



Cherokee County Board of Commissioners  
 Purchasing Department  
 1130 Bluffs Parkway, Canton, GA 30114  
 Phone: (678) 493-6000  
 Fax: (678) 493-6035

**REQUEST FOR PROPOSALS**

**RFP 2017-132**  
**Bells Ferry Road/Kellogg Creek Road/Victory Drive**  
**Intersection Improvements – Design Services**

**THE PROJECT:**

The Cherokee County Board of Commissioners Purchasing Department (County) is requesting competitive sealed  Bids or  Proposals for RFP 2017-132: Bells Ferry Road/Kellogg Creek Road/Victory Drive Intersection Improvements – Design Services - as described herein.

There  will be  will not be a mandatory meeting to review the requirements.

The term of Agreement(s) resulting from this solicitation can be found in the Statement of Work.

All times in the solicitation are local times to Cherokee County Board of Commissioners, 1130 Bluffs Parkway, Canton, Georgia 30114.

The County reserves the right to reject any or all bids/proposals, to waive technicalities and to make a selection and final award as deemed to be in the best interest of the County, including using any form of contract it deems most advantageous to the County. The County further reserves the right to reject the bid of any vendor who has previously failed to perform properly or complete on time contracts of a similar nature, or who upon investigation shows is not in a position to perform the contract. Incorporated herein by this reference are Cherokee County’s Standard Solicitation Terms and Condition.

**SCHEDULE:**

<b>Issued</b>	July 7, 2017
<b>Site Visit/Pre-Bid Meeting</b>	N/A
<b>Questions Due</b>	July 20, 2017
<b>Answers Due</b>	July 24, 2017
<b>Bids/Proposals Due</b>	<b>August 3, 2017 at 10:00AM</b>
<b>Anticipated Award Date</b>	September 5, 2017

**THE EXPECTED PERIOD OF PERFORMANCE IS:**

The base period of performance is broken down into two areas; Physical Delivery of Product(s) and Service Delivery. This is a function of the Statement of Work (SOW) and/or specification and reflects if there is physical item or items to be delivered and / or delivery of services. An X in the box corresponding to item 1 below, Physical Delivery indicates a physical item or items are to be delivered and an X in the 2. Delivery of Services indicates that Services are to be performed. Either or both may apply to the work contemplated by this solicitation.

Additionally, should there be and X in the box corresponding item 3. Option Grant, then the County requests the right to extend the period of performance beyond the Base Rate as specified.

1.  NO PHYSICAL ITEMS                       PHYSICAL DELIVERY REQUIRED:

For Physical Delivery solicitations, the period of performance for an award shall begin with either the placement of Purchase Order or the date indicated on the Agreement. All items to be delivered are to be FOB Cherokee County at the address indicated in the solicitation. Performance shall be complete upon final acceptance by the County. Time is of the essence for the delivery of each item specified. Warranty requested as below:

Warranty Term Requested: \_\_\_\_\_

2.  NO SERVICES REQUIRED                       PERFORMANCE OF SERVICES:

For Performance of Services solicitations, the period of performance shall begin with the placement of either a Purchase Order or the date of the Agreement unless the Agreement, the SOW or the Solicitation Terms indicate that performance shall begin upon the issuance of an Authorization to Proceed (ATP), in which case the ATP would represent the beginning of performance. Term of services requested are as below:

Services Term:

- One Year  
 Two Years  
 Three Years  
 Other: \_\_\_\_\_

- OPTION GRANT:

This solicitation contains requested options; please see pricing sheet for details.

**SUBMITTAL INSTRUCTIONS:**

Interested Bidders/Proposers should carefully review the requirements defined herein and provide complete and accurate submissions that should include the following items (if indicated by an X in the box:

- Information and Addenda Acknowledgement Form (Appendix A),
- Non-Influence and Non-Collusion Affidavit (Appendix B),
- E-Verify Affidavit (Appendix C),
- References\* (Appendix D),
- Acceptance of County' Standard Agreement\*\*, as below: (Appendix E),
  - Professional Services Agreement
  - Construction Services Agreement
  - Other: \_\_\_\_\_
- Suspension, Debarment and Litigation Affidavit (Appendix F),
- Contractor's License Certification (Appendix G)
- Bonds Requirements if the price bid > \$100K
  - Ability to Provide Performance, Labor & Matl. Payment Bond (Appendix H)
  - Bid Bond (See Appendix I)
- Evidence of/ability to provide Insurance at the limits identified herein\*\*\*,
- Certifications, Licenses or Registrations as required by law and/or as requested.
- Pricing on proposer's pricing form
- Contractor's Qualifications Statement (Appendix J)
- Added Terms to Construction Service Agreement (Attachment)
- Substitutions Proposed: See Instructions Standard Solicitation Terms\*\*\*\*, Item 9
- \_\_\_\_\_
- \_\_\_\_\_

Notes:

\*The County reserves the right to contact not only those references provided, but may also use previous performance for the County, other contacts it identifies and other sources of information believed to be viable to evaluate capability, viability and performance.

\*\*If Acceptance of County's Standard Agreement is checked, all work/items defined herein are to be quoted according to these requirements. Copies of these agreements can be located at the County's Procurement web page.

\*\*\*Insurance levels requested are those identified in the County's Standard Agreement, section "I."

\*\*\*\*Standard Solicitation Terms Refer to Cherokee County Standard Solicitation Terms and Conditions

**EVALUATION CRITERIA:**

Bids/Proposals that contain options or additive work above and beyond the base bid will be evaluated financially according to the criteria described in the solicitation. However, should the use of options or additive work proposed exceed the County budget, the County retains its rights to address such situations as described in its Standard Terms For Bid and Proposal Solicitation as well as the right to award based on the base bid only or the base bid plus quoted additive work that is within its budget.

Bids determined to be Responsive and Responsible will be ranked based Bid Form Criteria.  
OR

Proposals determined to be Responsive and Responsible will be evaluated on the following criteria:

50%	Price
25%	Technical Merits
25%	Qualifications
100%	TOTAL

**HOW AND WHERE TO SUBMIT BIDS AND PROPOSALS:**

The County has two methods for receiving bids and proposals that are mutually exclusive; either electronically or by physical receipt. The box with the “X” below indicates how and where bids or proposals are to be submitted. The County will NOT accept proposals by fax, or e-mail unless authorized, in writing, by the Procurement Director. The solicitation submission deadline will be strictly enforced; no late bids/proposals will be accepted for any reason, please plan accordingly.

**A. Electronic Submissions Only:**

Bids and Proposals are to be submitted electronically ONLY to the County’s designated Web site or location. Physical copies are not to be submitted unless approved in advance by the Purchasing Director.

Proposals and all requested documentation to be provided electronically should in the Adobe Portable Document Format (PDF) unless otherwise indicated in these solicitation instructions. Documents provided in response to this solicitation are to be named according to the following naming convention:

- a. [Solicitation Number]\_[Vendor Name]\_[Document Type]  
Example: “2017-111\_ABC Company\_Proposal”

**AND/OR****B. Physical Submissions Only:**

Bids and/or Proposals are to be submitted on-time and ONLY in physical (paper) form and delivered to Cherokee County Procurement Department, Solicitation #2017-132, 1130 Bluffs Parkway, Canton GA 30114. On-line submissions are not to be tendered without the advanced approval of the Purchasing Director.

Number of Submittals: 1 Original and 1 Copy

**QUESTIONS/ADDENDA:**

Only written inquiries will be permitted during the solicitation period. Questions are to be submitted via email to the Purchasing Agent for this solicitation at: [aclam@cherokeega.com](mailto:aclam@cherokeega.com) no later than the date and time indicated in the Schedule, as may be amended. Answers will be posted via formal Addendum and only released as part of the solicitation documents on the County's designated website. All interested parties are instructed to monitor the County's website on a regular basis throughout the solicitation period. The final date for posting of Addenda is per the Schedule, as may be amended.

**STATEMENT OF WORK AND / OR SPECIFICATION:**

The Cherokee County Roadway Capital Program Management Division is requesting proposals for engineering design services of recommended improvements for the intersection of Bells Ferry Road/Kellogg Creek Road/Victory Drive.

Bells Ferry Road, Kellogg Creek Road and Victory Drive are all classified as minor arterials in southwest Cherokee County. They currently intersect to form a triangle with Bells Ferry Road on the east, Victory Drive to the west and Kellogg Creek Road on the south. There is a gas station and convenience store located in the middle of that triangle. A site location map is attached for information and clarification.

The intersection of Bells Ferry Road and Kellogg Creek Road form a “T” intersection that is signalized. During peak hours, the intersection experiences significant delays. Victory Drive intersects Kellogg Creek Road approximately 400 feet west of Bells Ferry Road and is STOP controlled at its approaches to Kellogg Creek Road. In the southbound direction, Victory Drive is a one-way from Bells Ferry Road to Kellogg Creek Road and functions as a cut-through. The intersection of Kellogg Creek Road and Victory Drive also experience significant delays during peak hours.

There is recorded accident history at both intersections, and due to their close proximity, delays at one intersection affect the other. The County has also received complaints about cut-through traffic at the gas station and convenience store.

Cherokee County completed a traffic study for the intersection. The study evaluated several alternatives at this location and provided a concept level plan and recommendation for a proposed improvement project. A copy of the concept plan and traffic study are attached.

Cherokee County is now requesting proposals for the engineering design for the intersection improvement project.

Design plans shall be in Georgia Department of Transportation format and follow the GDOT Plan Presentation Guide. The design shall be in accordance with latest MUTCD and Georgia Department of Transportation Standards and Specifications.

Erosion control plans shall be in accordance with latest NPDES and Georgia EPD requirements.

The design will include, but not be limited to, identifying right-of-way needs, environmental permitting needs and utility conflicts, determining a potential project phasing plan and determining the project schedule.

Once the database is completed and the design concept is finalized, Cherokee County will require the consultant to facilitate a Public Information Open House for the project to solicit input from the public.

All survey will be done on state plane coordinates.

The proposal shall include staking of any required right-of-way and easements. Preparation of right-

of-way plans and documents shall also be included as part of this proposal.

Upon Cherokee County's acceptance of the completed plans, the consultant shall provide a CD with all electronic files and drawings.

This phase of the project is being funded with County Roadway SPLOST funds.

**END OF STATEMENT OF WORK / SPECIFICATION**