

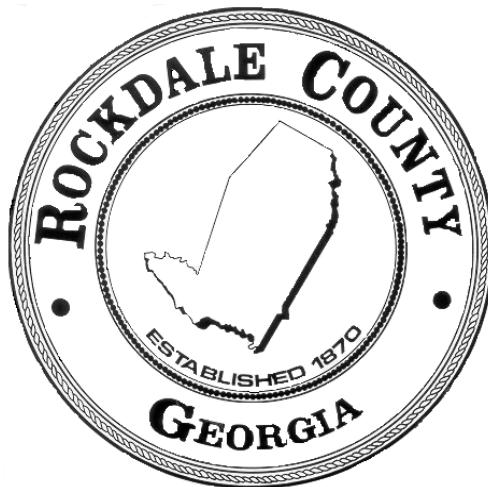
# **REQUEST FOR PROPOSALS**

**No. 23-23**

**ROCKDALE COUNTY, GEORGIA**

**October 31, 2023**

## **ROCKDALE COUNTY'S COMPREHENSIVE TRANSPORTATION PLAN UPDATE**



**ROCKDALE COUNTY FINANCE DEPARTMENT  
PROCUREMENT OFFICE  
958 Milstead Avenue  
CONYERS, GA 30012  
770-278-7552**

**INTRODUCTION:**

Rockdale County is requesting Competitive Sealed Proposals for the **Comprehensive Transportation Plan Update**. Instructions for preparation and submission of a proposal are contained in this packet. Proposals must be typed or printed in ink.

Rockdale County provides equal opportunity for all businesses and does not discriminate against any person or business because of race, color, religion, sex, national origin, handicap, or veterans' status. This policy ensures all segments of the business community have access to supplying the goods and services needed by Rockdale County.

**PURCHASING CONTACT FOR THIS REQUEST:**

All questions concerning this RFQ-Based Proposal and all questions arising subsequent to award are to be addressed to the Purchasing Division via email to Adrienne Brown, at [Adrienne.m.brown@rockdalecountyga.gov](mailto:Adrienne.m.brown@rockdalecountyga.gov) or the following address:

Rockdale County Finance Department  
Purchasing Division  
Attn: Adrienne Brown  
958 Milstead Avenue  
Conyers, GA 30012  
Phone: (770) 278-7557, Fax: (770) 278-8910  
E-mail: [Adrienne.m.brown@rockdalecountyga.gov](mailto:Adrienne.m.brown@rockdalecountyga.gov)

To maintain a "level playing field", and to assure that all proposers receive the same information, proposers are requested **NOT** to contact anyone other than the contact above until after the award of the contract. Doing so could result in disqualification of the proposer.

**PROPOSAL COPIES FOR EVALUATION:**Technical Proposal:

Four (4) hard copies, one (1) original hard copy, and one (1) USB Flash Drive in Adobe PDF format will be required for review purposes. (*Original must be clearly marked "Original" and the Copies clearly marked "Copies."*). Flash Drives that are blank or have incorrect information on them will not be acceptable and may be justification for disqualification. Check your Flash Drive(s) to ensure that they have the appropriate material on it before submitting.

Price Proposal:

One (1) hard copy of the price proposal form is required to be submitted in a separate sealed envelope labeled "Proposal Form". A copy of the Proposal Form must also be included on the USB Flash Drive.

**CONTRACT TERM:**

The Contract Term will be for a period not to exceed **24 months from the Notice to Proceed**, unless an alternate completion time request is submitted with the proposal and is agreed to by the County prior to award of the contract.

**DUE DATE:**

Sealed proposals will be received at the Rockdale County Finance Department, Procurement Division, 958 Milstead Avenue, Conyers, GA 30012 no later than **2:00 P.M., local time, Thursday, November 30, 2023**. Proposals received after this time will not be accepted.

**QUESTIONS AND CLARIFICATIONS:**

All questions and requests for clarifications concerning this RFP must be submitted to the Purchasing Division via email to [Adrienne.m.brown@rockdalecountyga.gov](mailto:Adrienne.m.brown@rockdalecountyga.gov) or at the above address no later than **2:00 p.m., local time, on Thursday, November 16, 2023**. It shall be the proposer's responsibility to seek clarification as early as possible prior to the due date and time. Written responses from the County to the questions it receives will be in an addendum and posted to the County's website at [www.rockdalecountyga.gov](http://www.rockdalecountyga.gov), under Bid Opportunities. Questions or requests for clarifications received after this deadline will not receive a response.

**ADDENDA:**

Answers to questions submitted that materially change the conditions and specifications of this RFQ-Based Proposal will be issued in an addendum and posted to the County's website at [www.rockdalecountyga.gov](http://www.rockdalecountyga.gov) Bid Opportunities. Any discussions or documents will be considered non-binding unless incorporated and issued in an addendum.

**It is the proposer's responsibility to check the Rockdale County website at [www.rockdalecountyga.gov](http://www.rockdalecountyga.gov), Bid Opportunities for any addenda that may be issued, prior to submitting a proposal for this RFP.**

**QUANTITIES**

The quantities listed in the Proposers Response Schedule are provided as an estimate for proposal purposes. The County will not be obligated to quantities beyond actual needs.

**DELIVERY:**

All work is to be completed **on or before October 31, 2025** and all deliverables provided to the county by that time. However, alternate delivery time may be considered provided it is so stated at the time of submittal. If the Consultant does not believe he can meet the proposed schedule of delivery, then **indicate the proposed delivery schedule below** and submit with the proposal.

**ENERGY EFFICIENT, RECYCLING, AND WASTE REDUCTION PURCHASING POLICY**

Policy #R-2015-08 includes the following language:

The Rockdale County Board of Commissioners only purchases energy star rated equipment and appliances that are economically responsible and reduce resource consumption and waste within federal, state, and local laws. The County will only purchase recycled copy, computer, and fax paper with at least 30 percent recycled content.

A copy of the policy may be viewed and downloaded by visiting the website at [www.rockdalecountyga.gov](http://www.rockdalecountyga.gov) Bid Opportunities and scrolling down to the bottom of the page.

**OPEN RECORDS**

The contents of the qualifications will not be made public until after an award and contract has been executed.

**QUALIFICATIONS OF OFFERORS:**

Proposers must be listed on the current Georgia Department of Transportation (GDOT) Prequalified Contractor's List or the GDOT Prequalified Consultant's List in the area classes 1.01, 1.02, 1.10, 3.07, and 3.13.

Proposers shall have at least one Professional Engineer licensed in the state of Georgia and preferred one PTOE and one AICP.

Proposers must have a current business license from their home-based jurisdiction and provide a copy of that license with the submittal of their proposal response.

Proposals from any offeror that is in default on the payment of any taxes, license fees, or other monies due to Rockdale County will not be accepted.

Any contractor submitting a Proposal must complete the Contractor's Qualification Statement and Questionnaire if provided in this package.

In evaluating Proposals, the County may seek additional information from any contractor concerning such contractor's proposal or its qualifications to construct the Project.

Proposers are to submit at least **three (3) references** from projects with similar experience using the materials and process in this RFP.

#### **DBE REQUIREMENTS:**

The required DBE goal is 16.7%, as adopted by the ARC.

#### **DEBRIEFINGS:**

In lieu of Post-Award debriefings, Rockdale County's will provide the "Selection Package" at the time of the Selection Announcement (also referred to as the Announcement of Entering into Negotiations). The "Selection Package" will include the scores of phases for all firms who responded and will typically be provided as a PDF file and e-mailed.

#### **FINANCIAL STABILITY**

The Offeror will provide financial information that would allow proposal evaluators to ascertain the financial stability of the firm.

- If a public company, the Offeror will provide their most recent audited financial report.
- If a private company, the Offeror will provide a copy of their most recent internal financial statement, and/or a letter from their financial institution, on the financial institution's letterhead, stating the Offeror is in good standing with that financial institution.

#### **SELECTION PROCESS:**

The Rockdale County Procurement Office and Evaluation Committee makes a recommendation for award. The Board of Commissioners will make the actual award of the contract and has the authority to award the contract to a company different than the company recommended by the Procurement Office and/or Evaluation Committee.

This is a past performance/quality/price trade-off source selection in which competing offeror's past and present performance history and product quality will be evaluated on a basis approximately equal to price. Award will be made to the responsible offeror whose proposal represents the best value after evaluation in accordance with the factors listed below. Rockdale County Board of Commissioners may reject any or all proposals and to waive any technicalities or informalities if such action is in the county's interest.

Rockdale County may evaluate proposals and award a contract without discussions with offerors. Therefore, the offeror's initial proposal should contain the offeror's best terms from a price and technical standpoint. The County reserves the right to conduct discussions if the County later determines them to be

necessary.

Proposers will be evaluated based on the following criteria and may be called in for an interview. The County intends to award the contract to the responsible and responsive contractor whose proposal is determined in writing to be the most advantageous to the County taking into consideration all of the evaluation criteria.

**EVALUATION CRITERIA:**

Offerors will be evaluated based on the following criteria and may be called in for an interview.

Respondents will have their submissions evaluated and scored. Submissions will be evaluated to assess the respondent's ability to provide anticipated services for Rockdale County. Rockdale County shall be the sole judge of the quality and the applicability of all statements of qualifications. Approach, scope, overall quality, local facilities, terms, and other pertinent considerations will be taken into account in determining acceptability.

Selection Committee shall evaluate and rank the statements of qualifications based on the following criteria:

- Stability and resources of the firm, including the firm's history, growth, resources, litigation history, financial information and other evidence of stability. **(20%)** This shall include:

*Firm's History and Growth*

*Financial Information*

*Litigation History*

*Overall Resources of the Firm*

- Firm's relevant experience and qualifications, including the evidence of qualification and experience of the firm's key staff (including the firm's community engagement staff) and the evidence of the ability of firm in effective services in programs comparable in complexity, size, and function to clients such as government entities and similarly structured organizations. This includes degree of apparent relevant competencies of the principal professional(s) and lead staff in general transportation planning, modeling, and related experience, and evidence of competence, including review of: **(50%)**

*Relevant Project Experience of the Firm*

*Experience of key resources on relevant projects of the Firm, including public participation/community engagement*

*Relevant Project Experience of the Project Manager*

*Project Manager Education*

*Project Manager Years of Transportation Planning or Relevant Experience*

- Firm's apparent suitability to provide services for project, including the firm's apparent fit to the project type and/or needs of Rockdale County, any special or unique qualifications for the project, past and projected workloads (available resources), the ability of firm to gather resources in metro Atlanta, quality assurance procedures, and any special or unexpected services offered by the firm which might be suitable for the program. The firm's non-discrimination policies and evidence of efforts or success in Women and Minority Business Enterprise (W/MBE) or Disadvantage Business Enterprise (DBE) inclusion will be a part of this evaluation. Review will include: **(20%)**

*Equal Employment Opportunity/W/MBE-DBE Policies & Inclusion*

*Unique Qualifications*

*Special Services*

*Proposed QC/QA Procedures*

- Firm's development of a proposed project schedule to complete the required scope of work and deliverables in according to the Schedule outlined in Section D, to include community participation outreach, stakeholder meetings, and milestone briefings to the Board of Commissioners. Review will include: **(10%)**

*Schedule of Tasks for completing the scope of work described in Detailed Work Scope of the RFQ-Based Proposal*

## AUDIT AND ACCOUNTING SYSTEM REQUIREMENTS

Rockdale County reserves the right to reject any proposal with firms that do not meet the following requirements:

1. Firm(s) should have an accounting system in place to meet requirements of 48 CFR Part 31 and, in the case of non-profit organizations, OMB Circular A-122.
2. The prime is responsible for being reasonably assured that all subconsultants presented as part of the proposed team are similarly in compliance with the above requirements.

## INTERVIEW (IF REQUESTED)

An interview/presentation may be requested of up to three (3) shortlisted finalist firms. Shortlisted finalist firm(s) will be notified in writing or via email and informed of the place, date and time for the interview session, if requested. Detailed interview/presentation instructions and requirements of the finalists will be provided if an interview/presentation is requested by the county. The interview and/or presentation will focus on the firm's approach to developing the Comprehensive Transportation Plan Update and can include more specific information on the firm's proposed team and resources, including any sub-consultants that will be used, for the committee to consider. **Firms shall not address any questions, prior to the Interview, to anyone other than the county's designated contact.**

## FINAL SELECTION

Upon completion of the selection process by the Selection Committee, the firms will be ranked in descending order of recommendation using the sum of individual rankings from the Selection Committee members. Negotiations will then be initiated with the top-ranked firm to finalize the terms and conditions of the contract, including the fees to be paid. In the event a satisfactory agreement cannot be reached with the highest-ranking firm, Rockdale County will formally terminate the negotiations in writing and enter into negotiations with the second highest-ranking firm, and so on in turn until a mutual agreement is established and the County awards a contract.

## SCHEDULE OF EVENTS

The following Schedule of Events represents Rockdale County's best estimate of the Schedule that will be followed in the selection process. All times indicated are prevailing times in the Atlanta, Georgia area. **Rockdale County reserves the right to adjust the Schedule as the County deems necessary.**

<b>Step 1</b>		
a. Rockdale County issues public advertisement of RFQ-Based Proposal	10/31/2023	-----
b. Deadline for submission of written questions and requests for clarification	11/16/2023	2:00 PM
c. Deadline for submission of Qualification-Based Proposals	11/30/2023	2:00 PM

d. Rockdale County completes evaluation of Qualification-Based Proposals	12/15/2023	-----
e. Rockdale County issues notification and other information to finalist firms	12/29/2023	-----
f. Rockdale County conducts interviews and/or negotiations with finalist firm(s) beginning on:	1/12/2024	
g. Recommendation of Selected Firm to the Board of Commissioners:		TBD

**NOTE: Interviews of shortlisted firms will be held on January 12, 2024. You will need to be available for an interview on that date in the event your firm is shortlisted.**

**INSURANCE:**

Before starting any work, the successful contractor must furnish to Rockdale County certificate(s) of insurance from companies doing business in Georgia. The Company shall maintain in full force and effect the following insurance during the term of the Agreement:

<u>Coverages:</u>	<u>Limits of Liability:</u>
Workers' Compensation	Statutory
Employers' Liability	\$1,000,000.00
Bodily Injury Liability	\$1,000,000.00 each occurrence
except Automobile	\$1,000,000.00 aggregate
Property Damage Liability	\$1,000,000.00 each occurrence
except Automobile	\$1,000,000.00 aggregate
Personal & Advertising Injury Limit	\$1,000,000.00
Products / Completed Ops.	\$2,000,000.00 aggregate
Automobile Bodily Injury	\$1,000,000.00 each person
Liability	\$1,000,000.00 each occurrence
Automobile Property Damage	\$1,000,000.00 each occurrence
Liability	
Property Coverage /Builders Risk Policy	Equal to or greater than the existing building limit if performing renovations.

(If hazardous substances are involved)

Contractor's Pollution Liability (with 1-year extended reporting period)

    Each Occurrence                      \$1,000,000.00

    Aggregate                              \$2,000,000.00

Environmental Impairment Liability (with 1-year extended reporting period)

    Each Occurrence                      \$1,000,000.00

    Aggregate                              \$2,000,000.00

Professional Liability/General Liability              \$1,000,000.00

Excess Umbrella Liability                              \$3,000,000.00

All insurance shall be provided by an insurer(s) acceptable to the County and shall provide thirty (30) days prior notice of cancellation to the County. Upon contract award, Contractor shall deliver to the County a certificate or policy of insurance evidencing Contractor's compliance with this paragraph. Contractor shall abide by all terms and conditions of the insurance and shall do nothing to impair or invalidate the coverage.

Rockdale, GA shall be named as Additional Insured under any General Liability, Business Auto and Umbrella Policies using ISO Additional Insured Endorsement forms CG 2010 or its equivalent. Coverage shall apply as Primary and non-contributory with Waiver of Subrogation in favor of Rockdale County, Georgia.

The insurance carrier must have a minimum rating of A or higher as determined by the rating firm A.M. Best.

Certificates must contain policy number, policy limits, and policy expiration date of all policies. The Request for Proposals (RFP) number and project name must be inserted in the Description of Operations section of the certificate.

Certificates are to be issued to:

Rockdale County, Georgia  
958 Milstead Avenue  
Conyers, GA 30012

**PERMITS:**

The awarded contractor will be responsible for acquiring any permits that are required for this project/purchase. Rockdale County will waive fees on all permits issued by Rockdale County.

**AWARD OF CONTRACT**

The Rockdale County Procurement Office and Evaluation Committee makes a recommendation for award. The Board of Commissioners will make the actual award of the contract and has the authority to award the contract to a company different than the company recommended by the Procurement Office and/or Evaluation Committee.

**ILLEGAL IMMIGRATION REFORM AND ENFORCEMENT ACT OF 2011**

Vendors submitting a Qualification package in response to this RFP must complete the Contractor Affidavit under O.C.G.A. §13-10-91(b)(1) which is provided with the RFP package to verify compliance with the Illegal Immigration Reform and Enforcement Act of 2011.

- A. The form must be signed by an authorized officer of the contractor or their authorized agent.
- B. The form must be notarized.
- C. **The contractor will be required to have all subcontractors and sub-subcontractors who are engaged to complete physical performance of services under the final contract executed between the County and the contractor complete the appropriate subcontractor and sub-subcontractor affidavits and return them to the County a minimum of five (5) days prior to any work being accomplished by said subcontractor or sub-subcontractor. Format for this affidavit can be provided to the contractor if necessary.**

**PIGGYBACKING**

Rockdale County encourages and agrees to the successful bidder extending the pricing, terms and conditions of this solicitation or resultant contract to other governmental entities at the discretion of the successful bidder.

**GENERAL INFORMATION**

No proposals received after said time or at any place other than the time and place as stated in the notice shall be considered. No responsibility shall attach to Rockdale County for the premature opening of a proposal not properly addressed and identified.

**WITHDRAWAL OF PROPOSAL:**

A proposer may withdraw his proposal before the proposal due date, without prejudice to the proposer, by submitting a written request of withdrawal to the Rockdale County Procurement Office.

**REJECTION OF PROPOSAL:**

Rockdale County may reject any and all proposals and must reject a proposal of any party who has been delinquent or unfaithful in any formal contract with Rockdale County. Also, the right is reserved to waive any irregularities or informalities in any proposal in the proposing procedure. Rockdale County shall be the sole judge as to which proposal is best, and in ascertaining this, will take into consideration the business integrity, financial resources, facilities for performing the work, and experience in similar operations of the various proposers.

**STATEMENT OF EXPERIENCE AND QUALIFICATIONS:**

The proposer may be required, upon request, to prove to the satisfaction of Rockdale County that he/she has the skill, experience, necessary facilities and ample financial resources to perform the contract(s) in a satisfactory manner and within the required time. If the available evidence of competency of any proposer is not satisfactory, the proposal of such proposer may be rejected. The successful proposer is required to comply with and abide by all applicable federal and state laws in effect at the time the contract is awarded.

**NON-COLLUSION AFFIDAVIT:**

By submitting a proposal, the proposer represents and warrants that such proposal is genuine and not sham or collusive or made in the interest or in behalf of any person not therein named, that the proposer has not directly or indirectly induced or solicited any other proposer to put in a sham proposal, or any other person, firm or corporation to refrain from proposing and that the proposer has not in any manner sought by collusion to secure to that proposer any advantage over any other proposer.

**INTEREST OF:**

By submitting a proposal, the proposer represents and warrants that a Commissioner, Administrator, employee, nor any other person employed by Rockdale County has, in any manner, an interest, directly or indirectly, in the proposal or in the contract which may be made under it, or in any expected profits to arise there from.

**DOCUMENTS DEEMED PART OF THE CONTRACT:**

The notice, invitation to proposers, general conditions, and instructions for proposers, special conditions, specifications, proposal, and addenda, if any, will be deemed part of the contract.

## STANDARD INSTRUCTIONS

1. The instructions contained herein shall be construed as a part of any proposal invitation and/or specifications issued by Rockdale County and must be followed by each proposer.
2. The written specifications contained in this proposal shall not be changed or superseded except by written addendum from Rockdale County. Failure to comply with the written specifications for this proposal may result in disqualification by Rockdale County.
3. All goods and materials shall be F.O.B. Destination Conyers, Georgia and no freight or postage charges will be paid by Rockdale County unless such charges are included in the proposal price.
4. The following number, RFP No. **23-23** must be written clearly on the outside of each proposal envelope in order to avoid prior opening in error.
5. All proposals must be received and in-hand at proposal due date and time. Each proposer assumes the responsibility for having his/her proposal received at the designated time and place of proposal due date. Proposals received after the stated time and date may be subject to rejection without consideration, regardless of postmark. Rockdale County accepts no responsibility for mail delivery.
6. Unless otherwise stated, all proposals submitted shall be valid and may not be withdrawn for a period of 120 days from the due date.
7. Each proposal form submitted must include the name of the business, mailing address, the name, title and signature of the person submitting the proposal. When submitting a proposal to Rockdale County the Proposal Form must be submitted in a separate sealed envelope labeled "Proposal Form".
8. Rockdale County reserves the right to accept a proposal that is not the lowest price if, in the County's judgment, such proposal is in the best interest of the County and the public. The County reserves the right to reject any and all proposals.
9. Telephone, Emailed or Facsimile proposals will not be accepted.
10. No sales tax will be charged on any orders except for contracts that include construction materials being purchased through a third party.
  - i. Federal I.D. #58-6000882
  - ii. Sales Tax Exempt #308750008
11. If applicable, completed questionnaires must be signed manually. Rockdale County reserves the right to accept or reject any proposal on the basis of incomplete or inaccurate answers to the questionnaire.
12. If applicable, warranty information shall be provided.
13. Proposers shall state delivery time after receiving order.
14. Proposers shall identify any subcontractors and include an explanation of the service or product that they may provide.

## DETAILED WORK SCOPE

### I. Background and Context

The Comprehensive Transportation Plan (CTP) program was established to ensure the transportation infrastructure has a positive impact on strengthening our economy and communities at both the local and regional levels. The Atlanta Regional Commission (ARC) has partnered with Rockdale County and its constituent municipality, the City of Conyers, to develop joint long-range transportation plans. These plans, while focused on local issues and needs, also serve as the foundation for regional planning efforts led by the ARC. There is considerable information available from the ARC that is applicable to the entire Atlanta metropolitan region, and some that is specifically applicable to Rockdale County. In addition, Rockdale County and the City of Conyers also have data sets that are particular to the agency which can serve as invaluable resources in the development of the CTP update. The last CTP update for Rockdale County was completed in 2018; and while certain priorities may have changed, it contains a wealth of information related to the transportation needs of the county and city and will serve as the basis for this CTP update.

### II. Study Area:

The area of study for the Comprehensive Plan Development is defined, but not limited to, the Rockdale County jurisdictional boundary, including the City of Conyers. In addition, the area outside Rockdale County within 1 to 3 miles of the county boundary shall also be included for Interstates, freeways, arterial, and collector road corridors that extend beyond county lines.

### III. CTP Elements and Emphasis Areas

Needs and priorities vary from jurisdiction to jurisdiction across the region. For that reason, the emphasis areas of each CTP work program can vary considerably. While all CTPs must address 10 core elements, the depth to which each is studied has been modified to match the relative importance of each element to Rockdale County and the City of Conyers. The areas labeled as "High Emphasis" will require special attention and additional effort and resources should be concentrated in those areas. Some of the elements have been designated as "Low Emphasis" because they do not predominate in Rockdale County, or because the County already has significant information regarding those elements. The intent is to shift the majority of the CTP Update efforts to the High Emphasis Core Areas and the three Optional areas. **The overall project scope may be adjusted to stay within the assigned project budget; however, all required areas must be addressed.**

The elements that are to be addressed as part of this CTP are the ten core areas and optional areas 12, 13 and 15, as described below, and as further defined in the Additional Guidance provided herein in Section V:

01. State of Good Repair / Maintenance (Low Emphasis)
02. Roadways (High Emphasis)
03. Transit (Low Emphasis)
04. Active Transportation
05. Freight and Goods Movement (High Emphasis)
06. Human Services Transportation (HST)
07. Transportation Demand Management (TDM) Programs
08. Intelligent Transportation Systems (ITS) / Technology (Low Emphasis)
09. Resiliency / Emergency Preparedness Planning (Low Emphasis)
10. System Performance Monitoring and Reporting Program (High Emphasis)

Of the five other potential elements that have been identified, which may be considered optional in some instances since they may not be universally relevant to every jurisdiction in the region, three

of those elements, 12, 13 and 15 have been selected by Rockdale County and are to be addressed as part of this CTP update:

11. Airport Access
12. Subarea and/or Corridor Analyses (High Emphasis)
13. Traffic Calming Program
14. Health Impact Assessment (HIA)
15. Project Screening (High Emphasis)

Due to the substantial number of manufacturing facilities located in Rockdale County, and the need to address freight and goods movement issues, element number 5 will require more thorough analysis and development of required improvements than other locations without the heavy freight movement emphasis.

Although Rockdale County does not currently have a comprehensive Traffic Calming Program, inventory of existing traffic calming devices and recommendations for future traffic calming will be the focus of element number 13.

Each element addressed within the CTP must include a technical evaluation of needs based on a combination of quantitative data and qualitative information, robust community engagement, and clear documentation of the findings and recommendations. The order and manner in which elements are addressed in documentation can vary based on local preference, and combining elements where appropriate may be acceptable to the County. For example, state of good repair and system preservation issues may be covered in a stand-alone section, or they could be integrated as sub-elements within each modal section.

#### IV. Core Work Program Tasks

This scope of work contains detailed work task specific to the needs of Rockdale County and the City of Conyers and meets the minimum requirement that Rockdale County must fulfill per the Subgrant agreement with ARC.

Comprehensive progress reports detailing progress on each task shall be submitted by the consultant to Rockdale County with each invoice. The project management team representative will present deliverables to Rockdale County and the City of Conyers for comment. The county will subsequently present deliverables to ARC for comment, involve ARC in relevant stakeholder and technical committee meetings, and notify ARC of key public outreach activities.

Every CTP will in the region will follow the same basic process in terms of the highest-level tasks. However, the specific activities within a task and the format and content of deliverables may vary considerably based on the needs and desires of Rockdale County. The core tasks are:

01. Project Management
02. Engagement
03. Inventory
04. Assessment
05. Recommendations
06. Documentation

Following are more detailed descriptions for each of the six work program tasks that must be addressed. The first two tasks pertain to the overall CTP update effort, while tasks 3 through 6 are required for each of the core areas and optional areas that are part of the Rockdale County/City of Conyers CTP update.

#### Task 01 - Project Management

The outcomes of this task are establishment of a **Project Management Team** and development of a **Project Management Strategy** and a **Stakeholder Engagement and Outreach Strategy**.

The Project Management Strategy will identify those agencies and organizations which must be involved in the overall direction of the plan development process due to the critical nature of their financial, technical and/or political support. These key stakeholders will constitute the **Project Management Team**. The **Project Management Strategy** will establish protocols for communicating and sharing data, draft materials for review, and other resources within the Project Management Team. A schedule for meetings of the team will be established and preliminary dates for key work task milestones and decision-making points will be defined.

The **Stakeholder Engagement and Outreach Strategy** will be developed and approved by the Project Management Team prior to significant work being undertaken on subsequent tasks. The Strategy will identify key individuals, agencies and organizations whose participation will be critical in properly addressing each individual element defined in the work program. Individualized outreach techniques to effectively involve the stakeholders for each element will be defined.

#### Task 02 - Engagement

The public must be permitted the opportunity to review draft deliverables related to the Inventory, Assessment and Recommendations of the transportation system and plan recommendations prior to those deliverables being finalized. The portfolio of techniques employed should be designed to maximize the potential for a broad range of the public to participate and add value to the planning process. Efforts to engage those community members who have traditionally been underrepresented in the transportation decision making process, or will be most directly impacted by recommendations, should be emphasized.

An early deliverable of engagement and outreach activities will be to define the desired long-term outcomes which implementation of the CTP will help support. These outcomes should support the regionally defined vision of world-class infrastructure, a competitive economy and healthy, livable communities, as outlined in **The Region's Plan Policy Framework** adopted in August 2015. The regional vision should be scaled and interpreted as appropriate to be more directly applicable and responsive to the unique characteristics of Rockdale County and the City of Conyers. The locally desired outcomes may be expressed in terms of a vision statement, goals, and objectives, or may use a different nomenclature which resonates more strongly with community members. For example, Rockdale County's vision statement "*Rockdale County is a perfectly positioned community with a rock-solid approach, dedicated to excellence in customer service, quality of life and global economic development*" is the guiding vision for the county. It stresses the stated goals of improved quality of life, economic development and customer service which should be highlighted in the CTP effort as they apply to the transportation system and its various elements that can either enhance or detract from the stated goals.

Information on the process, schedule, draft and final deliverables, and opportunities for engagement should be readily accessible at all times throughout plan development via a project website. Access to the site should be available through the contracting agency's main website in a direct and logical manner.

#### Task 03 - Inventory

Data related to the existence, condition and performance of the transportation network will be collected and documented. Each of the ten CTP core elements will be addressed, but the distribution of resources dedicated to each can be modified to match the relative importance of that element to the jurisdiction. Rockdale County will also require two of the optional

elements as part of this CTP update. A more in-depth inventory process shall be undertaken for any CTP elements identified herein by Rockdale County as an emphasis area.

All inventoried items, as appropriate, must be mapped digitally and converted to a standard shapefile (.shp) for future use. Adequate data will be collected to allow a thorough assessment that identifies and addresses potential issues and solutions. Data collected may include (and is not limited to) location, facility type (i.e., functional classification), conditions, accident data, average daily travel volumes, origin/destination data, traffic counts including turning movements and TIP/RTP programs and projects.

The inventory of Streets, Roads and Highways will include current and planned ITS elements and signal systems that are along or could be added to the ARC Regional Thoroughfare Network (RTN): Intersection configurations of signalized intersections, Communication between signals, CCTV, Video Detection, CMS locations and conditions. Analysis will compare the baseline conditions and other analyses completed for Task 3 to identify needed intersection signalization and other ITS Enhancements to address both existing and projected deficiencies.

The inventory of freight will include an identification and assessment of existing problems and needs of moving freight in the county and the identification of freight attractors and generator facilities. The Atlanta Regional Freight Mobility Plan and Atlanta Strategic Truck Route Master Plan (ASTRoMaP) shall serve as the foundation for this work, as well as other relevant studies such as the GDOT Statewide Freight and Logistics Plan. Freight related improvement areas will also be identified through discussion with stakeholders. Planning level construction and operational deficiencies with regards to lane widths and turning radii at key intersections along designated truck routes will be included.

The inventory of bicycle and pedestrian facilities will include the countywide identification of any pedestrian facilities and include data from existing Livable Centers Initiative Studies, corridor studies, or other relevant studies. The inventory will include existing facilities that will need to be brought into future compliance with Americans with Disabilities Act (ADA) requirements for transportation facilities. Existing and planned bike lanes, side paths, multi-use trails, and signed bicycle routes will also be identified. Attention will be given to providing better bicycle and pedestrian connectivity to schools, activity centers/LCI areas, and recreational areas. Tools for assessing bicycle accommodation on roadways may include (but is not limited to) bicycle suitability rating and the Bicycle Level of Service model. The most current Atlanta Region Bicycle Transportation and Pedestrian Walkways Plan shall serve as the foundation for this work, as well as City of Conyers Bicycle Plan and the Conyers to Covington Bicycle Master Plan as well as the current Rockdale County Comprehensive Transportation Plan.

The inventory of projects and policies recommended by recent plans is intended to help avoid duplicating or conflicting with ongoing or recently completed planning efforts in the study area.

The inventory of public transportation and services must include existing public transit routes and service areas, number of vehicles, ridership, vehicles miles traveled (VMT), service frequency, existing rights-of-way, major public transit trip generators and attractors and major public transit intermodal terminals and facilities, transit terminals and transfer stations. Access to these facilities for automobiles, bicyclists and pedestrians must also be considered. Rockdale County is currently working on a Transit Development Plan. The public transportation section of the CTP must include review of the Transit Development Plan, even if the document has not yet been finalized.

#### Task 04 - Assessment

Using data and information gathered in Task 03, elements of the transportation system will be assessed to determine both existing and potential future conditions. The assessment should address both strengths and shortcomings of the system and be based on the ability of existing facilities and services to meet the community's needs. Assessment and Recommendations may be combined for documentation purposes.

Transportation facilities will be assessed to determine if current levels of service and conditions are adequate to meet community needs. Future needs will be determined based on the capacity of existing facilities and services to meet forecast demands. Improvements shall be recommended if needed to accommodate growth and protect natural and cultural resources. Specific attention will be given to assessing the transportation system needs to provide access to the Hartsfield-Jackson International Airport.

The needs assessment will utilize forecasts for population and employment growth. Existing zoning and future land use maps will be used. The analysis will address the need to improve or utilize transportation facilities in a way that will preserve the existing system, provide a safe and efficient transportation network, and enhance mobility and accessibility. Transportation Demand Management (TDM) strategies will be considered for this CTP. The needs assessment will also focus on alternatives to improve operations along the RTN and identify needed ITS and signalization strategies.

Building off the inventory of local transportation funding in Task 3, the needs assessment will also determine whether current transportation funding methods are adequate for both current and future needs and identify any current or future funding needs and opportunities.

#### Task 05 - Recommendations

Recommendations may take a variety of forms and the precise outcomes will be dictated by the level of emphasis placed on each CTP element. Regardless of the unique needs and priorities of the jurisdiction, the following general outcomes must be achieved:

- Prioritized list of transportation investments necessary to support the visions for economic development and strong communities established by the community.
- Five to ten year fiscally constrained action plan which reflects currently available funding sources and feasible policy actions that can be taken at the city/county level.
- Recommendations that have been vetted through a robust community engagement process and formally adopted by local government policy officials.
- Recommendations that leverage and complement regional facilities, services and programs to address local needs and priorities.
- Recommendations that knit together previous plans and projects identified at the community level through **Livable Centers Initiative** (LCI) studies, Community Improvement District (CID) work programs, county/city Capital Improvement Programs (CIP), corridor studies, and other initiatives previously undertaken within the study area.

A short illustrative list of the types of recommendations which might result within each CTP is provided within the description of each element. These examples are not mandatory, nor are they comprehensive in nature.

#### Task 06 - Documentation

The use of innovative and creative approaches to documentation is encouraged.

Development of a robust web-based repository of information available to the public will be required. In addition, a bound hard copy Final Report of the documents shall be produced, which shall include an Executive Summary of Findings and Recommendations. The Executive Summary information shall be presented to the Board of Commissioners and the City Council for their approval prior to finalizing the Final Report. The ARC will be provided with one copy of each major interim deliverable and a copy of the final plan report. If all documentation is web-based, relevant link(s) must be provided to ARC and the plan website

should remain active for a minimum of five years or until the next update, whichever comes first.

To the extent possible, system Inventory, Assessment and Recommendations data, as well as project recommendations, should be mapped in ArcGIS. The relevant ArcGIS files will be provided to the consultant so the inventory and proposed improvements can be incorporated on the shapefiles. Applicable shapefiles will be provided to the ARC upon completion of the CTP. Mapped information developed in other software, whether conceptual in nature or geographically accurate, will also be provided, in either the original source format or exported into an intermediate format usable by Rockdale County and the ARC.

The minimum required deliverables, as defined in this work program, are:

01. Project Management Strategy
02. Stakeholder Engagement and Outreach Strategy
03. Inventory of Existing Conditions (may be combined with #04)
04. Assessment of Current and Future Conditions (may be combined with #03)
05. Final Plan

The final plan shall be presented as a single document. While key findings, observations and conclusions of the interim deliverables should be integrated into the final plan document(s), the contents of those interim deliverables do not need to be replicated in their entirety if they are prepared as individual reports. They may be included in the final document(s) by reference if approved by the county.

## V. Additional Guidance on Elements and Emphasis Areas

The additional detailed information on each of the CTP elements or emphasis areas provided herein supplements and further defines the work scope elements and puts them in the context of the overall Atlanta Region's Plan. It also provides a listing of various resources that are available from the ARC that can be utilized to obtain information that is specific to Rockdale County.

Under each element are three standard sections:

01. **Region's Plan Policy Coordination** - This section defines how this element relates to the vision, goals, objectives and policies of **The Region's Plan Policy Framework**. While all transportation investments should in some way contribute to "winning the future" by creating world-class infrastructure, improving economic competitiveness and making our communities stronger and more livable, only those of most direct relevance are identified. CTPs are expected to be consistent with and complementary to the general spirit and intent of this guidance. However, the core areas and optional areas specific to Rockdale County / City of Conyers are defined herein.
02. **Resources** - In some cases, ARC has produced or has access to datasets which will be useful in the assessment process. These datasets are referenced where appropriate. ARC also has a vast library of GIS shapefiles which can serve as a foundation for CTP efforts. Many of these are published through an open data platform on ARC's website and are not individually listed in this guidance. Additional files may also be available upon request.  
In all cases, it is expected that the CTP process draw upon data, findings and recommendations contained in **The Region's Plan Policy Framework**, the **Introduction to the Region's Plan**, the **Transportation System Assessment**, **The Region's Plan - Transportation Element**, and the **Georgia Statewide**

**Transportation Plan.** To minimize redundancy, these plans are not identified within each element.

03. **Inventory, Assessment and Recommendations** – A list of types of data and conditions which could be examined is provided in this section. The nature of recommendations which are ultimately made will be dependent on what information is collected and how it is analyzed. The list is not exhaustive and may require the collection of other available information as necessary from other sources. None of the items should be considered mandatory either if that element is not an emphasis area, data is lacking, or there are insufficient resources to conduct a comprehensive analysis. However, sufficient relevant data should be analyzed to support the assessment, conclusions or recommendations of the CTP Final Report.

## **Element 01 (Core)**

### **State of Good Repair / Maintenance**

#### **Region's Plan Policy Coordination**

To provide for trip reliability and system resiliency, the Region's Plan prioritizes the maintenance of our existing system over expanding the current system. This will ensure we keep up the demands for moving freight goods and residents safely and reliably on adequate facilities. Additionally, this is a priority designated by federal funding sources.

#### **Resources**

- National Bridge Inventory (NBI) database
- Existing GDOT and ARC traffic data

#### **Inventory, Assessment and Recommendations**

- Roadway pavement condition
  - Relation to major origins and destinations
  - Traffic volumes (arterial roads)
  - Functional class designation
  - Ownership and maintenance responsibility
  - Anticipated project and aggregate cost to bring the roadway network to a state of good repair and maintain it over time.
- Bridge condition
  - Relation to major origins and destinations
  - Strategic importance to local and regional access and mobility
  - Load restrictions (Based on most recent GDOT inspection report)
  - Sufficiency rating (Based on most recent GDOT inspection report)
  - Ownership and maintenance responsibility
  - Anticipated project and aggregate cost to bring the bridge inventory to a state of good repair and maintain it over time.

## **Element 02 (Core)**

### **Roadways**

#### **Region's Plan Policy Coordination**

The Region's Plan seeks to strategically expand the transportation system while supporting local land use visions and plans. An inventory of planned roadway improvement projects should be prioritized based on how they help improve multi-modal connectivity and meet future needs.

### **Resources**

- INRIX traffic data
- Regional travel demand model data
- Atlanta Region Freight Mobility Plan (ARC - 2015)
- Complete Streets Policy (GDOT - 2012)
- Strategic Regional Thoroughfare Plan (ARC - 2010)
- CARE safety data

### **Inventory, Assessment and Recommendations**

- Relation to major origins and destinations
- Traffic volumes based on available sources (field counts may be needed at some locations)
- Functional class designation
- Crash histories
- Access characteristics
- At-grade railroad crossings
  - Geometric characteristics
  - Congestion and safety issues
  - Safety upgrades
  - Grade separations
- Proposed capacity expansion projects
- Interface with freeway projects
- Proposed operations and safety improvements
- Anticipated project and program costs

## **Element 03 (Core)**

### **Transit**

#### **Region's Plan Policy Coordination**

The Region's Plan has established policies to create a reliable transportation system which is accessible and equitable to all citizens. Maintaining and expanding the comprehensive system to improve transit access and reduce reliance on travel by single occupancy vehicles is key to creating a world class transportation system.

### **Resources**

- Concept 3 Transit Vision (ARC - 2008; will be updated in 2016)
- Managed Lanes Implementation Plan (GDOT - 2015)
- Direct Xpress Service Plan (GRTA - 2015)
- Transit expansion locally preferred alternatives and environmental documentation
- Regional travel demand model data

### **Inventory, Assessment and Recommendations**

- Transit routes and frequencies
- Service facilities
- Park-and-ride lots
  - Locations and size
  - Utilization rates
  - Access characteristics
- Fleet characteristics
- Ridership
  - Socioeconomic and demographic characteristics
  - Major origins, destinations and travel patterns
  - Health factors

- System performance data
- Exclusive rights-of-way
- Intermodal terminals and facilities
- Facility and service “last mile” access characteristics
  - Drivers
  - Bicyclists
  - Pedestrians
  - Persons with disabilities
- Development patterns near transit routes and stations
- Coordination between local and regional transit services and facilities
- Proposed information and technology improvements
- Anticipated project and program costs
- Long-term financial solvency plan

## **Element 04 (Core)**

### **Active Transportation**

#### **Region’s Plan Policy Coordination**

Healthy livable communities and competitive economies alike rely on reliable transportation options for residents and visitors. To achieve this, developing safe and connected facilities for people walking and bicycling is vital. The Region’s Plan establishes a framework for safe, connected, and reliable travel. Facilities for people walking, biking, or with disabilities help to connect our existing networks and improve safety for all users. Consideration must be given to these types of facilities.

#### **Resources**

- Regional Bicycle and Pedestrian Plan (ARC - 2015)
- CARE crash data

#### **Inventory, Assessment and Recommendations**

- Facilities for people riding bicycles.
  - Facility type
  - Relation to major origins and destinations
  - Condition
  - Crash profiles
  - Ownership and maintenance responsibility
  - Usage and user characteristics
- Facilities for people walking.
  - Facility type
  - Relation to major origins and destinations
  - Condition
  - Crash profiles
  - Ownership and maintenance responsibility
  - Usage and user characteristics
- Facilities for people with disabilities
  - Physical barriers
  - Curb ramps
  - Sidewalk conditions
  - Communication devices, such as crosswalk signal push button
  - Policies to address removal of barriers for people with disabilities.
- Anticipated project and program costs
- Long-term state of good repair maintenance requirements

## **Element 05 (Core)**

### **Freight and Goods Movement**

#### **Region's Plan Policy Coordination**

The Region's Plan seeks to further improve the region's economic viability by preserving access to key intermodal facilities and by advancing policies and strategies that make the region more attractive to business. Providing safe and reliable movement of goods is key to maintaining the region's current success in existing and emerging employment centers.

There are several large and many small to medium manufacturing facilities in the county which individually and cumulatively place a significant access and mobility demand on the transportation routes leading to those facilities from the main access corridors. In addition to the State Routes which are designated as truck routes, there are many other arterial and collector roads that currently accommodate truck traffic; many of which require improvements to accommodate the current or future freight mobility needs.

This element shall inventory the existing manufacturing facilities and their specific transportation needs to establish what improvements are required to meet their current and future transportation system needs.

#### **Resources**

- Atlanta Regional Freight Mobility Plan (ARC - 2015)
- Statewide Freight and Logistics Plan (GDOT - 2013)
- Atlanta Strategic Truck Route Master Plan (ASTRoMaP) (ARC - 2010)
- Regional travel demand model data
- CARE crash data

#### **Inventory, Assessment and Recommendations**

- Regional and locally important freight corridors
- Freight attractors and generator facilities
  - Warehousing / distribution centers
  - Industrial / manufacturing areas
  - Intermodal facilities
  - Other major rail yards
- Zoning and land use characteristics
- Industry sector employment data
- Crash profiles
- Weight restricted and low clearance designated bridges.
- Railroad crossings
  - At-grade
  - Grade separated.
  - Known safety, design or operational issues.
- Air cargo facilities
- Anticipated project and program costs

## **Element 06 (Core)**

### **Human Services Transportation (HST)**

#### **Region's Plan Policy Coordination**

Human Services Transportation (HST) includes a broad range of service options designed to meet the needs of the region's transportation disadvantaged, including persons with disabilities,

individuals with lower incomes, and other adults. As the region's population continues to age, HST will play an increasingly vital role in creating an equitable transportation system in which all residents and visitors can continue to move around freely.

Rockdale County does not currently have a fixed-route HST system; however, it has on-demand system associated with the Senior Center activities. Assessment of those capabilities and needs as well as latent demand based on currently unmet needs will be required as part of this item.

#### **Resources**

- Coordinated Human Services Transportation Plan (ARC - 2013)

#### **Inventory, Assessment and Recommendations**

- HST routes and/or service areas
- Fleet characteristics
- System performance data
- Fixed route system coordination issues
- System accessibility issues
- Ridership
  - Socioeconomic and demographic characteristics
  - Major origins, destinations and travel patterns
  - Route requests and unmet needs
  - Health factors
- Anticipated project and program costs
- Long term financial solvency plan

### **Element 07 (Core)**

#### **Transportation Demand Management (TDM) Programs**

##### **Region's Plan Policy Coordination**

To increase the region's economic competitiveness, reduce the number of trips made by single occupancy vehicles, and reduce environmental impacts from transportation, the Region's Plan promotes the enhancement and expansion of TDM programs where and when it makes sense to do so.

#### **Resources**

- Regional Transportation Demand Management Plan (ARC - 2013)
- Regional Commuter Survey (CTE - 2010)
- Census travel data

#### **Inventory, Assessment and Recommendations**

- TDM programs, policies, and services provided by the jurisdiction or other entities.
  - Carpooling
  - Vanpooling
  - Compressed work weeks and flextime
  - Teleworking
  - Guaranteed ride home program
  - Incentives to use transit, biking or walking.
  - Informational campaigns and traffic alert programs
- Performance assessments
  - Changes in single occupancy vehicle commutes
  - Public awareness
- Anticipated program and project costs
- Partnerships

## **Element 08 (Core)**

### **Intelligent Transportation Systems (ITS) / Technology**

#### **Region's Plan Policy Coordination**

The Region's Plan encourages the application of advanced technologies in order to ensure a comprehensive and world class transportation network. This can be achieved by strategically improving the existing and planned ITS or improving passenger information technologies along corridors or transit systems.

The needs and possibility of implementation of additional synchronization of traffic signals on arterial and major collector road corridors, and signal pre-emption for emergency services should be explored as part of this item. Also, the existing infrastructure that could be utilized to implement a centralized traffic signal monitoring and control center shall be explored.

#### **Resources**

- Regional ITS Architecture and Strategic Plan (ARC - 2004)
- ITS Architecture Status Report (ARC - 2011)
- CARE crash data

#### **Inventory, Assessment and Recommendations**

- ITS elements and signal systems
  - Fiber optic network
  - Signal coordination and synchronization
  - Video monitoring
  - Detection systems
  - Information signs
  - Command and control centers
  - Alert procedures
- Traffic volumes
- Crash profiles
- Intersection configurations
- Multimodal integration and coordination
- Ownership and maintenance responsibilities
- Anticipated project and program costs

## **Element 09 (Core)**

### **Resiliency / Emergency Preparedness Planning**

#### **Region's Plan Policy Coordination**

The Region's Plan prioritizes building a reliable and resilient transportation system as well as coordinating security and emergency preparedness programs across transportation modes and jurisdictions. Including this module in the CTP updated process will help the region be better prepared for unexpected future events. Resiliency refers to the how roads and other facilities will likely perform during extreme weather events. Emergency preparedness planning refers to what measures are ready to implement when an emergency situation arises.

The existing key access routes, other alternative routes and possible emergency route infrastructure needs shall be analyzed as part of this item.

#### **Resources**

- Atlanta Region Evacuation Coordination Plan (ARC - 2009)
- Ready Georgia Program (GDOT)

#### **Inventory, Assessment and Recommendations**

- Strategic value of infrastructure assets
  - Roadways

- Bridges
- Transit services
- Rail lines
- Asset vulnerability
  - Extreme weather events
  - Long-term environmental changes
  - Security risks
- Short term and long-term alternative routing options
- Communication protocols
- Anticipated project and program costs

## **Element 10 (Core)**

### **System Performance Monitoring and Reporting Program**

#### **Region's Plan Policy Coordination**

To fulfill federal requirements and to ensure The Region's Plan is producing the intended outcomes, monitoring the performance of the transportation system and reporting the findings is a critical "reality check" on the process. If results do not meet expectations, different strategies and programs may need to be considered in future updates to local and regional plans.

The need for alternative routes to relieve severely congested routes or enhancements to existing routes shall be explored as part of this item. For example, the SR 138 corridor which links Rockdale County to Henry and Walton counties is heavily congested, if improvements to the existing corridor are not likely to satisfy demand in the long-term, then an alternate north-south corridor(s) may be needed in some areas to meet future demand. Recommendations regarding need and possible alignment(s) of alternate routes shall be part of this item.

#### **Resources**

- INRIX traffic data
- Regional travel demand model data
- CARE crash data

#### **Inventory, Assessment and Recommendations**

- Roadway performance of arterial and major collector road corridors in the county
  - Traffic volumes
  - Congestion levels
  - Travel time
  - Safety
  - Metrics by user type (e.g., freight, commuters)
  - Metrics by functional classification
- Transit system performance of existing GRTA bus rapid transit service.
  - Ridership
  - On-time performance
  - Safety
  - Metrics by service type
- Active modes performance and connectivity on key corridors, including identifying gaps in existing infrastructure to and from concentrated activity centers.
  - Safety
  - Mode shift
  - Walkability and accessibility metrics
- Monitoring and reporting program costs
- Information and cost sharing partnership opportunities

## **Element 12**

### **Subarea and/or Corridor Analyses**

#### **Region's Plan Policy Coordination**

In some situations, the issues experienced within a subarea or corridor are complex or unique enough to require an additional level of analysis within the broader CTP work program. The local government has discretion to identify these areas of particular concern and use financial resources to undertake specialized analyses as necessary to ensure feasible and reasonable recommendations.

The scope elements requiring additional attention within the corridor or subarea being analyzed will determine which goals, objectives and policies are relevant.

#### **Resources**

- N/A

#### **Inventory, Assessment and Recommendations**

In addition to the elements defined in this guidance, a subarea or corridor may experience issues which are localized in nature. A few examples of the types of issues which can be addressed include:

- Access Management
  - Points of ingress and egress along the subarea or corridor
  - Land use patterns
  - Crash profiles
  - Ordinances and regulations
- Parking Management
  - Locations and counts of public and private parking supply.
  - Operators
  - Pricing structure
  - Occupancy rates
  - Ordinances and regulations
  - Safety considerations connecting parking with destinations for all modes.
- State Route Re-designation
  - Freight volumes
  - Crash profiles
  - Functional classifications
  - Land use pattern
  - Traffic origins and destinations
  - Alternate route options
- Special Event Traffic Management
  - Event schedule
  - Event volumes and comparison to typical background traffic
  - Existing traffic routing plans and protocols
  - Transit, bicycling and walking options.

## **Element 13**

### **Traffic Calming Program**

#### **Region's Plan Policy Coordination**

Rockdale County currently requires developers to install traffic calming measures in new residential neighborhoods that meet criteria defined in the Rockdale County Code. Regulations for installing speed humps were adopted by the Board of Commissioners in 1998 and has not been updated since that original adoption date.

Existing traffic calming measures should be inventoried and the rules and regulations for the installation of traffic calming devices should be re-evaluated to determine their effectiveness.

#### **Resources**

- Rockdale County Code
- "Installation of Speed Humps" Policy number 1998-3-3

#### **Inventory, Assessment and Recommendations**

- Scope
  - Inventory existing traffic calming devices
  - Compare installation methods against others in the region.
  - Evaluate effectiveness of traffic calming devices currently required in the Rockdale County code.
  - Make recommendations for addition of new types of traffic calming devices and uniformed application of devices.

### **Element 15**

#### **Project Screening**

##### **Region's Plan Policy Coordination**

Poorly defined project scopes, schedules and budgets were identified by the ARC Project Delivery Task Force (PDTF) as common sources of lengthy delays in moving a project from plan to reality. This element permits local governments to identify high priority projects that they wish to do additional scope refinement for in order to position them for future funding opportunities and expedite delivery once funding is secured.

Screening of several projects utilizing the ARC Project Screening Tool will be required as part of this item. The projects to be screened will be those identified as Tier 1 projects (1–5-year Plan). In addition, the County will select up to three additional projects for screening as part of this element. Sufficient data will need to be obtained on each project to facilitate the Screening process and identify any possible fatal flaws or other major impediments to moving the projects forward successfully.

#### **Resources**

- Project Delivery Task Force Action Plan (ARC - 2014)
- Project Risk Assessment Tool (ARC - 2015)
- Plan Development Process (GDOT)
- TIP/RTP Blueprint (ARC)

#### **Inventory, Assessment and Recommendations**

- Scope
  - Type of improvement
  - Number of lanes
  - Right-of-way requirements
  - Environmental conditions
  - Fatal design flaws
- Schedule
  - Process milestones
  - Identification of schedule busters
  - Funding availability
  - Community support
  - Elected official support.
- Budget
  - Implementation responsibilities
  - Matching funds commitment

- Contingencies

## VI. Deliverables

The Subgrantee Agreement between Rockdale County (Subgrantee) and the Atlanta Regional Commission (ARC) shall be referenced for deliverable details. The work tasks and their associated deliverables that are included in the Subgrantee Agreement are as follows:

1. Project Management
  - *Kickoff meeting summary notes*
  - *Project Management Plan*
2. Engagement
  - *Public Participation Plan*
  - *Public meeting materials and summary documentation (conducted as part of Tasks 4 & 5)*
  - *Revised vision, goals and objectives*
  - *Project website materials (prepared throughout update)*
  - *Advisory Committee meeting materials and summary documentation (conducted throughout update)*
  - *PMT meeting summary notes (conducted throughout update)*
3. Inventory
  - *Inventory of Existing Conditions Report*
  - *GIS Files*
  - *Project website materials (prepared throughout update)*
  - *Advisory Committee meeting materials and summary documentation (conducted throughout update)*
  - *PMT meetings summary notes (conducted throughout update)*
4. Assessment
  - *Evaluation framework documentation*
  - *Short-Range and Long-Range Needs Assessment Report (including maps, text and tables)*
  - *Project website materials (prepared throughout update)*
  - *Advisory Committee meeting materials and summary documentation (conducted throughout update)*
  - *PMT meetings summary notes (conducted throughout update)*
5. Recommendations
  - *Draft recommendations report(s)*
  - *Project website materials (prepared throughout update)*
  - *Advisory Committee meeting materials and summary documentation (conducted throughout update)*
  - *PMT meetings summary notes (conducted throughout update)*
6. Documentation
  - *Compiled set of interim deliverables (if not already provided at key milestones)*
  - *Final CTP documentation*
  - *GIS shapefiles*
  - *Copy of County approval resolution (and any City approvals, as applicable)*
  - *Project website materials (prepared throughout update)*
  - *Advisory Committee meeting materials and summary documentation (conducted throughout update)*
  - *PMT meetings summary notes (conducted throughout update)*

# PROPOSAL FORM

Instructions: Complete all THREE parts of this bid form.

## PART I: Proposal Summary

Complete the information below. If you wish to submit more than one brand, make a photocopy of this Proposal Form.

<u>Task</u>	<u>Not-to Exceed Amount</u>
1. Project Management	
2. Stakeholder and Public Engagement	
3. Inventory	
4. Assessment of Current and Future Needs	
5. Recommendations	
6. Final Documentation	
<b>Total Not-to-Exceed Cost</b>	

## PART II: Addenda Acknowledgements (if applicable)

Each vendor is responsible for determining that all addenda issued by the Rockdale County Finance Department – Purchasing Division have been received before submitting a bid.

Addenda	Date Vendor Received	Initials
"1"		
"2"		
"3"		
"4"		
"5"		
"6"		

## PART III: Vendor Information:

Company Name	
Address	
Telephone	
E-Mail	
Representative (print name)	
Signature of Representative	
Date Submitted	



## INSTRUCTIONS FOR LIST OF DBE PARTICIPANTS

If a DBE Goal is indicated, you must propose to achieve a goal that is equal or greater than the percentage required. If no goal is indicated, you may propose your own goal.

The DBE firms to be utilized as counting toward the proposed goal must be listed on this form, along with their addresses, type of work and the amount to be paid to each of the minority firms. The amount entered will not necessarily be the contract amount but must be the actual amount that will be paid to the DBE firm. In the case of a DBE supplier, the amount paid and 60% of that amount both will be entered; and only the 60% figure should be added to the total. An example of this is shown in the example chart:

Vendor Number	Company Name and Address (City and State)	Type Of Work	*Work Code	Race Neutral	Race Conscious	Amount

\* For Departmental use ONLY. Do not fill in Work Codes.

The Contractor shall indicate for each DBE and Type of Work whether the DBE Participant is Race Neutral or Race Conscious by placing a checkmark in the appropriate column.

**PLEASE NOTE:** For 60% of the amount paid to a DBE supplier to be eligible to count toward fulfilling the DBE goal, the supplier must be an established “regular dealer” in the product involved, and not just a broker. A “regular dealer” would normally sell the product to several customers and would usually have product inventory on hand.

## Affidavit Verifying Status for County Public Benefit Application

By executing this affidavit under oath, as an applicant for the award of a contract with Rockdale, County Georgia, I \_\_\_\_\_. [Name of natural person applying on behalf of individual, business, corporation, partnership, or other private entity] am stating the following as required by O.C.G.A. Section 50-36-1:

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:

\*\_\_\_\_\_  
Alien Registration number for non-citizens

SUBSCRIBED AND SWORN  
BEFORE ME ON THIS THE  
\_\_\_\_\_ DAY OF \_\_\_\_\_, 202\_\_.

\_\_\_\_\_  
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 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.

\_\_\_\_\_

## Certification of Absence of Conflict of Interest For Development of Specifications or Scope of Work

*Required for each contract or arrangement to prepare or develop specifications or requirements.  
(O.C.G.A. § 36-80-28)*

The undersigned Consultant, who is entering into a contract or arrangement with Rockdale County to prepare or develop specifications or requirements for an invitation for bids, request for proposals, purchase order, or any other type of solicitation for said Rockdale County certifies that:

1. Consultant shall avoid any appearance of impropriety and shall follow all policies and procedures of Rockdale County, as may be related to the project.
2. Consultant discloses below any material transaction or relationship currently known to Consultant that reasonably could be expected to give rise to a conflict of interest, including, but not limited to, that of the Consultant, or the Consultant's employees, agents or subsidiaries (Include past, present, or known prospective engagements, involvement in litigation or other dispute, client relationships, or other business or financial interest):  
  


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3. Consultant shall immediately disclose any material transaction or relationship subsequently discovered during the pendency of the contract or arrangement.
4. Consultant acknowledges that any violation or threatened violation of the agreement may cause irreparable injury to the Rockdale County, entitling Rockdale County to seek injunctive relief in addition to all other legal remedies.

\_\_\_\_\_  
Signature of Contractor's Authorized Official

\_\_\_\_\_  
Printed Name & Title of Authorized Official

\_\_\_\_\_  
Date

## **CONTRACTOR'S QUALIFICATION STATEMENT AND QUESTIONNAIRE**

**NAME OF PROPOSED CONTRACTOR:** \_\_\_\_\_

### **I. INSTRUCTIONS**

- A. All questions are to be answered in full. If copies of other documents answer the question completely, they may be attached and clearly labeled. If additional space is needed, additional pages may be attached and clearly labeled.
- B. The owner, Rockdale County, Georgia, its agents and representatives, shall be entitled to contact each and every reference listed in response to this questionnaire, and each entity referenced in any response to any question in this questionnaire. By completing this questionnaire, the contractor expressly agrees that any information concerning the contractor in possession of said entities and references may be made available to the owner.
- C. Only complete and accurate information shall be provided by the contractor. The contractor hereby warrants that, to the best of its knowledge and belief, the responses contained herein are true, accurate, and complete. The contractor also acknowledges that the owner is relying on the truth and accuracy of the responses contained herein. If it is later discovered that any material information given in response to a question was provided by the contractor, knowing it was false, it shall constitute grounds for immediate termination or rescission by the owner of any subsequent agreement between the owner and the contractor. The owner shall also have and retain any other remedies provided by law.
- D. The completed form shall be submitted with contractor's proposals.
- E. This form, its completion by the contractor, and its use by the contractor, and its use by the owner, shall not give rise to any liability on the part of the owner to the contractor or any third party or person.

### **II. GENERAL BACKGROUND**

- A. Current address of contractor: \_\_\_\_\_  
\_\_\_\_\_
- B. Previous Name or address of contractor: \_\_\_\_\_  
\_\_\_\_\_
- C. Current president or CEO and years in position: \_\_\_\_\_
- D. Number of permanent employees: \_\_\_\_\_
- E. Name and address of affiliated companies: \_\_\_\_\_  
\_\_\_\_\_

### **III. FINANCIAL STATUS**

- A. Please attach financial statements for the past three years for which they are complete. If such statements are not available, please furnish the following information:

1. LAST COMPLETE FISCAL YEAR:

- |    |                          |       |
|----|--------------------------|-------|
| A. | Revenues (Gross)         | _____ |
| B. | Expenditures (Gross)     | _____ |
| C. | Overhead & Admin (Gross) | _____ |
| D. | Profit (Gross)           | _____ |

2. YEAR PRIOR TO "1" ABOVE:

- |    |                          |       |
|----|--------------------------|-------|
| A. | Revenues (Gross)         | _____ |
| B. | Expenditures (Gross)     | _____ |
| C. | Overhead & Admin (Gross) | _____ |
| D. | Profit (Gross)           | _____ |

3. YEAR PRIOR TO "2" ABOVE:

- |    |                          |       |
|----|--------------------------|-------|
| A. | Revenues (Gross)         | _____ |
| B. | Expenditures (Gross)     | _____ |
| C. | Overhead & Admin (Gross) | _____ |
| D. | Profit (Gross)           | _____ |

B. BANKRUPTCIES

1. Has the Contractor, or any of its parents or subsidiaries, ever had a Bankruptcy Petition filed in its name, voluntarily or involuntarily? (If yes, specify date, circumstances, and resolution).

\_\_\_\_\_

\_\_\_\_\_

2. Has any Majority Shareholder ever had a Bankruptcy Petition filed in his/her name, voluntarily or involuntarily? (If yes, specify date, circumstances, and resolution).

\_\_\_\_\_

\_\_\_\_\_

C. BONDING

1. What is the Contractor's current bonding capacity? \_\_\_\_\_
2. What is the value of the Contractor's work currently under contract? \_\_\_\_\_

IV. COMPANY EXPERIENCE – SIMILAR PROJECTS

- A. List three projects of reasonably similar nature, scope, and duration performed by your company in the last five years, specifying, where possible, the name and last known address of each owner of those projects:

**Project #1:**

Name and Address:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date of Project:

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Type of Project:

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Contract Price:

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Owner contact info:

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Architect/Engineer contact info:  
(if applicable)

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**Project #2:**

Name and Address:

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Date of Project:

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Type of Project:

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Contract Price:

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Owner contact info:

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Architect/Engineer contact info:  
(if applicable)

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**Project #3:**

Name and Address:

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Date of Project:

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Type of Project:

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Contract Price:

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Owner contact info:

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Architect/Engineer contact info:  
(if applicable)

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**V ARBITRATIONS, LITIGATIONS, AND OTHER PROCEEDINGS**

Has your company been involved in any construction arbitration demands filed by, or against, you in the last five years? \_\_\_\_\_

Has your company been involved in any construction-related lawsuits (other than labor or personal injury litigation) filed by, or against, you in the last five years? \_\_\_\_\_

Has your company been involved in any lawsuits, proceedings, or hearings initiated by the National Labor Relations Board or similar state agency in the past seven years? \_\_\_\_\_

Has your company been involved in any lawsuits, proceedings, or hearings initiated by the Occupational Safety and Health Administration concerning the project safety practices of the Contractor in the last seven years? \_\_\_\_\_

Has your company been involved in any lawsuits, proceedings, or hearings initiated by the Internal Revenue Service, or any state revenue department, concerning the tax liability of the Contractor (other than audits) in the last seven years? \_\_\_\_\_

Have any criminal proceedings or investigations been brought against the Contractor in the last ten years? \_\_\_\_\_

If you answered yes to any of the questions above, please identify the nature of the claim, the amount in dispute, the parties, and the ultimate resolution of the proceeding (attach documentation if needed):

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**VI COMMENTS**

Please list any additional information that you believe would assist the Owner in evaluating the possibility of using the Contractor on this Project. You may attach such additional information as an Exhibit to this Statement and Questionnaire.

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I certify to the Owner that the information and responses provided on this Questionnaire are true,

accurate and complete. The Owner, or its designated representative, may contact any entity or reference listed in this Questionnaire. Each entity or reference may make any information concerning the Contractor available to the Owner, or its designated representative.

Contractor:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

Sworn to and subscribed before me.

This \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Signature

Notary Public

My Commission Expires:

**SAMPLE AGREEMENT:**

Due to the tight time schedule to conclude negotiations and have the final consulting agreement approved, any proposed/firm submitting a proposal shall have the attached sample agreement reviewed by their legal departments or corporate attorneys as required prior to submitting a proposal, or no later than when the firm is notified that they are on the short list, to ensure that if the firm is selected by the County to perform the CTP Update services, the firm will be in position to execute the agreement without delay. If upon legal review there are any modifications of the agreement language required by the firm, the County is notified immediately of such proposed contract language modifications. If the County is agreeable to the proposed modifications, the contract documents will be modified accordingly. However, if the proposed modifications are not acceptable to the County, the proposed modifications will not be made, and the firm will not receive further consideration.

## SAMPLE AGREEMENT

**THIS AGREEMENT**, made and entered into as of the \_\_\_\_ day of \_\_\_\_\_, 20\_\_, by and between Rockdale County, Georgia, a political subdivision of the State of Georgia (hereinafter referred to as the "COUNTY"), and \_\_\_\_\_, a \_\_\_\_\_ corporation authorized to do business in Georgia (hereinafter referred to as the "CONSULTANT").

### WITNESSETH THAT:

**WHEREAS**, the COUNTY desires to engage a qualified and experienced CONSULTANT to perform certain services relative to the preparation of an **Update to the Rockdale County/City of Conyers Comprehensive Transportation Plan**, hereinafter referred to as "Work"; and

**WHEREAS**, the CONSULTANT has represented to the COUNTY that it is experienced and qualified to perform the services contemplated and acknowledges that the COUNTY has relied upon such representation.

**NOW, THEREFORE**, the COUNTY and the CONSULTANT in consideration of the promises and mutual obligations contained herein and under the conditions hereinafter set forth, do agree as follows:

#### **Section 1. ENGAGEMENT OF CONSULTANT**

The COUNTY hereby engages the CONSULTANT, and the CONSULTANT hereby agrees to perform the services hereinafter set forth.

#### **Section 2. SCOPE OF SERVICES**

The CONSULTANT shall do, perform, and carry out the services outlined in the CONSULTANT's Proposal, dated \_\_\_\_\_, attached hereto as Exhibit "\_\_\_\_", and as further specified by the Detailed Scope of Services (the Work") in a satisfactory and proper manner and in conformance with the standard practices and procedures of its profession; provided however, should there be any conflict between the terms of the Proposal and the terms of this Contract, the terms of this Contract shall be final and binding.

The CONSULTANT shall visit the various transportation facilities throughout the County, hereinafter the "site" and become familiar with the PROJECT site and shall become acquainted with local conditions involved in carrying out this Agreement. The CONSULTANT may request that a representative of the COUNTY be present during visit to certain location of the site and the COUNTY may be present on such site visits at the COUNTY's discretion.

Where applicable the CONSULTANT shall undertake the PROJECT in coordination with other planning and engineering studies or plans prepared by and/or for the Director of Rockdale County's Department of Transportation

(hereinafter referred to as the "DIRECTOR"), the Georgia Department of Transportation (hereinafter referred to as "GDOT"), and the Atlanta Regional Commission (hereinafter referred to as "ARC").

**Section 2a. SERVICES PROVIDED BY CONSULTANT:**

The CONSULTANT agrees for the consideration specified herein to perform the Work in strict accordance with the following, of which Documents II and III are attached hereto and incorporated as if fully set out herein:

<u>Document No.</u>	<u>Title</u>
I	Contract Agreement
II	General Conditions
III	Detailed Work Scope

**Section 2b. SERVICES PROVIDED BY THE COUNTY:**

It is agreed and understood that certain services, if required, will be performed and furnished by the COUNTY in a timely manner so as not to delay the CONSULTANT unduly in the performance of the CONSULTANT's obligations under the terms of this Contract. The services shall include the following:

**2.b.1 Information to the CONSULTANT:** Providing to the CONSULTANT all criteria and full information as to the COUNTY's requirements for the PROJECT including pertinent data from prior studies or work of other Consultants working on similar projects, if deemed applicable in the sole discretion of the COUNTY.

**2.b.2 Staff Responding to CONSULTANT Expeditiously:** Examining all studies, reports, sketches, exhibits, drawings, specifications, proposals, preliminary or draft documents, and other documents presented by CONSULTANT, and providing direction or obtaining advice of an attorney, insurance counselor and other Consultants as COUNTY deems appropriate for such examination and rendering written decisions, if deemed necessary by the COUNTY, pertaining thereto within a reasonable time so as not to delay the services of the CONSULTANT.

**2.b.3 County Staff Giving Notice of Problems:** Giving prompt written notice to the CONSULTANT whenever the COUNTY observes or otherwise becomes aware of any deficiency in the Work or changed circumstances.

**2.b.4 Access to Property:** Upon request by the CONSULTANT, make necessary provisions for the CONSULTANT to enter upon public and private property as required for the CONSULTANT to perform his services under this Contract.

**Section 3. TIME OF PERFORMANCE**

The services of the CONSULTANT for the completion of the Work are to commence upon execution of this Contract by the COUNTY and **shall be completed within 12 months from Notice to Proceed**. The COUNTY shall have the right to terminate, extend or supplement this Contract for such additional time periods as it may require by so notifying the CONSULTANT in writing not less than thirty (30) days before this Agreement is adjusted or terminated pursuant to the terms set forth herein.

**Section 4. COMPENSATION FOR CONSULTANT SERVICES**

It is agreed that the compensation hereinafter specified shall be for actual costs incurred, both direct and indirect, chargeable to the PROJECT under generally accepted accounting principles and as allowed in the Federal Procurement Regulations Part 1-15.2 and not prohibited by the laws of the State of Georgia.

**Section 4.a. TOTAL COMPENSATION:**

The total compensation to be paid to the CONSULTANT for the services contemplated hereunder to complete the Work shall be as described below. Compensation shall be identified in conjunction with the Elements and Work Program Tasks listed in “Section III – Detailed Work Scope”. The parties hereto agree that the maximum obligation of the COUNTY to the CONSULTANT for compensation under the terms of this Contract shall not exceed \$ TBD. This is considered a Not-to-Exceed Cost – Reimbursement Contract. Timesheets and cost backup information will be required with each payment request.

**Section 4.b. CONTRACT PAYMENTS:**

The CONSULTANT may submit a monthly invoice, in a form acceptable to the COUNTY and accompanied by all support documentation requested by the COUNTY, for payment of services which were completed during the calendar month. The COUNTY shall have the right not to pay any invoice or part thereof if not properly supported, if the invoiced amount exceeds the funds approved and allocated for the component of the project being billed, or if the costs requested or a part thereof, as determined solely by the COUNTY, are unreasonably in excess of the actual stage of completion of each component. If the CONSULTANT does not complete the scope of services required in each component of the PROJECT, any expenditures to complete the work as required by the contract will not be payable by the COUNTY unless it results from changes in the original scope of services requested and/or previously approved in writing by the COUNTY.

The COUNTY shall pay each such invoice or portion thereof as approved, provided that the approval or payment of any such invoice shall not be considered to be evidence of performance by the CONSULTANT to the point indicated by such invoice, or of receipt of acceptance by the COUNTY of the services covered by such invoice. The COUNTY shall pay any undisputed items contained in such invoices.

Invoices for payment shall be submitted by the fifth (5th) calendar day of each month to facilitate processing for payment in that same month. Invoices received after the fifth (5th) calendar day of the month may not be paid until the twenty-fifth (25th) of the following month. Invoices shall be itemized to reflect the percentage of each phase completed as agreed between the CONSULTANT and the DIRECTOR.

Each invoice shall be accompanied by a letter progress report, which outlines the total work accomplished for each phase, a description of the percentage of total work completed for each phase during the billing period, any problems that may be inhibiting the PROJECT execution as well as an accurate updated schedule.

**Section 4.c. FINAL PAYMENT:**

Upon completion by the CONSULTANT of the Work including the receipt of any final written submission of the CONSULTANT and the approval thereof by the DIRECTOR, the COUNTY will pay the CONSULTANT a sum equal to one hundred percent (100%) of the invoices submitted and approved by the COUNTY, less the total of all previous partial payments, paid or in the process of payment.

The CONSULTANT agrees that acceptance of the final payments for the PROJECT shall be in full and final settlement of all claims arising against the COUNTY for work done, materials furnished, costs incurred, or otherwise arising out of this Agreement and supplement(s) and shall release the COUNTY from any and all further claims of whatever nature, whether known or unknown for and on account of said Agreement, and for any and all work done, and labor and materials furnished, in connection with same.

**End of Section**

## SUBCONTRACTORS

Instructions: Type or clearly print all information.

NAME, ADDRESS, & PHONE NUMBER OF SUBCONTRACTOR	SUBCONTRACT WORK ITEM	DOLLAR VALUE OF SUBCONTRACT WORK
1.		
2.		
3.		
4.		
5.		
6.		

Representative's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## PROPOSAL CHECKLIST

\_\_\_\_\_ **FOUR (4) HARDCOPIES** (one (1) original, three (3) photocopies), and **ONE FLASH DRIVE** (containing a copy of the Proposal and the Price Proposal in Adobe PDF format) of the following documents: all documents shall be fully completed, signed, and dated:

- \_\_\_\_\_ **Proposal Form (See Page 29)**
- \_\_\_\_\_ **Scope of Work (See Pages 13-28)**
- \_\_\_\_\_ **DBE Goals (See Pages 30-31)**
- \_\_\_\_\_ **Contractor's Qualifications Statement & Questionnaire (See Pages 34-38)**
- \_\_\_\_\_ **Subcontractors (See Page 42)**
- \_\_\_\_\_ **Any Proposed Deviations from the Required Scope of Work, Including Necessary Explanations and Conditions**
- \_\_\_\_\_ **All Applicable Affidavit Forms (See Pages 32)**
- \_\_\_\_\_ **Proof of Business License**
- \_\_\_\_\_ **Proof of GA Professional Engineer License**
- \_\_\_\_\_ **PTOE and AICP Certifications**
- \_\_\_\_\_ **Proof of GDOT Prequalification**

The purpose of this checklist is to remind proposers of the documents generally required for the proposal submittal. It is the proposer's responsibility to include additional documents requested in the proposal that may not be shown on the checklist.