



Request for Proposals

Professional Engineering Design Services For Constitution Road Freight Corridor Improvements

Issuance Date of RFP: November 19th, 2021

Deadline for Proposal Submittal: December 20th, 2021 (3:00PM)

**Professional Engineering Design Services
For
Constitution Road Freight Corridor Improvements**

The Metro South Community Improvement District (MSCID) is seeking proposals from qualified civil engineering design firms for the following scope of work: “Provide engineering design, environmental and utility permitting, right-of-way plans, surveying, construction plans/specifications and related services for the “Constitution Road Freight Corridor Improvements”.

Project is funded through DeKalb SPLOST, MSCID and Georgia Transportation Infrastructure Bank (GTIB). The firm to perform right-of-way acquisition and administration will be selected by MSCID at a later date TBD. Although no federal funding will be utilized on this project and adherence to the GDOT PDP process is not required, the MSCID and DeKalb County will still expect the same level of quality and attention to detail with plan development.

The MSCID will receive technical proposals electronically until 3:00 PM; December 20th, 2021. Technical proposals received after that time and date will not be accepted. Technical proposals are to be submitted via email to:

Larry@metrosouthcid.org.
ATTN: Lawrence Kaiser, P.E.
Executive Director

The subject line of the email shall contain the following language: ***Constitution Rd Improvements; Bids Due - December 20th, 3:00 PM.***

It’s imperative that proposers text or call Lawrence Kaiser (404-909-5619) to verify receipt of the submitted proposal.

Only electronic submissions will be accepted. The process for selection of engineering firms will be primarily Qualification-Based Selection (QBS). Only technical proposals are to be submitted at this time. A Recommendation Committee will identify the short-listed firms. These firms may be required to attend an interview, present schematic plan(s) of their respective streetscape approach. A fee proposal will be requested from the short-listed firm (s) only.

There will be a **non-mandatory** pre-submittal meeting on November 30th, 2021 at 1:00 PM at the CID’s offices; All South Warehouse; 1795 Continental Way, SE; Atlanta, GA 30316.

The Request for Proposal (RFP) is available on the MSCID web site; metrosouthcid.org. Addenda to this proposal, if any, including any responses to questions, will be posted on the MSCID web site. Questions regarding this RFP shall be addressed to the CID’s Executive Director, Larry Kaiser, P.E. at larry@metrosouthcid.org. No contact, other than through emails with Larry Kaiser for purposes of questions or clarifications regarding the RFP, shall occur with DeKalb County staff, DeKalb County administration, elected officials or MSCID board members regarding this project. Any form of contact may result in disqualification from submittal of this RFP.

The MSCID reserves the right to reject any or all proposals, to waive technical or legal deficiencies, and to accept any proposal that it deems to be in the best interest of the CID. The Contract for design services will be with the MSCID.

GDOT pre-Qualified Disadvantaged Business Enterprise (DBE) and Woman Business Enterprise (WBE) firms are encouraged to apply. The MSCID DBE goal is 12% Disadvantaged Business Enterprises Participation. Any selection made as a result of this notice will be made without regard to race, color, religion, sex, or national origin. The selected firm will be required to comply with all Equal Employment Opportunity (EEO) laws and regulations, including nondiscrimination under Title VI of the Civil Rights Act. The MSCID is an Equal Opportunity Employer.

MSCID Request for Proposals

INVITATION

The MSCID is now accepting proposals for qualified professional service providers to provide professional engineering design services. Deadline for Technical Proposal submittals is **3:00PM (EST) on December 20th, 2021**. Submittals are to be emailed to Executive Director Larry Kaiser. Proposals will be considered from any professional firm, including sub-consultants, with experience and success in providing professional engineering services for local government and who are GDOT pre-qualified in the following Area Class categories: 1.06 (a) thru (f), 1.09, 1.10, 3.01, 3.02, 3.03, 3.06, 3.07, 3.09, 3.10, 3.12, 3.13, 3.15, 5.01, 5.02, 5.08, 6.03 and 9.01. A modified version of the Brooks Act (qualifications-based selection process) will be used to determine the highest ranked firm for purposes of fee negotiations.

Proposed Schedule	
Release of RFP	November 19 th , 2021
Pre-Proposal Conference	November 30 th , 2021; 1:00 PM
Deadline for Questions	December 10 th , 2021; 5:00 PM
Deadline for CID Response(s) To Questions and/or Addendum(s) Posted	December 13 th , 2021; 5:00 PM
Deadline for Proposals	December 20 th , 2021; 3:00 PM
Interviews (if applicable) with Short-Listed Firms	January 4 th - 7 th , 2022
Scope & Fee Negotiations with Highest Ranked Firm	January 10 th – 13 th , 2022
MSCID Board Vote on Highest Ranked Firm – Called Meeting	January 2022
Award	January 2022
Proposed Notice to Proceed	January 2022

Any questions shall be submitted via email to Larry Kaiser, larry@metrosouthcid.org. Subject line of email shall be as follows:

Constitution Road Freight Corridor Improvements

PRE-PROPOSAL CONFERENCE MEETING:

The CID will hold an in-person non-mandatory pre-proposal meeting on November 30th, 2021 at 1:00 PM (EST).

1.0 ENGINEERING FIRM QUALIFICATIONS – FUNDING – DATE FOR PLAN COMPLETION

The MSCID desires to select a GDOT pre-qualified engineering firm to prepare a set of construction, utility and right-of-way plans. The plans shall also include a set of signal plans and

associated intersection improvements at the Bailey Street and SR 42 intersection. The warrant analysis shall also include an ICE Traffic Study. The plans for the corridor (exclusive of the work within GDOT ROW) shall be in accordance with DeKalb County Transportation Department's Plan Development Process. The CID and DeKalb County shall review the plans at various stages of development as noted in the subsequent section of this RFP. DeKalb County shall provide final approval of the plans (PE, ROW and Utility plans) on county right-of-way.

The CID will utilize 100% GTIB funds to fund PE, environmental, utility permitting and right-of-way plan development.

The CID will expect that a final biddable construction plan set be completed and available for DeKalb County to advertise-to-bid by no later than February 1st, 2023.

2.0 BACKGROUND

Upon the formation of the CID in 2016, the Board of Directors began to prioritize various infrastructure projects district wide. The Board resoundingly identified the Bailey Street/West Fayetteville/Constitution Road corridor as their highest priority infrastructure project for safety and operational improvements. In association with the corridor project, numerous planning studies performed by DeKalb County and the MSCID; including the ARC Freight Cluster Plan, the Moreland Ave Scoping Study and other county planning studies, also identified a need for signalization at the SR 42 and Bailey St intersection. The ARC Freight Cluster Study also addressed the need to correct various roadway safety and operational deficiencies on the corridor such as the 5-legged intersection, drainage improvements to correct roadway flooding, the lack of sidewalks, the need for widening, pavement sections to accommodate tractor trailers and the absence of street lighting.

From a development standpoint, Blackhall Studios continues to increase its footprint within the MSCID boundaries on Constitution Road. The county is currently reviewing plans for expansion of the studio that will increase their footprint by 60% or more. The number of short and long wheel-based trucks utilizing the currently un-signalized intersection of Bailey Street and SR 42 will increase exponentially over the next 3 to 5 years. This is as a direct result of the Blackhall Studio expansion, anticipated near-term plans for commercial and industrial growth and planned county public amenities on or near the corridor. DeKalb County Parks and Recreation has a concept plan for developing a ADA park (according to the county will be the largest such park in the US) located off of Constitution (not within the project area) which will have a dramatic transportation impact to the corridor.

The MSCID submitted a GTIB application in 2019 for operational and safety improvements for the Bailey Street/West Fayetteville/Constitution Corridor from SR 42 (Moreland Ave) to the International Park Drive/Westside Place intersection. The CID was awarded a \$1,000,000 grant in 2020 for project improvements. In 2021, the CID scaled-back the project due to limited availability of local match funds. The enclosed RFP is for PH I which will consist of corridor improvements on Bailey Street from SR 42 to the 5 legged intersection of Fleetwood

Rd/Fayetteville/West Fayetteville/Woodstock. Refer to Exhibit A. Funding for PH II will be pursued in subsequent years.

3.0 EXISTING CONDITIONS

Existing conditions within the limits of work are described as follows:

- The SR 42 (Moreland Ave) at Bailey Street intersection is two-way stop controlled. Bailey Street is a two-lane undivided roadway with a westbound channelized right turn storage lane and a left turn lane. The west leg is the driveway for UPS Freight parking. Moreland Ave is a 6-lane divided roadway with a left turn storage lane in the southbound direction and a right turn storage lane in the northbound approach to the intersection. A commercial driveway exists within 50 feet of the intersection on Bailey Street.
- The width of Bailey Street ranges from 10-12 feet. The section of Bailey Street near SR 42 has curb and gutter.
- A five-legged all-way stop intersection exists at Bailey St/Fayetteville/West Fayetteville/Fleetwood/Woodstock Road
- Street lighting and sidewalks do not exist
- Roadway flooding occurs at the 5-legged intersection
- Two cultural resources exist at the intersection; a cemetery and church
- Roadway signage is absent
- Road width is unsuitable for long wheel-based trucks
- Pavement section unsuitable for commercial and industrial traffic loads
- Limited sight distance on the west bound approach to the 5-legged intersection on West Fayetteville due to trees and other vegetation.

4.0 PROBLEM STATEMENT

The following safety, operational and related infrastructure deficiencies have been noted through field observations and various studies:

- The “transitional area” on SR 42 is inadequate for trucks or tractor trailers of any size to utilize when exiting Bailey Street to transition into the southbound SR 42 traffic movement
- UPS tractor-trailers exiting onto SR 42 northbound are in conflict with vehicles or tractor trailers exiting Bailey Street. Inadequate “transitional area” on SR 42 at the intersection.
- Observed hesitancy of vehicles and trucks attempting to exit Bailey Street onto SR 42 results in an unsafe traffic environment.
- Intersection radii at Bailey Street and SR 42 to accommodate the long wheel-based trucks is inadequate
- All modes of traffic disregard for the 5-way stop sign at the Bailey St/Fayetteville/West Fayetteville/Fleetwood/Woodstock Road intersection.
- Lack of lighting on the corridor is a traffic and public safety concern
- MARTA stops exist with no safe pedestrian access

5.0 PROPOSED IMPROVEMENTS

Based on several years of field observations and numerous data and planning study resources, the CID has identified the following list of proposed improvements on the corridor. This list is not exhaustive and the selected consultant will refine the project scope and provide the CID and the County with final recommendations:

- (a) Signalization of the Bailey Street and SR 42 intersection
- (b) Storm line upgrades
- (c) Two – 12 or 13 ft. lanes; urban section
- (d) Upgrade pavement section to accommodate industrial and commercial traffic volumes
- (e) Sidewalks on both sides of the road
- (f) New signal pole uprights and mast arms at the intersection
- (g) Truck roundabout at the 5-legged intersection. Design options to minimize potential for trucks disregarding the travel lanes and utilizing the truck apron as a “travel lane substitute” (example in Covington, GA where traffic cones and other traffic control devices are being used to dissuade trucks from routinely using the truck aprons)
- (h) Street and roundabout lighting
- (i) Landscaping including trees
- (j) MARTA bus pads and ADA accessibility
- (k) Consideration for a cul-de-sac for the north section of Fayetteville Rd to improve efficiency of roundabout. This may result in a need to add a right turn lane on SR 42 northbound at Bailey Street and/or an eyebrow on west side of SR 42 at the intersection to allow truck u-turns.

6.0 SCOPE OF SERVICES

The CID seeks to select a design consulting firm or a team of consultants to provide professional engineering design services, surveying, and environmental and utility permitting and a biddable set of construction plans.

Each phase of plan development will be reviewed by the CID and DeKalb County. For the proposed improvements at the Bailey Street and SR 42 intersection, all plans, signal warrant and ICE analysis and encroachment permit will be prepared by the selected consultant and submitted to GDOT for review and comments. Early submittal of the analysis to GDOT critical. CID plans to pursue funding from GDOT to partially offset the cost of the intersection and/or signal work scope. DeKalb County Plan Development Process to be adhered to for the county right-of-way section of the corridor.

The CID will develop a scope of work and select a firm for Right-of-Way Administration and Acquisition Services for this project as a separate contract.

Engineering, Environmental and Surveying Services provided under the contract will be for the following tasks:

Task 1: Public Involvement

- One Concept meeting including handouts, displays and response to questions from the public. Meeting to occur in-person

- One Preliminary Plan Meeting (with draft ROW plans included) including handouts, displays and response to questions from the public. Meeting to occur in-person
- One presentation of the concept and one presentation of the final plan set to the DeKalb County Public Works subcommittee.

Task 2: Database Preparation – In compliance with the DeKalb County Department of Transportation’s Design Policies and Plan Development processes, provide detailed survey including the existing right-of-way, footprint of any cultural resources, edge of pavement, curb & gutter, sidewalk, utilities (above ground and utility markings), and any potential impacts in the vicinity of the project such as trees, walls, paths, etc. Topographic data collected shall be sufficient for 2-foot intervals. Include property database.

Task 3: Environmental – Cultural and environmental resources assessments are anticipated.

Task 4: Engineering Design – Prepare Roadway Plans, in compliance with the DeKalb County Department of Transportation Design Policies and Plan Development Process. Final Construction Drawings consisting of, but not limited to, the following:

- a. Cover Sheet
- b. Index Sheet
- c. General Notes
- d. Typical Roadway Sections showing full pavement design and overlay where applicable.
- e. Roadway Plans and Profiles, including the layout of all geometric and drainage improvements and depiction of all necessary rights-of-way and easements. Right-of-way may be shown on the construction plans to minimize sheets.
- f. Drainage Profiles
- g. Preliminary Stormwater Management Evaluation including addressing EPD requirements if over 1 acre
- h. Traffic Marking and Signing Plans (can be included on construction plans)
- i. Utility Plans and Coordination. All located existing utilities will be shown as a part of the plan set.
- j. Electrical design for lighting of the roundabout. The design shall include drawings and technical specifications that includes a photometric layout that is in compliance with DeKalb County standards and Georgia Power electrical service, lighting, lighting controls and circuitry, quantities and cost estimates. This includes roadway and pedestrian lighting within the project limits. Internally illuminated lighting at Bailey/SR 42 intersection
- k. Roadway Cross Sections and Grading Plan
- l. Traffic Control Staging Plans
- m. Erosion and Sedimentation Control Plans
- n. Signal warrants and ICE for Bailey at Moreland Ave (SR 42)
- o. Traffic Signal Plan including the addition of mast arm poles and all associated GDOT requirements
- p. Detailed construction cost estimates to be provided in the concept, PFPR and FFPR phases
- q. Design Variances (if applicable) at Bailey and SR 42
- r. Address all plan review comments from the CID and County
- s. Provide written updates on the project status at each of the project meetings with the CID and the County.

Task 5: Right-of-Way – Right-of-way plans including individual parcel plats and legal descriptions of required fee simple right-of-way, temporary and permanent easements. Written legal descriptions shall also be provided. Right-of-Way staking to be included in the scope.

Task 6: Meeting Attendance - The Consultant will budget (at a minimum) attendance at the following meetings over the duration of the project. This budget shall also include the meetings identified in Task 1 above:

- 1 kick-off meeting with the CID Executive Director and County Transportation staff
- 20 meetings with 10 of those meetings face-to-face over the duration of the project including preparing a meeting summary at the completion of each meeting
- 2 presentations to CID Board and/or County Public works Subcommittee (face-to-face)
- 2 public/community meetings (assume in-person Cafeteria Style meetings). Other forms of communication & outreach to be recommended by the proposer depending on COVID conditions). Response required to all questions from each PIOH.
- 4 meetings with GDOT

7.0 PROJECT OVERSIGHT AND STAFFING

The successful offeror will report to CID Executive Director; Larry Kaiser, [P.E.; Larry@metrosouthcid.org](mailto:Larry@metrosouthcid.org).

The County, through Transportation Director David Pelton, P.E. and SPLOST Program Manager Chris Kingsbury, will be copied on all correspondence regarding design and schedule related matters throughout the project duration.

The County and the CID are partners on this project and will provide input as a team during the project duration.

8.0 RFP STANDARD INFORMATION

8.1 Authority

This RFP is issued under the authority of the CID. The RFP process is a procurement option allowing the award to be based on stated evaluation criteria. **A modified version of the Brooks Act will be utilized on this project.** The RFP states the relative importance of all evaluation criteria. No other evaluation criteria, other than as outlined in the RFP, will be used.

8.2 Offeror Competition

The CID encourages free and open competition among offerors. Whenever possible, the CID will prepare documents and conditions to accomplish this objective, consistent with the necessity to satisfy the CID's need to procure technically sound and cost-effective services.

8.3 Receipt of Proposals and Public Inspection

8.3.1 Public Information

All information received in response to this RFP, including copyrighted material, is deemed public information and will be made available for public viewing and copying shortly after the time for receipt of Proposals has passed with the following four exceptions: (1) bona fide trade secrets meeting confidentiality requirements that have been properly marked, separated and documented; (2) matters involving individual safety as determined by the CID; (3) any company financial information requested by the CID to determine consultant responsibility, unless prior written consent has been given by the offeror; and (4) other constitutional protections.

8.3.2 Procurement Officer Review of Proposals

Upon opening the Proposals received in response to this RFP, the procurement officer in charge of the solicitation will review the Proposals and separate out any information that meets the referenced exceptions in Section 2.3.1 above, providing the following conditions have been met:

- Confidential information is clearly marked and separated from the rest of the Proposals.
- An affidavit from an offeror's legal counsel attesting to and explaining the validity of the trade secret claim is attached to each Proposal containing trade secrets.

Information separated out under this process will be available for review only by the procurement officer, the evaluation committee members, and limited other designees. Offerors must be prepared to pay all legal costs and fees associated with defending a claim for confidentiality in the event of a "right to know" (open records) request from another party.

8.4 Classification and Evaluation of Proposals

8.4.1 Initial Classification of Proposals as Responsive or Non-responsive

All Proposals will initially be classified as either "responsive" or "non-responsive". Proposals may be found non-responsive any time during the evaluation process or contract negotiation if any of the required information is not provided; the submitted price is found to be excessive or inadequate as measured by criteria stated in the RFP; or if any requirements stated in the RFP are absent in the Proposal. If a Proposal is found to be non-responsive, it will not be considered further.

8.4.2 Determination of Responsibility

The procurement officer will determine whether an offeror has met the standards of responsibility. Such a determination may be made at any time during the evaluation process and through contract negotiation if information surfaces that would result in a determination of non-responsibility. If an offeror is found non-responsible, the determination must be in writing, made a part of the procurement file and mailed to the affected offeror.

8.4.3 Evaluation of Proposals

All responsive Proposals will be evaluated based on stated evaluation criteria. In scoring against stated criteria, the CID may consider such factors as accepted industry standards

and a comparative evaluation of all other qualified RFP responses in terms of references, satisfaction of the required criteria, etc. These scores will be used to determine the most advantageous offering to the CID.

8.4.4 Completeness of Proposals

Selection and award will be based on the offeror's Proposals and other items outlined in this RFP. Submitted responses may not include references to information located elsewhere, such as Internet websites or libraries, unless specifically requested. Information or materials presented by offerors outside the formal response or subsequent discussion/negotiation or "best and final offer," if requested, will not be considered, will have no bearing on any award, and may result in the offeror being disqualified from further consideration.

8.5 CID's Rights Reserved

Issuance of the RFP in no way constitutes a commitment by the CID to award and execute a contract. Upon a determination such actions would be in its best interest, the CID, in its sole discretion, reserves the right to:

- cancel or terminate this RFP;
- reject any or all Proposals received in response to this RFP;
- waive any undesirable, inconsequential, or inconsistent provisions of this RFP which would not have significant impact on any Proposal;
- not award if it is in the best interest of the CID not to proceed with contract execution; or
- If awarded, terminate any contract if the CID determines adequate CID funds are not available.

8.6 General Information

1. It is extremely important that project schedules are met. Only those firms or teams with the necessary resources and a commitment to complete all work on schedule should submit a Proposal.
2. Firms are expected to be knowledgeable of DeKalb County's Design Policies and Plan Development Process.
3. Consultant must be pre-qualified for work with Georgia Department of Transportation in the following Area Classifications: 1.06 (a) thru (f), 1.09, 1.10, 3.01, 3.02, 3.03, 3.06, 3.07, 3.09, 3.10, 3.12, 3.13, 3.15, 5.01, 5.02, 5.08, 6.03 and 9.01
4. CID and the County will expect to liaison with a single project manager representing the prime consultant firm and the sub-consultants.
5. The CID and the County may select the best qualified consultant based on the information received from interested firms as a result of this solicitation. If necessary, interviews will be held.
6. CID reserves the right to cancel any and all Request for Proposals at any time when it

- is determined to be in the best interest of the CID.
7. CID and the County also reserves the right to increase, reduce, add or delete any task or item in this solicitation as deemed necessary.
 8. CID will require a minimum 12% Disadvantaged Business Enterprises Participation. DBE firms should be pre-qualified with the Georgia Department of Transportation. Any selection made as a result of this notice will be made without regard to race, color, religion, sex, or national origin.
 9. CID anticipates issuing a Notice-to-Proceed for each task based on the proposal to be awarded as a result of this advertisement.
 10. Generally, the CID's position is **not** to provide Debriefings until after the contract has been awarded, except for firms disqualified during the Due Diligence Process, in which case a **Pre-Award Debriefing** can be requested following Due Diligence. For these contracts, pre-award debriefings would be provided after the announcement of the short-listed firms. Requested debriefings will only occur within 30 days after consultant contract award occurs with CID Board of Directors. **All requests must be made and scheduled within this time frame.**
 11. It is the responsibility of all firms interested in submitting proposals for this advertisement to routinely check the posting on the website for any revisions to this RFP.
 12. Incomplete submittals will not be considered. Late submittals will not be accepted.

9.0 PROPOSALS SUBMISSION AND EVALUATION

9.1 Process for Submitting Proposals

9.1.1 Preparation of Proposals

Each Proposal should be prepared simply and economically, avoiding the use of elaborate promotional materials beyond those sufficient to provide a complete presentation. If supplemental materials are a necessary part of the technical Proposals, the Offeror should reference these materials in the technical Proposals, identifying the document(s) and citing the appropriate section and page(s) to be reviewed.

9.1.2 Packaging of Proposals

The Offeror's Technical Submission is to be submitted electronically to CID Executive Director Larry Kaiser; Larry@metrosouthcid.org; no later than 3:00 PM; December 20th, 2021.

The subject line of the email shall be – “RFP for Professional Engineering Services – Constitution Road Freight Corridor Improvements”.
Proposal received after the due date and time will not be evaluated.

Fee proposals will NOT be accepted at this time.

It is strongly encouraged that Larry Kaiser be texted or called at 404-909-5619 to ensure the proposal was received.

9.1.3 Number of Proposal Copies

Not required – electronic submission

9.1.4 Acknowledgment of Addendum and/or Response to Questions

Included in the submitted proposal shall be an acknowledgement (listing) of all Addendum and/or Response to Questions.

9.2 Evaluation Process

The Selection process is primarily based on the technical skills, experience and satisfying the requirements set forth in the RFP. The interview process, if utilized, will be scored as part of the technical assessment.

All responsive Proposals will be evaluated based on stated evaluation criteria. In scoring against stated criteria, the CID and the County may consider such factors as accepted industry standards and a comparative evaluation of all other qualified RFP responses in terms of differing price, quality, and contractual factors. These scores will be used to determine the most advantageous offering to the CID and the County. Only those that meet the evaluation criteria will be considered as pre-qualified. **The CID and the County will adhere to a modified version of the Brooks Act in the selection for the design professional where fees are a small percentage of the overall evaluation.**

9.2.1 Administrative Review

The Proposals will be reviewed by the Issuing Officer for the following administrative requirements:

1. Submitted by deadline
2. Technical Submission of Proposals
3. All required documents have been submitted
4. All documents requiring an original signature have been signed and are included electronically

9.2.2 Mandatory Requirements Review

Proposals which pass the administrative review will then be reviewed by the Technical Evaluation Team to ensure all requirements identified in Section 3.0 are addressed satisfactorily. The Technical Evaluation Team will consist of the CID and the County Transportation staff.

The Selection process is primarily Qualification-Based where the technical skills, experience and the interview process are the most significant components of the evaluation process. The following outlines the process to be utilized by the Recommendation Committee.

1. The Recommendation Committee will review the Technical Proposals of the firms who submit for this project
2. The highest ranked technical proposals (no defined number) will be defined as the “short list”
3. The “short-listed” firms will be notified by the Recommendation Committee. The “short-listed” firms will be provided a date and time in which to appear for an interview; if requested to do so by the CID. The “short-listed” firms will be given specific direction as the information expected of the firms if a presentation is held. The Interview Team will desire to interview the Project Manager, the responsible staff person for the sub-Consultants, etc. The Short-Listed firms are encouraged to bring any data, information, visuals, etc. that will present their case for being selected.
4. Following the interviews, the Recommendation Committee will score the firm’s performance from 0 to 100. The scores from the interview (if an interview is undertaken) will be added to the technical proposal score. Fee proposals from the short-listed firms will then be requested and added to the technical and interview scores. The rankings of the short-listed firms and the Recommendation Team’s “highest ranked firm” will be presented to CID and the County for approval. CID and the County will collaborate in recommending the highest ranked firm to the CID Board of Directors.
5. Once the ranking is identified and confirmed by the CID, fee and scope negotiations will commence immediately with the selected firm.
6. Negotiation of the terms, conditions, scope and fees related to the contract for design services shall be limited to three (3) days following the commencement of negotiations. If an agreement cannot be reached within that time frame, negotiations with the next top-ranked short-listed firm.

9.2.3 Technical Proposals Evaluation

In this phase, the Evaluation Committee will evaluate the quality and completeness of each technical submittal as it addresses each requirement of the RFP. The RFP carries a total weight of **100 points**. Technical submittals will be evaluated and scored in categories. Each category is assigned a maximum point value. Technical submittals must receive at least 75 points (75%) to be further evaluated.

Firms will be evaluated and rated based on the criteria below (listed by relative importance, in descending order):

A. Proposals of Design Team (30%)

- Demonstrated experience and reputation of project manager in the management of similar type projects.
- Knowledge of current design criteria (AASHTO Guidelines, DeKalb County Design Policies, MUTCD, and other industry standards).
- QA/QC procedures

B. Past experience of the Design Team & Staff Capacity (30%)

- Demonstrated experience with similar type of projects
- Demonstrated ability to complete multiple projects for county/city governments clients in a timely manner
- Commitment of firm to allocate the necessary resources to perform the work per the deadline identified. Provide details of staff availability
- References

C. Demonstrated understanding of the project scope, unique/innovative design approaches and other relevant issues (30%).

D. Interview and Fees (10%)

- If an interview is required, the interview process will account for 5% with 5% assigned to the fee. If the interview does not occur, the fee will account for 10% of the overall evaluation.

9.2.4 Site Visits and Oral Presentations

The CID reserves the right to conduct site visits or to invite Offerors to present their technical solution to the Recommendation Committee.

9.2.5 Submittal Requirements

Failure to meet these requirements will result in the Proposals being determined “non-responsive” and the entire submittal will be rejected.

Proposals shall include the following information in the order detailed:

Title Page: List the RFP subject, the name of the firm including all proposed sub-consultants, name of contact person and the date.

Table of Contents: Include a clear identification of the material included in the proposal by page number

Letter of Transmittal: Limited to 2 pages. Express a commitment to perform the required work within the time frame identified in the aforementioned. If time frame is not feasible, explain why and provide rationale. Also give the name (s) of the person (s) who will be authorized to represent the firm, their title and telephone number (cell and office).

Statement of Qualifications of Project Team:

A. Name, address and telephone numbers (cell and office) of the lead firm’s owner (s) and full information about the corporate structure of the submitting lead firm including financials and/or audit of the firm’s financials (**3 pages maximum**)

B. Location of the firm’s primary place of business for legal purposes and any subsidiary offices, years of business and types of services offered (**1 page maximum**)

C. Names and qualifications of personnel to be assigned to the project design (**no maximum**). Include an organizational chart. The organizational chart shall be single-sided and shall not exceed 11” x 17” in size.

D. List of **all** projects done for CID/county entities or state/federal agencies in the State of Georgia in the past two (2) years that are relevant/similar to this project.

E. The Project Manager assigned to this project shall be identified and a description of his/her relevant previous/present projects listed. This includes a list of past

relevant projects, which proposed project staff have played a central role in designing shall also be provided. **(2 pages maximum)**.

F. Current and projected workload of assigned Project Manager and supporting staff (specifically the traffic engineering consultant and the environmental consultant) shall be identified including the percentage of time assigned to this project. **(1 page maximum)**.

G. A list of all lawsuits in which the lead firm and sub-consultants have been involved in over the past five (5) years including all settlements or arbitrations **(no maximum)**

H. Identify the DBE firm (s) and the percentage of the contract amount assigned to these firms. **Do NOT identify the dollar amount.** Document firms are GDOT pre-qualified and provide verification as such.

Statement of Project Understanding and Approach: The consultant shall state in succinct terms their understanding of what is required by the Scope of Work, including providing a narrative of the consultant's approach and technical plan for accomplishing the work herein. The consultant is encouraged to elaborate and improve on the tasks listed in the RFP. Specific illustrations of former or current design projects similar to this project shall be submitted and why your firm's past experiences are relevant to the CID hiring your firm **(5 pages maximum)**

Time Schedule: The Consultant shall state whether the CID's Proposed Schedule is workable and if not, explain why including your proposed revised schedule. The ability to submit a final set of approved plans prior to February 1st, 2023 will be reviewed favorably by the CID. **(1 page maximum)**

Intangibles: The Consultant may include any other information that they believe will strengthen their position as the firm of chose **(2 pages maximum)**

9.3 Rejection of Proposals/Cancellation of RFP

The CID reserves the right to reject any or Proposals, to waive any irregularity or informality in a Proposal, and to accept or reject any item or combination of items, when to do so would be to the advantage of the CID. It is also within the right of the CID to reject Proposals that do not contain all elements and information requested in this document. The CID reserves the right to cancel this RFP at any time. The CID will not be liable for any cost/losses incurred by the Offerors throughout this process.

9.4 CID's Right to Investigate and Reject

The CID may make such investigations as deemed necessary to determine the ability of the offeror to provide the supplies and/or perform the services specified.

9.4.1 Offeror Informational Requirements

In determining the capabilities of an offeror to perform the services specified herein, the following informational requirements must be met by the offeror. (Note: Each item must be thoroughly addressed. Offerors taking exception to any requirements listed in this section may be found non-responsive or be subject to point deductions.)

9.4.1.2 Resumes/Company Profile and Experience

Offeror shall specify how long the individual/company submitting the Proposal has been in the business of providing services similar to those requested in this RFP and under what company name. A resume or summary of Proposals, work experience, education, skills, etc., which emphasizes previous experience in this area should be provided for all key personnel who will be involved with any aspects of the contract.

9.4.1.4 Offeror Financial Stability

Offerors shall demonstrate their financial stability to supply, install and support the services specified by: (1) providing financial statements, preferably audited, for the 2 (two) consecutive years immediately preceding the issuance of this RFP, and (2) providing copies of any quarterly financial statements that have been prepared since the end of the period reported by your most recent annual report.

10.0 TERMS AND CONDITIONS

10.1 RFP Amendments

The CID reserves the right to amend this RFP prior to the due date. All amendments and additional information will be posted to the CID's website at: www.metroouthcid.org. Offerors are encouraged to check this website frequently for any RFP updates.

10.2 Proposal Withdrawal

A submitted Proposal may be withdrawn prior to the due date by a written request to the CID Manager. A request to withdraw a Proposals must be signed by an authorized individual.

10.3 Cost for Preparing Proposals

The cost for developing the Proposal is the sole responsibility of the Offeror. The CID will not provide reimbursement for such costs.

10.4 Term

The term of this contract shall for fifteen (15) months from the beginning date, or such shorter time as may be indicated on the bid document. If selected to submit a fee, hourly rates and any escalation of said rates over the term of the contract will be negotiated.

10.5 Conflict of Interest

If an Offeror has any existing client relationship that involves the CID or the County, the Offeror must disclose each relationship.

10.6 Minority Business Policy

It is the policy of the CID and the County that minority business enterprises shall have a fair and equal opportunity to participate in the CID purchasing process. Therefore, the CID and the County encourages all minority business enterprises to compete for, win,

and receive contracts for goods, services, and construction. Also, the CID encourages all companies to sub-contract portions of any CID contract to minority business enterprises. **The DBE minimum goal for this project is 12 percent.**

10.7 ADA Guidelines

The CID and the County adheres to the guidelines set forth in the Americans with Disabilities Act. Offerors should contact the Issuing Officer at least one day in advance if they require special arrangements when attending the Offeror's Conference, if any. The Georgia Relay Center at 1-800-255-0126 (TDD Only) or 1-800-255-0135 (Voice) will relay messages, in strict confidence, for the speech and hearing impaired.

10.8 Compliance with Laws

The Consultant will comply with all CID, DeKalb County, State of Georgia, Title VI and Federal laws, rules, and regulations.

10.9 Governing Terms

This RFP expressly limits acceptance to the terms stated below. Any additional or different terms proposed by Consultant and expressed in any form (acknowledgements, confirmations, invoices, catalogs, brochures, technical data sheets, etc.), whether before or after Consultant's receipt of this contract, shall not be binding upon CID. CID's silence or acceptance of the Materials shall not constitute consent to such additional or different terms.

10.10 Indemnification

Consultant shall be responsible for and shall indemnify and hold CID and the County harmless from any and all claims, demands, costs, damages and expenses of whatever nature (including, without limitation, attorney's fees) relating to or arising from (a) Consultant's breach of any of the representations and warranties contained herein; (b) Consultant's failure to follow CID's and County's specifications; (c) Consultant's other breach of the terms hereof; or (d) any other act(s) or omissions(s) of Consultant, its employees, independent Consultants, agents, and suppliers, but only to the extent caused by or resulting from the negligence, recklessness, or intentionally wrongful conduct of the Consultant or other persons employed or utilized by the Consultant in the performance of the contract.

10.11 Corrections/Credits

At CID's option, Consultant shall either issue an appropriate credit or undertake, at Consultant's sole cost, corrections to materials made necessary by reason of Consultant's failure to follow CID's and the County's specifications or Consultant's other breach of the terms hereof. The remedies afforded CID in this paragraph are in addition to, not in lieu of, any other remedy herein or provided by law or equity.

10.12 Insurance

Consultant shall maintain the following insurance (a) comprehensive general liability, including blanket contractual, covering bodily injuries with limits of no less than \$1,000,000.00 per person and \$1,000,000.00 per occurrence, and property damage with limits of no less than \$1,000,000.00 per occurrence; and (b) statutory worker's

compensation insurance, including employer's liability insurance. In addition to above general coverages, Consultant shall maintain Professional Liability Insurance with limits of \$2,000,000 per occurrence and in aggregate. All insurance shall be provided by an insurer(s) acceptable to CID, and shall provide for thirty (30) days prior notice of cancellation to CID. Upon request, Consultant shall deliver to CID a certificate or policy of insurance evidencing Consultant's compliance with this paragraph. Consultant shall abide by all terms and conditions of the insurance and shall do nothing to impair or invalidate the coverage. The County shall be named as "additional insured" on the policy.

10.13 Cancellation

CID may cancel this agreement at any time prior to CID's acceptance of the Services, upon giving written notice of cancellation to Consultant. In such event, in lieu of the price(s) specified on the reverse hereof, Consultant shall be entitled only to payment of the direct non-cancelable costs theretofore incurred by Consultant and any direct non-cancelable committed costs theretofore committed by Consultant, as directly relating to the performance of Consultant's obligations hereunder prior to such cancellation; provided, however, the total amount of such costs shall not exceed the price(s) specified on the reverse side. CID shall not be responsible for any other amounts whatsoever including, without limitation, penalties.

10.14 Independent Consultant

Consultant shall at all times be acting as an independent Consultant and not be considered or deemed to be an agent, employee, joint venture or partner of the CID or the County. Consultant shall have no authority to contract for or bind CID in any manner.

10.15 No Assignment

Consultant may not assign this agreement or any of its rights or responsibilities hereunder, without CID's prior written consent.

10.16 Audit

Upon not less than two (2) days prior notice, CID shall have the right to inspect and audit all records (including, without limitation, financial records) of Consultant which pertain to Consultant's fulfillment of this agreement and charge therefore.

10.17 Attorney's Fees

In the event of Consultant's breach hereunder, CID, in addition to the recovery of all monies and damages owed to CID, shall be entitled to recover from Consultant the reasonable attorney's fees and court costs incurred by CID as a result of such breach.

10.18 Miscellaneous

(a) No remedy of CID shall be exclusive of any other remedy herein or provided by law as equity, but each shall be cumulative. (b) CID's failure or forbearance to enforce any term hereof shall not be deemed to be a waiver of such right or claim, or any right of claim hereunder. Moreover, CID's waiver of any term hereof shall not operate or be construed as a waiver of any subsequent breaches of the same or any other term. (c) If any of the terms hereof shall be determined to be invalid or unenforceable, the remaining terms shall remain in full force and effect. (d) The terms contained in this contract

constitute the entire agreement between CID and Consultant and supersedes all other oral or written Proposals, purchase orders, invoices, agreements and communications between CID and Consultant relating to the subject matter hereof. (e) No term of this agreement may be modified or waived except by an instrument in writing signed by an authorized representative of the party against which enforcement of such modification or waiver is sought. (f) This agreement and all disputes arising hereunder shall be governed by and construed in accordance with the laws of the State of Georgia.

10.19 Special Stipulations

To the extent CID attaches to this agreement any special terms which conflict with or are inconsistent with any of the foregoing terms, the attached special terms shall control.

Given the nature of the GTIB reimbursement process, the selected consultant is to be made aware that the CID may take up to sixty (60) days upon receipt of an invoice to make payment.

11.0 EXHIBITS

Complete the following Exhibits B, C & D and return with the technical proposal.

EXHIBIT A

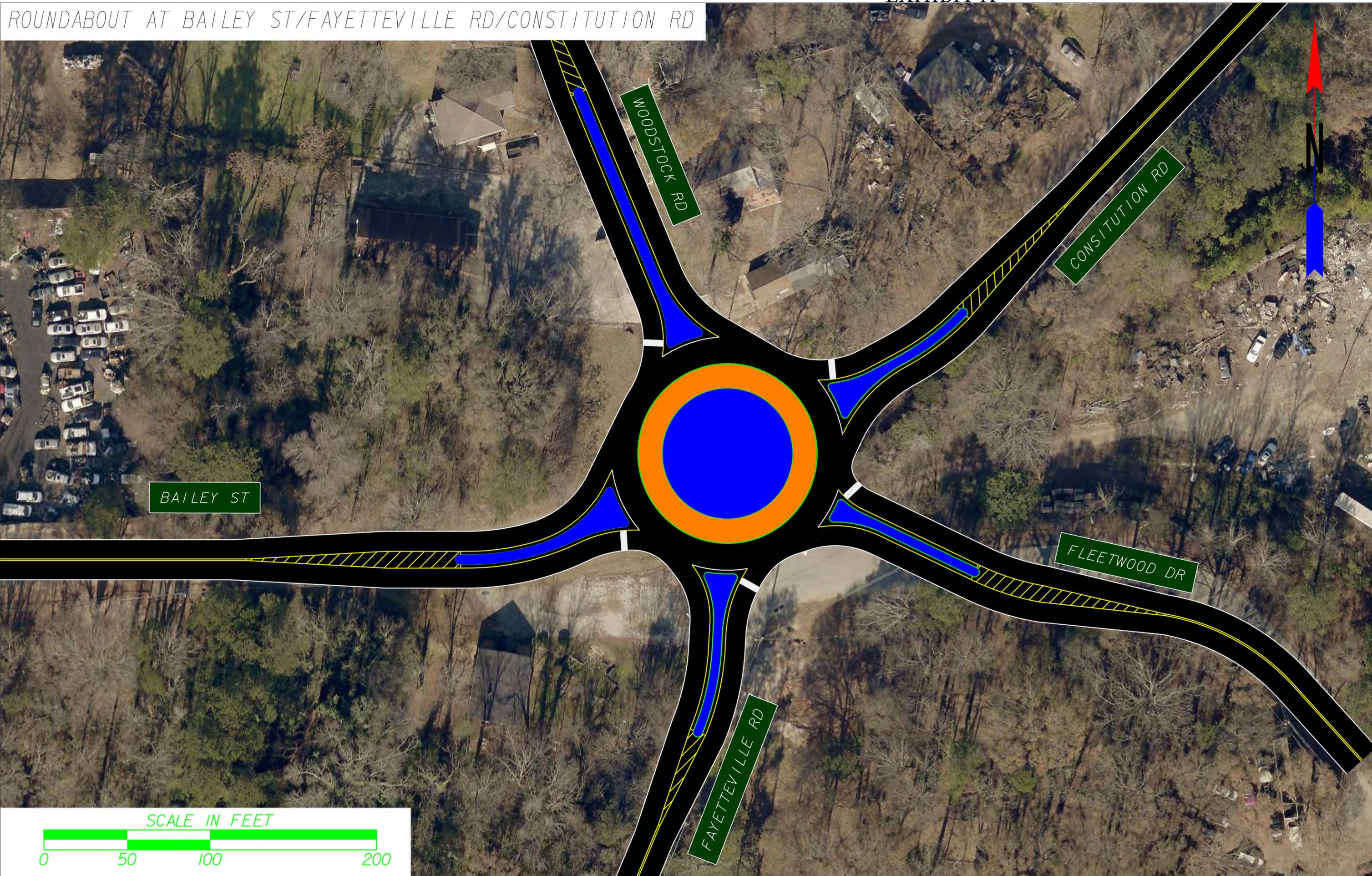
Project Schematic



LEGEND:
A-BAILEY ST SIGNAL AND INTERSECTION UPGRADES
B-ROUNDAOUT AT BAILEY ST/FAYETTEVILLE RD/CONSTITUTION RD



ROUNDBABOUT AT BAILEY ST/FAYETTEVILLE RD/CONSTITUTION RD



BAILEY ST

WOODSTOCK RD

CONSTITUTION RD

FLEETWOOD DR

FAYETTEVILLE RD



EXHIBIT B

CONFLICT OF INTEREST CERTIFICATION

I, _____, as the legal representative of _____, do certify that this proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the Proposal is genuine and not collusive or sham; that _____ has not directly or indirectly colluded, conspired, connived, or agreed with anyone else to put in a sham proposal, or that anyone shall refrain from proposing; that _____ has not in any manner, directly or indirectly sought by agreement, communication or conference with anyone to fix the proposal price, or to secure any advantage against or with the public or private body awarding the contract of anyone interested in the proposed contract; that all statements contained in the proposal are true; and further, that _____ has not, directly or indirectly, submitted his/her price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay any fee to any corporation, partnership, company, association, organization, or to any member or agent thereof, to effectuate a collusive or sham proposal. If applicable, _____ shall disclose all public and private sector clients, including authorities, which may exist within the CID district boundaries at the time the Contract is executed. In addition, _____ will be required for the duration of the Contract to continue this disclosure throughout the project duration, and if any conflict or potential conflict of interest occurs during the project duration, _____ shall disclose conflict or potential conflict as soon as it is known. No gift, gratuity or monetary contribution has been provided to any CID or DeKalb County government employee, any board member or the Executive Director of the CID to provide Engineering Services on this project from _____ as a corporate entity or employee of _____.

Name: _____

Title: _____

Date: _____

EXHIBIT C

ACCEPTANCE FORM

Technical proposals are to be emailed to the attention of CID Executive Director Larry Kaiser; Larry@metrosouthcid.org, by no later than 3:00 PM, December 20th, 2021. The subject line of the email shall be noted as follows: **“RFP for Professional Engineering Services – Constitution Road Freight Corridor Improvements”**.

Technical proposals received after that date and time. Three originals of the technical proposal and a thumb drive of the proposal shall be included in the envelope. Fee proposals are not to be submitted at this time.

The process for selection of engineering firms will be primarily Qualification-Based (QBS) – Brooks Act. Fees will be a minor component of the overall score. Only technical proposals are to be submitted at this time. A Recommendation Committee will identify the short-listed firms. These firms may be required to attend an interview and present a schematic plan of their respective approach.

In compliance with this Request for Proposal dated November 18th, 2021, which includes all requirements, provisions and exhibits attached and referenced therein, and subject to all the terms and conditions set forth herein, the undersigned offers and agrees to furnish the services described in the RFP

Cited above and submit this signed technical proposal which includes this completed and signed page and other data as required by the RFP. It is understood that this proposal and the scope of services may be modified, by mutual agreement in subsequent negotiations if short-listed and identified to be the highest ranked firm.

NAME AND ADDRESS OF FIRM:

DATE: _____

By: _____
(signature)

(print)

Title: _____

Phone: _____

EIS # : _____

EXHIBIT D
E-VERIFY AFFIDAVITS

METRO SOUTH COMMUNITY IMPROVEMENT DISTRICT
CONSULTANT AFFIDAVIT AND AGREEMENT

By executing this affidavit, the undersigned Consultant verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm, or corporation which is contracting with the CID has registered with and is participating in a federal work authorization program* [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA) P.L. 99-603), in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

The undersigned further agrees that, should it employ or contract with any sub-consultant(s) in connection with the physical performance of services pursuant to this contract with the CID, Consultant will secure from such Consultant(s) similar verification of compliance with O.C.G.A. 13-10-91 on the sub-consultant Affidavit provided in Rule 300-10-01-.08 or a substantially similar form. Consultant further agrees to maintain records of such compliance and provide a copy of each such verification to the CID at the time the sub-consultant(s) is retained to provide the service.

EEV/ Basic Pilot Program* User Identification Number

BY: Authorized Officer or Agent

COMPANY

Date

Title of Authorized Office or Agent

SUBSCRIBED AND SWORN

BEFORE ME ON THIS THE

_____ DAY OF _____ 20____

Notary Public

My Commission Expires:

*As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the "EEV/Basic Rule Pilot Program" operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in Conjunction with the Social Security Administration

