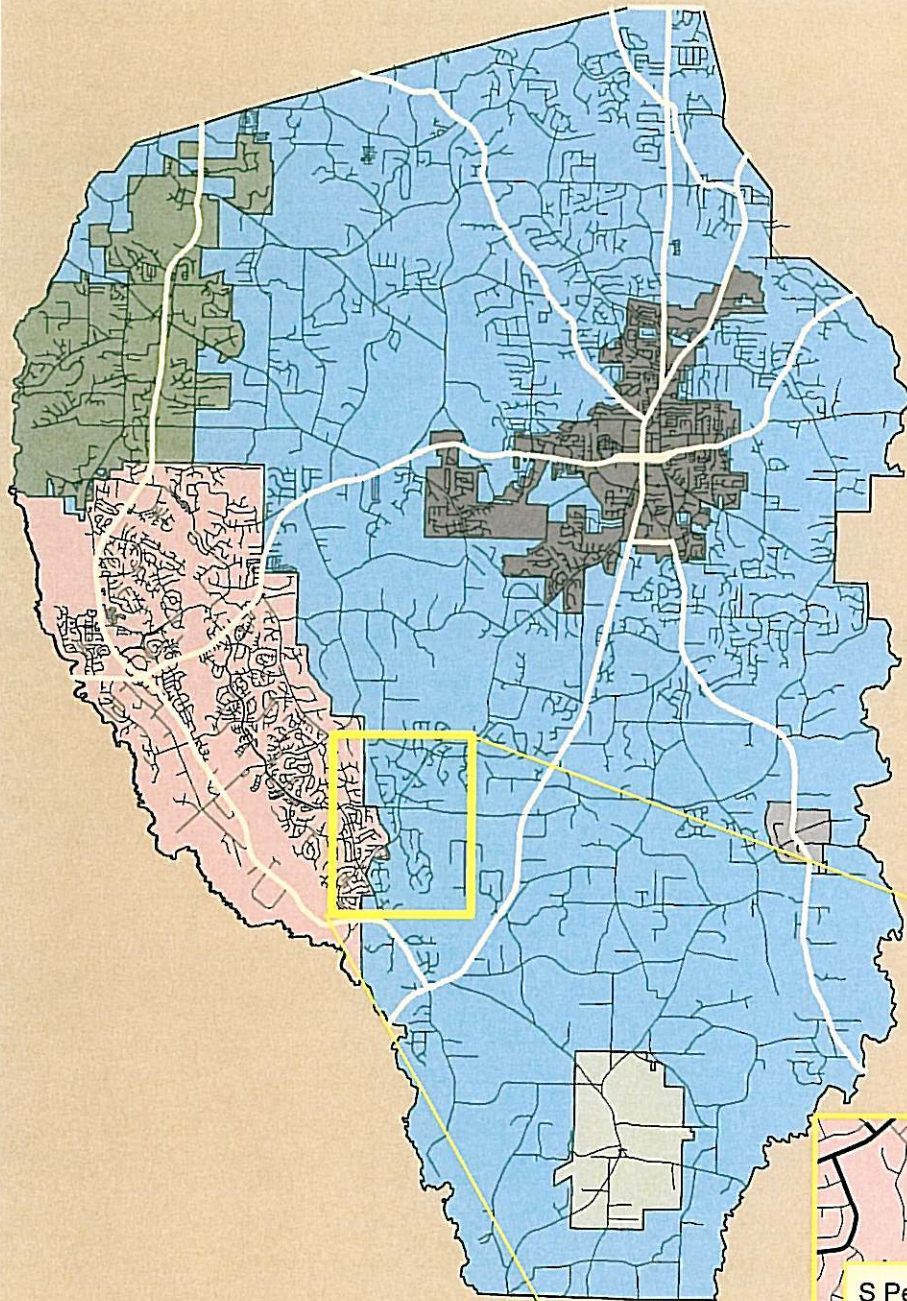
All work shall be grouped into Tasks that are referenced in the schedule and fee sections of the proposal. The total number of tasks is set by the project team.

5. **Schedule** – Provide a detailed project schedule that complements the project scope. Identify start and end times for each task as well as those items on the critical path. The most important component of the schedule is that it supports a GDOT let for Design-Build in FY 2016. If that is not thought feasible provide reasoning why and the proposed schedule that can be met.
6. **Quality Control/Quality Assurance** – Describe the project team's in-house procedures for ensuring the accuracy and integrity of its services and deliverables. Explain how issues such as schedule, budget and quality control are managed.
7. **Fee and Hourly Rate Schedule** – Proposals shall organize the work by task. Each task shall have a Lump-Sum Fee that is inclusive of all labor, materials, sub-contractors, equipment rentals, lab services, travel, mark-ups, etc. needed to complete the task. Labor costs shall be based on hourly rates, which shall be provided for all staff anticipated to work on the job.

The hourly rates will also be used to determine costs for "as-needed" work during the design-build stage, such as revisions to environmental documents. These costs, if incurred, are independent of the Lump Sum fee.

All cost information shall be provided in a separate, sealed envelope from the proposal.

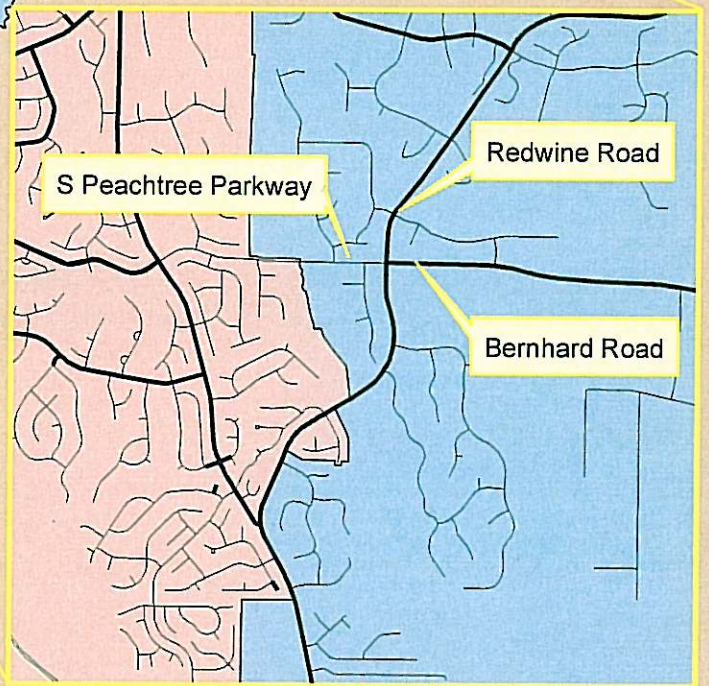
This is a small project in terms of scope and budget. Responders are encouraged to keep proposals succinct.



FAYETTE COUNTY

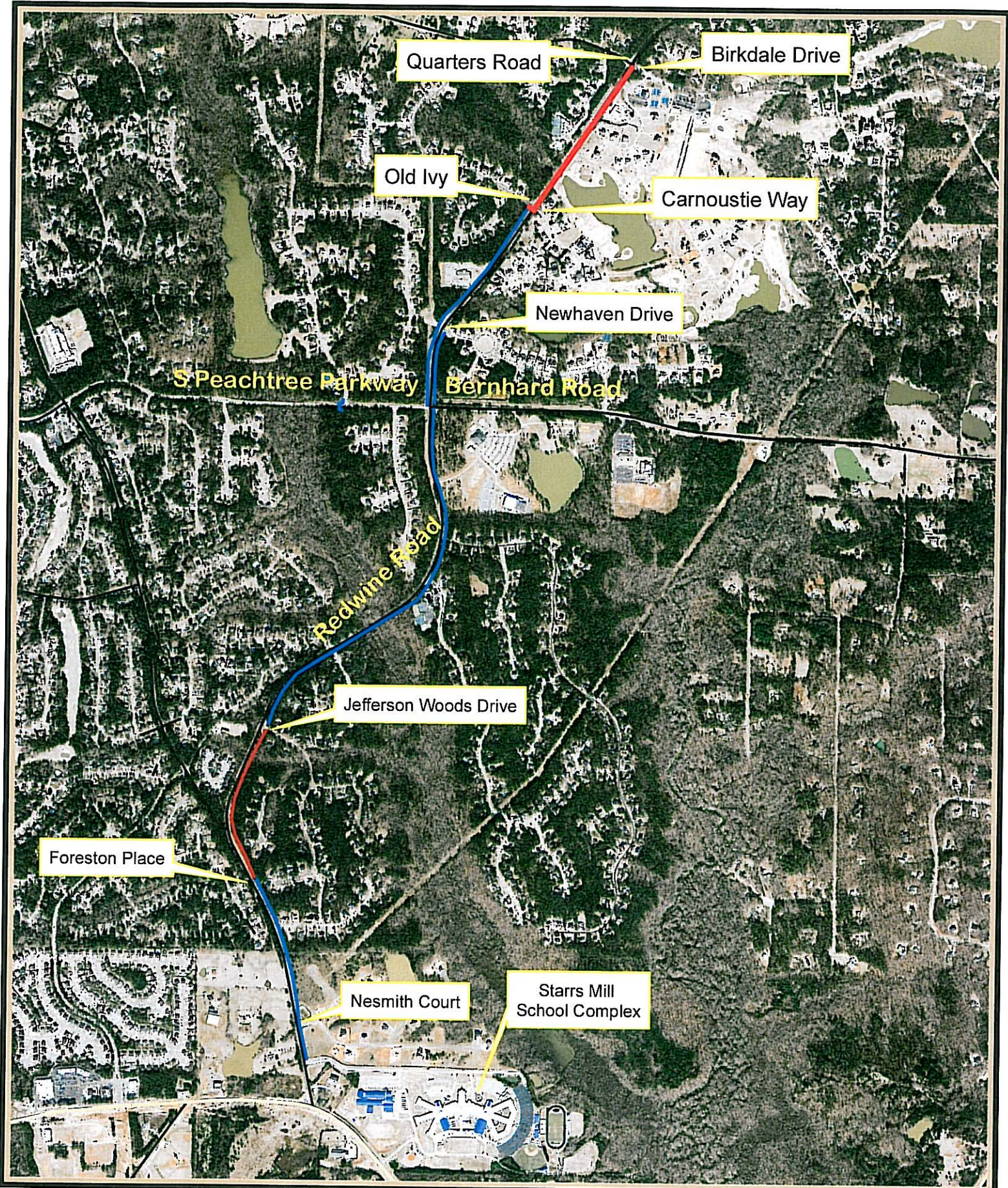
City Limits

- BROOKS
- FAYETTEVILLE
- PEACHTREE CITY
- TYRONE
- WOOLSEY



Redwine Road Multi-Use Path





Redwine Road Multi-Use Path

- Existing Path
- Proposed Path



RESPONDENTS'S QUALIFICATION SHEET – PROPOSAL #930-P

Please list three (3) references of current or very recent customers who can verify the quality of service your company provides. Projects of similar size and scope are preferred.

REFERENCE ONE

Government/Company Name _____

City _____

Contact Person and Title _____

Phone _____ Contract Period _____

Scope of Work _____

REFERENCE TWO

Government/Company Name _____

City _____

Contact Person and Title _____

Phone _____ Contract Period _____

Scope of Work _____

REFERENCE THREE

Government/Company Name _____

City _____

Contact Person and Title _____

Phone _____ Contract Period _____

Scope of Work _____

COMPANY INFORMATION

Company _____

Physical Address of Business _____

Mailing Address (If Different) _____

Authorized Representative _____

(Print or Type)

Authorized Representative _____

(Signature)

Title _____

Email Address: _____

Telephone Number: _____ Fax Number: _____

Cellular Number: _____