



Jones County Board of Commissioners
P.O. Box 1359
Gray, GA 31032
(478) 986-6405

Jason Rizner
County Administrator

REQUEST FOR PROPOSALS

RIGHT OF WAY ACQUISITION SERVICES

Issue Date: Thursday February 13, 2020

JONES COUNTY BOARD OF COMMISSIONERS
166 INDUSTRIAL BLVD./P.O. BOX 1359
GRAY, GA 31032
PHONE: (478) 986-6405
ATTN: JASON RIZNER, COUNTY ADMINISTRATOR

BIDS WILL BE RECEIVED UNTIL MARCH 19, 2020 AT 3:00 P.M.

PROPOSALS ARE TO BE SEALED AND MAILED VIA USPS, FEDEX OR UPS TO THE ABOVE ADDRESS OR HAND DELIVERED TO THE COUNTY ADMINISTRATOR'S OFFICE LOCATED IN THE JONES COUNTY GOVERNMENT CENTER AT 166 INDUSTRIAL BLVD., GRAY, GA 31032. ENVELOPES SHOULD BE MARKED WITH "RFP – RIGHT OF WAY ACQUISITION SERVICES."



The Jones County Board of Commissioners is accepting sealed proposals for right of way acquisition services. Sealed proposals will be accepted until 3:00 PM on Thursday March 19th, 2020 when they will be opened and read aloud in the Government Center Conference Room, 166 Industrial Blvd. Gray, GA 31032. Any questions should be directed to Leslie Faulk via e-mail at leslie.faulk@jonescountyga.org.

Background:

Jones County has a process whereby residents who live on a dirt road can petition the Board of Commissioners to have the road paved. Once the petition is accepted by the Board a Commissioner, the Board of Commissioners enlists the services of a surveyor to lay out the path the paved surface would follow and determine how much property would be needed from owners along the route. Jones County then works with the affected owners to secure the property needed for right-of-way.

Over time, a number of roads have been added to the "Paving List". Surveys have been completed and some of the necessary right-of-way has been acquired. Please see the attached list that includes the number of parcels needed and the number acquired to date.

This is a very labor-intensive process, and the County has very limited staff available to devote to these projects. That being the case, these dirt road paving projects have had limited movement in recent years. In an effort to get these projects to the construction phase, the County is now seeking the services of a firm to assist with the right-of-way acquisition process.

Proposal Requirements:

Jones County is requesting competitive sealed proposals to provide acquisition of right-of-way and/or easements associated with various roadway construction and improvement projects. The County intends to award a multi-term agreement with the initial term being two years. **No guarantees are made regarding the quantity of work** to be performed under any contract that results from this RFP. Work will be **as needed/as requested**.

Interested firms should submit a lump sum fee per parcel for each parcel acquired. This fee is to include all tasks associated with the acquisition of right-of-way and/or easement per parcel, such as, but not limited to: review and organization of existing County files, deed/title search, parcel valuation, negotiation, document preparation, and closing. Other aspects of acquisition such as individual parcel appraisals and condemnation will be negotiated with the successful consultant on an "as needed" basis.

The proposal shall include costs associated with the acquisition of two types of acquisition: (1) parcels acquired using 100% local funds, and (2) parcels to be acquired in accordance with the



Georgia Department of Transportation right-of-way acquisition process. Therefore, each proposal will include a proposed fee for each type of acquisition.

All acquisitions for projects that are federally funded are to be prepared in accordance with the latest Georgia Department of Transportation requirements.

All firms must also be prequalified by GDOT to perform such services. Proof of latest GDOT prequalification is to be submitted with the proposal.

In addition completing the **attached "References" sheet**, interested vendors should submit **information describing similar engagements** with other local governments in Georgia. Firms should also provide a **narrative that describes their approach** to successfully completing this type of project.

Jones County makes no assurances regarding the number of parcels to be acquired under any agreement resulting from this RFP. The list provided is **not** intended to guarantee that the County will pursue right-of-way on each road listed.

General Information:

- The County reserves the right to reject any or all bids or proposals, to waive technicalities, to solicit additional bids or proposals, to amend or revise proposal/bid documents and to make a selection and final award as deemed to be in the best interest of the County.
- The County further reserves the right to reject the bid/proposal of any vendor who has previously failed to perform properly or complete on time projects/contracts of a similar nature, or, who, upon investigation, shows is not in a position to perform the contract.
- Provider selection will be based on the information contained in the bids, and incomplete or inaccurate information may result in disqualification of a proposal or a bidder.
- The proposal submitted by each proposed service provider will be treated as best and final. There will be no opportunity to negotiate fees during the selection process.
- If you plan to use subcontractors to perform any of the work described above, please identify the subcontractors you plan to use and explain the role they would play in this project.
- The project or purchase is subject to change at the discretion of the County. All schedule changes will be publicly posted on the County's procurement website. Changes or clarifications to the schedule and specifications will be issued as addenda



that will be posted on the County procurement website. It is the vendor's responsibility to monitor the website for addenda and comply with any additional proposal requirements included in the addenda.

- The County does not guarantee the purchase of any/all equipment or services.
- The County reserves the right to terminate any contract for this equipment and/or services for any of the following reasons:
 - a. If the equipment/service is not delivered/completed on an agreed-upon schedule.
 - b. If the equipment/services delivered is not the same equipment/services bid.
 - c. Receipt of substandard product/service.
 - d. Poor workmanship.

DRUG FREE WORKPLACE CERTIFICATION

The signer of the Jones County Contract certifies that the provisions of code sections 50-24-1, through 50-24-6 of the Official Code of Georgia Annotated relating to the ** Drug Free Workplace Act ** have been complied with in full. The signer further certifies that:

- (1) A drug-free workplace will be provided for the contractor's employees during the performance of the contract: and
- (2) Each contractor who hires a subcontractor to work in a drug-free workplace shall secure from that subcontractor the following written certification:

Subcontractor certifies to the contractor that a drug-free workplace will be provided for the subcontractor's employees during the performance of this contract pursuant to paragraph (7) of subsection (b) of code section, 50-24-3. Also the signer further certifies that he will not engage in the unlawful manufacture, sale, distribution, dispensation, possession or use of a controlled substance or marijuana during the performance of the contract.



Paving List

Road Name	Project Description	Interest Petition Complete?	ROW Survey Complete?	Parcels Acquired	Parcels Remaining	Status
Luke Smith Road	End of Pavement to Greenwood Road	Yes	Yes	7	7	Last Activity in 2011
Shady Road Plaza	Joycliff Rd to Bibb County Line	Yes	No	0	TBD	Petition Rec'd in 2017
McKay Road	Highway 18W to Upper River Road	Yes	Yes	31	17	Last Activity in 2012
Skinner Rd.	Cumslo Road to Lite-N-Tie Road	Yes	Yes	34	28	Last Activity in 2011
Chambers Road	End of Pavement to Hwy 18 East	Yes	Yes	22	9	Last Activity in 2011
Chehaw Trail	Dye Road to Howard Roberts Rd.	?	No	0	TBD	No Info on File
Oliver Green	Greene Settlement to Hwy 11	?	No	0	TBD	No Info on File
Pitts Chapel Road	End of Pavement to Henderson Road	Yes	Yes	25	11	Last Activity in 2010
Old Highway 18	End of Pavement to Hwy 18 West	Yes	Yes	2	17	No Activity Since 2003
Pioneer Road	Hwy 18 East to Highway 49	Yes	No	0	TBD	Added in 2019



Proposal Form

Checklist

- Proof of GDOT Prequalification Included
- Information Describing Similar Engagements Included
- References Included
- Narrative Describing Approach Included

I understand that I will be required to submit the attached Prime and Work Authorization Certification and affidavit verifying status for County Public Benefit Application (copy attached), prior to beginning work.

I certify that the price specified below includes all work described in this request for proposals.

LOCALLY FUNDED PROJECTS – PRICE PER PARCEL: \$ _____

FEDERALLY FUNDED PROJECTS – PRICE PER PARCEL: \$ _____

Company: _____

Address: _____

Phone: _____

Email: _____

Authorized Signature: _____

Print Name: _____

Title: _____



Receipt of Addenda

Number

Signature



References

Government/Company:

Contact Person:

Title:

Phone Number:

Project Description:

Date of Project:

Government/Company:

Contact Person:

Title:

Phone Number:

Project Description:

Date of Project:

Government/Company:

Contact Person:

Title:

Phone Number:

Project Description:

Date of Project:



Contractor Insurance Requirements

Contractor's Insurance Provisions: During the life of the contract and for such additional time as may be required, the contractor will provide, pay for, and maintain in full force and effect the insurance outlined here for coverages at not less than the prescribed minimum limits of liability, covering the contractor's activities, those of any and all subcontractors, or anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable.

Certificate of Insurance: Before starting work, the contractor will give the owner a certificate of insurance completed by a duly authorized representative of their insurer certifying that at least the minimum coverages required here are in effect and specifying that the liability coverages are written on an occurrence form and that the coverages will not be canceled, nonrenewed, or materially changed by endorsement or through issuance of other policy(ies) of insurance without 60 days advance written notice to:

Jones County Board of Commissioners
P. O. Box 1359
Gray, Ga. 31032

Failure of the owner to demand such certificate or other evidence of full compliance with these insurance requirements or failure of the owner to identify a deficiency from evidence provided will not be construed as a waiver of the contractor's obligation to maintain such insurance.

The acceptance of delivery by the owner of any certificate of insurance evidencing the required coverages and limits does not constitute approval or agreement by the owner that the insurance requirements have been met or that the insurance policies shown in the certificates of insurance are in compliance with the requirements.

If the contractor fails to maintain the insurance as set forth here, the owner will have the right, but not the obligation, to purchase said insurance at the contractor's expense. Alternately, the contractor's failure to maintain the required insurance may result in termination of this contract at owner's option.

Insurance Primary: All coverage required of the contractor will be primary over any insurance or self-insurance program carried by the owner.

No Reduction or Limit of Obligation: By requiring insurance, the owner does not represent that coverage and limits will necessarily be adequate to protect the contractor. Insurance affected or procured by the contractor will not reduce or limit the contractor's contractual obligation to indemnify and defend the owner for claims or suits which result from or are connected with the performance of this contract.



Duration of Coverage: All required coverage will be maintained without interruption during the entire term of this contract and following final acceptance of the property by the owner.

Subcontractor's Insurance: The contractor will cause each sub-contractor employed by contractor to purchase and maintain insurance of the types specified below. When requested by the owner, the contractor will furnish copies of certificates of insurance evidencing coverage for each subcontractor.

Insurance Limits and Coverage: To the extent applicable, the amounts and types of insurance will conform to the minimum terms, conditions, and coverages of Insurance Service Office (ISO) policies, forms, and endorsements.

If the contractor has any self-insured retentions, or deductible under any of the following minimum required coverages, the contractor must identify on the certificate of insurance the nature and amount of such self-insured retentions or deductible and provide satisfactory evidence of financial responsibility for such obligations. All self-insured retentions or deductible will be the contractor's sole responsibility.

Commercial General Liability: The contractor will maintain commercial general liability insurance covering all operations by or on behalf of the contractor on an occurrence basis against claims for personal injury (including bodily injury and death) and property damage (including loss of use). Such insurance will have these minimum limits and coverage:

Minimum limits: \$1,000,000 each occurrence
 \$2,000,000 general aggregate with dedicated limits per project site
 \$2,000,000 products and completed operations aggregate

Worker's Compensation: The contractor will maintain workers' compensation and employer's liability insurance.

Minimum limits: Workers' compensation – statutory limit
 Employer's liability:
 \$1,000,000 bodily injury for each accident
 \$1,000,000 bodily injury by disease for each employee
 \$1,000,000 bodily injury disease aggregate



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 (Jones County) 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

Name of Project

Name of Public Employer

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

Executed on _____, __, 20__ 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 _____, 20__.

NOTARY PUBLIC

My Commission Expires:



Subcontractor Affidavit under O.C.G.A. § 13-10-91(b)(3)

By executing this affidavit, the undersigned subcontractor 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 under a contract with (name of contractor) on behalf of Jones County 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 subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the subcontractor with the information required by O.C.G.A. § 13-10-91(b). Additionally, the undersigned subcontractor will forward notice of the receipt of an affidavit from a sub-subcontractor to the contractor within five business days of receipt. If the undersigned subcontractor receives notice that a sub-subcontractor has received an affidavit from any other contracted sub-subcontractor, the undersigned subcontractor must forward, within five business days of receipt, a copy of the notice to the contractor. Subcontractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

_____ **(THIS SHOULD BE 5 TO 6 NUMBERS)**

Federal Work Authorization User Identification Number

Date of Authorization

Name of Subcontractor

Name of Project

Name of Public Employer

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

Executed on _____, ____, 20__ 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 _____, 20__.

NOTARY PUBLIC

My Commission Expires:



Affidavit Verifying Status County Public Benefit Application Jones County Board of Commissioners

By executing this affidavit under oath, as an applicant for a Jones County Georgia Business Occupation Tax Certificate, Alcohol License, Taxi Permit or other public benefit as referenced in O.C.G.A. Section 50-36-1, I am stating the following with respect to my application for a Jones County Business Occupation Tax Certificate, Alcohol License, Taxi Permit or other public benefit for _____. [Name of natural person applying on behalf of individual, business, corporation, partnership, or other private entity]

1) _____ I am a United States citizen

OR

2) _____ I am a legal permanent resident 18 years of age or older or I am an otherwise qualified alien or non-immigrant under the Federal Immigration and Nationality Act 18 years of age or older and lawfully present in the United States.*

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of Code Section 16-10-20 of the Official Code of Georgia.

Signature of Applicant:

Date

Printed Name:

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE

____ DAY OF _____, 20__

*

Alien Registration number for non-citizens

Notary Public _____

My Commission Expires: _____

***Note:** O.C.G.A. § 50-36-1(e)(2) requires that aliens under the federal Immigration and Nationality Act, Title 8 U.S.C., as amended, provide their alien registration number. Because legal permanent residents are included in the federal definition of "alien", legal permanent residents must also provide their alien registration number. Qualified aliens that do not have an alien registration number may supply another identifying number below:



OPTIONAL — FOR NON-BIDDERS ONLY

**JONES COUNTY BOARD OF COMMISSIONERS – PURCHASING DEPARTMENT
NO BID STATEMENT**

In an effort to make the procurement of goods and services for the County as competitive as possible, we are soliciting information from contractors and/or vendors who cannot bid. Your responsiveness and constructive comments will be appreciated. Completion of this form will assist us in evaluating factors which relate to the competitiveness of our bids. Please check any of the boxes below which may apply. Please explain any issues that you feel needs to be addressed.

- Specifications - Restrictive, too light", unclear, specialty item, geared toward one (1) brand or manufacturer only. *(Please explain in detail below).*
- Manufacturing - Unique item, production time for model has expired, etc.
- Bid Time - Insufficient time to properly respond to bid or proposal.
- Delivery Time - Specified delivery time cannot be met.
- Payment - Payment terms unacceptable. *(Please be specific)*
- Bonding - We are unable to meet bonding requirements.
- Insurance - We are unable to meet insurance requirements.
- Removal - Remove our firm from your bidders list for the particular commodity or service.
- Keep - Please keep our company on your bidders list for future reference.
- Project is: _____ / Too Large _____ / Too Small _____ / Site or Location is Too Distant
- Miscellaneous - Do not wish to bid, do not handle this type of item(s) or services, unable to compete, Contract clauses are unacceptable, etc. *(Please be specific)*
- Our company would only be interested in this project as a subcontractor or supplier.

VENDOR STATEMENT:

Bid Description: _____

Company Name: _____

Company Official Name: _____

Company Official Signature: _____

Telephone Number: _____

Email Address: _____

**JONES COUNTY BOARD OF COMMISSIONERS – PURCHASING DEPARTMENT
(478) 986-6405 x 161
leslie.faulk@jonescountyga.org**