

PUTNAM COUNTY, GEORGIA

REQUEST FOR PROPOSALS

18-42001-002

“PROFESSIONAL ENGINEERING DESIGN SERVICES

FOR

“SCOTT ROAD EXTENSION”



Date of RFP Issuance: October 31st, 2018

PUTNAM COUNTY
BOARD OF COMMISSIONERS
117 PUTNAM DRIVE
SUITE A
EATONTON, GA 31024
www.putnamcountyga.us

REQUEST FOR PROPOSAL
18-42001-002
***Professional Engineering Design Services for
“Scott Road Extension”***
PUTNAM COUNTY, GEORGIA

The Putnam County Board of Commissioners is seeking proposals from qualified civil engineering design firms for the following scope of work: “Provide engineering, surveying, design, construction and right-of-way plan development, permitting, specifications and related services for the extension of Scott Road at State Route 44.”

Project is funded through the county TSPLOST program.

Sealed technical and fee proposals (separate envelopes placed in the same package submittal), plainly marked “RFP – Scott Road Extension” on the outside of the envelope, shall be addressed to Paul Van Haute; County Manager, 117 Putnam Drive; Suite A, Eatonton, GA 31024. Proposals will be accepted until 10:00 AM on November 28th, 2018. Proposal received after that date will not be accepted and will not be returned to the proposer.

The process for selection of engineering firms will be Qualification-Based (QBS). A Recommendation Committee will identify the short-listed firms based on the technical proposals submitted. Once the firms are technically ranked, the fee proposal will be opened and incorporated into a ranking matrix.

A pre-proposal meeting will not be held.

The Request for Proposal (RFP) is available on the county web site; www.putnamcountyga.us. Addenda to this proposal, if any, including any responses to questions, will be posted on the county web site. Questions regarding this RFP shall be addressed to the county’s Project Engineer, Larry Kaiser, P.E. at kaiser@co-infra-services.com. The deadline to submit questions is 5:00 PM; November 19th, 2018. The County will respond to questions and/or issue addendum no later than 5:00 PM; November 20th, 2018. The County Project Engineer will not accept questions via phone calls. No contact shall occur with Putnam County staff, administration or elected officials regarding this project. Any form of contact may result in disqualification from submittal of this RFP.

Putnam County reserves the right to reject any or all proposals, to waive technical or legal deficiencies, and to accept any proposal that it deems to be in the best interest of the County.

The design professional must ensure that all employees and applicants for employment are not discriminated against because of their gender, race, color, genetic information, religion, national origin, political affiliation, age, handicapped status, sexual orientation or sexual preference.

Any requests for reasonable accommodations required by individuals to fully participate in any open meeting, program or activity of Putnam County, Georgia government should be directed to Paul Van Haute, County Manager, 706-485-5826.

Putnam County is an Equal Opportunity Employer.

**PUTNAM COUNTY
REQUEST FOR PROPOSAL**

TABLE OF CONTENTS

SECTION I: INTRODUCTION & OVERVIEW

A. Purpose of the RFP	1.
B. Funding Background	1.
C. Information Available	1.

SECTION II: SCOPE OF WORK

A. Tasks and Deliverables	2.
B. Design Implementation Schedule	3.

SECTION III: RFP SUBMISSION INFORMATION

A. Submission Details	4.
B. Selection Process & Fee/Scope Negotiations.....	5.
C. Selection Criteria	6.
D. Clarification of Request for Proposal.....	6.
E. Contract Execution & Schedule	7.
F. Issuance of RFP	7.
G. Contact Information & Project Administration	7.
H. Indemnification and Insurance Requirements	7.
I. Special Conditions	8.

SECTION IV: CONTRACT DOCUMENTS

A. Contract Document	8.
----------------------------	----

SECTION V: EXHIBITS

Exhibit A - Conflict of Interest Statement	9.
Exhibit B - Acceptance Form	10.
Exhibit C - Immigration E-Verify Affidavits.....	11-12.
Exhibit D – Project Study Area	13.
Exhibit E - Project Scope Summary.....	14.

SECTION I – INTRODUCTION & OVERVIEW

A. Purpose of the RFP and Overview

The purpose of this Request for Proposal (RFP) is to solicit proposals for the purposes of entering into a contract through competitive negotiations for the services of a Professional Engineering firm, authorized to do business in the State of Georgia, that will lead to the design development and construction drawings, right-of-way and signal plans, utility relocation plans and specifications for the “Extension of Scott Road at SR 44”. No right-of-way acquisition or CE&I services are included in this RFP. The County will contract with a firm; as applicable, to provide these services at a later date.

The selected firm will have successful and quantifiable experience in the design and permitting of projects where a local transportation project is partially or wholly within Georgia Department of Transportation (GDOT) right-of-way. This includes obtaining permitting from other federal or state regulatory agencies for encroachment within “waters of the state”. This RFP describes the project in general, the required scope of services, the selection process, the minimum information that must be included with the submittal and various other items. The firm shall provide the tasks and deliverables as described in Section II of this RFP.

The County is seeking to construct the extension of Scott Road to provide improvements in traffic flow and safety at this intersection. The county also seeks to ensure that the improvements proposed at this location are closely coordinated with the future widening of SR 44. Interaction with the GDOT District 2 Tennille office will occur from a permitting and coordination standpoint. The County will also be seeking to obtain a signal permit from GDOT at this location as a deliverable for this project. To support the request for signalization at this location, the county will require the selected firm to provide a traffic model of the “project area”. The project study area is identified on Exhibit D. The state, as a condition of the signal permit, may require that one or several of the local roads that access SR 44 be modified to limit or restrict turning movements.

B. Funding Background

The County may receive state funding for signalization and other improvements within state right-of-way; including modifications to the various existing access points onto SR 44; provided GDOT requires said modifications. The construction and design plan development costs, right-of-way acquisition and utility relocation costs for the extension of Scott Road and all other associated improvements off state right-of-way will be funded by the county TSPLOST program.

The county probable estimate of costs and budget for design and construction plans development, traffic modeling, signal plans and installation costs, permitting, utility relocation and construction of the road improvements as described in the scope defined in this RFP is \$1,945,000.

Refer to Exhibit E for a Summary of the Conceptual Project Scope and Cost Estimate.

C. Information Available & Project Limits

Each proposer should be familiar with the following relevant information resources. These documents are included as Exhibits D & E.

SECTION II – SCOPE OF WORK

A. Tasks and Deliverables

The Putnam County Board of Commissioners is requesting proposals from qualified firms for the engineering design and construction plan development, surveying, specifications, right-of-way and utility relocation plans, signalization plans, all state permitting and related services for the Extension of Scott Road and SR 44 @ Scott Road intersection.

The Consultant's role will be to provide the services and deliverables as described below. The Consultant may modify the desired scope presented below if, based on their professional expertise and knowledge, provide an approach that will more effectively address the goals of this project. Limited GDOT funding may be available for improvements within GDOT right-of-way. Although the PDP process is not required in the development of the design and construction plans, GDOT permitting and associated requirements to obtain said permitting will need to be adhered to as the plans within GDOT right-of-way are developed.

The following deliverables and services are required for the project scope identified herein:

- ✓ Database Preparation/Surveying
- ✓ Concept Plans (2 options)
- ✓ Preliminary Design Plans of selected design (75%)
- ✓ Right-of-Way Plans
 - (a) Plats and legal descriptions; which includes metes and bounds and narratives; assume 3 parcels
- ✓ Construction Plans (90%)
- ✓ Biddable Plan Set
- ✓ All state permitting (GDOT/EPD/ACOE)
- ✓ Specifications
- ✓ Two Public Information Meetings (PIOH and other community meetings)
- ✓ Estimate of Probable Construction Costs at concept phase and at 90% plan development.

Meetings/Presentations

The scope of services requires the selected Consultant to work closely with the county project engineer and the GDOT as the plans are developed. The Consultant will budget (at a minimum) attendance at the following meetings over the project duration:

- 1 kick-off meeting
- 2 scoping meeting sessions
- 4 GDOT meetings
- 6 status meetings
- 1 presentation to County Commissioners
- 2 public/community meetings (PIOH) including response to attendee questions
- 2 meetings with business community
- Other meetings as required with other agencies, utility companies, etc.

Task #1: Project Materials

Project material deliverables as required include: (a) monthly progress reports, (b) development of minutes from each meeting and disseminated to all parties, meeting materials include agendas, and supplementary handouts; (c) Display boards for public meetings and associated handouts.

Task #2: Miscellaneous Responsibilities of Consultant

The Consultant shall be responsible for preparing agendas, responses to comments from public meetings and public meeting handouts. The printing and mailing costs associated with neighborhood communications shall also be the responsibility of the Consultant.

All printing costs shall be included in the total engineering services fee provided to the county.

B. Design Implementation Schedule

The following is the County’s proposed design schedule for project implementation:

TABLE A

DESIGN IMPLEMENTATION SCHEDULE

TASK	SCHEDULE
Kick-Off Meeting	1/2019
Concept Plan Submittal	3/2019
Public Information Meeting #1	3/2019
Preliminary Plan Submittal	5/2019
Public Meeting #2	6/2019
Final Construction Plans	7/2019
Permitting Approvals	9/2019
Right-of-Way Acquisition Completed	12/2019
County Advertise To-Bid	2/2020
County Let To Construction	5/2020
Construction Completed	12/2020

III. SECTION III – RFP SUBMISSION INFORMATION

A. Submission Details

Three (3) copies of the technical proposal, sealed and plainly marked “**RFP – Putnam County Scott Road Extension**” on the outside of the envelope, shall be submitted to the attention of Paul Van Haute; County Manager, 117 Putnam Drive, Suite A, Eatonton, GA 31024. Proposals will be accepted until 10:00 AM on November 28th, 2018. Technical & fee proposals shall be in separate sealed envelopes.

Proposals shall include the following information in the order detailed:

- III.A.1 Title Page: List the RFP subject, the name of the firm including all proposed sub-Consultants, name of contact person and the date.
- III.A.2 Table of Contents: Include a clear identification of the material included in the proposal by page number.
- III.A.3 Letter of Transmittal: Limited to 2 pages. Express a commitment to perform the required work within the time frame identified in Table 1. If time frame is not feasible, explain why and provide rationale. Also give the name (s) of the person (s) who will be authorized to represent the firm, their title, email and telephone number (cell and office).
- III.A.4 Statement of Qualifications of Project Team:
 - A.4.1 Name, address and telephone numbers (cell and office) of the lead firm’s owner (s) and full information about the corporate structure of the submitting lead firm including financials and/or audit of the firm’s financials (**3 pages maximum**)
 - A.4.2 Location of the firm’s primary place of business for legal purposes and any subsidiary offices, years of business and types of services offered (**1 page maximum**)
 - A.4.3 Names and qualifications of personnel to be assigned to the project design (**no maximum**)
 - A.4.4 List of **all** projects performed for city/county entities or state/federal agencies in the State of Georgia in the past two (2) years (**no maximum**)
 - A.4.5 Provide two (2) relevant projects within the past three (3) years, including the names and contact information of the client. Identify the design “start” and “completion” dates, short narrative of the project and the firm’s contract design fees and final design fees upon project design completion (**2 pages maximum**)

A.4.6 The Project Manager assigned to this project shall be identified and a description of his/her relevant previous/present projects listed. This includes a list of past relevant projects, which proposed project staff have played a central role in designing shall also be provided (2 pages maximum)

A.4.7 Current and projected workload of assigned Project Manager and supporting staff shall be identified including the percentage of time assigned to this project. **Include a statement of the firm's commitment to perform the scope of services in accordance with the Design Implementation Schedule (or suggested modification to the project scope)- Table A.** (1 page maximum)

A.4.8 A list of all lawsuits in which the lead firm and sub-Consultants have been involved in over the past five (5) years including all settlements or arbitrations (no maximum)

III. A.5 Statement of Project Understanding and Approach: The Consultant shall state in succinct terms their understanding of what is required by the Scope of Work, including providing a narrative of the Consultant's approach and technical plan for accomplishing the work herein. The Consultant is encouraged to elaborate and improve on the tasks listed in the RFP. Specific illustrations of projects funded with a combination of state and local funding "on and off system" shall be submitted and why your firm's past experiences are relevant to the County hiring your firm (2 pages maximum)

III.A.6 Time Schedule: The Consultant shall state whether the County's Proposed Schedule (as shown in Section II.B – Table B.) is workable and if not, explain why including your proposed revised schedule (1 page maximum)

III.A.7 Intangibles: The Consultant may include any other information that they believe will strengthen their position as the firm of choice (2 pages maximum)

III. A.8 Attachments: Attachments (Section V) that require signatures and/or completed information shall be included in the proposal submittal.

III. A.9 **Contract Fees: Fees SHALL be included with the Technical Proposal submittal (separate sealed envelopes)**

The scope and fees will be negotiated with the firm selected for this work.

The firms requested to submit a fee will be required to provide man-hours broken down by type of personnel and itemized per **PHASE** and **TASK**.

Hourly rates for each billing class shall also be provided. Overhead factors and other multipliers shall be identified. The hourly rates, multipliers, overhead and profit shall not be increased during the duration the work scope.

The compensation for professional services will be an "Hourly Rate Not-to-Exceed".

B. Selection Process & Fee-Scope Negotiations

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

- III.B.1 The Recommendation Committee will review the Technical Proposals of the firms who submit for this project.
- III.B.2 The highest ranked technical proposals (no defined number) will be defined as the “short list”.
- III.B.3 The “short-listed” firms will be notified by the Recommendation Committee.
- III.B.4 The fee proposal score will be added to the technical proposal score to develop a cumulative score. The rankings of the short-listed firms and the Recommendation Team’s “highest ranked firm” will be presented to County Board of Commissioners for approval. County Board of Commissioners has the final authority for selection of the highest ranked firm.
- III.B.5 Once the ranking is identified and confirmed by the county board of commissioners, fee and scope negotiations will commence immediately with the selected firm.
- III.B.6 Negotiation of the terms, conditions, scope and fees related to the contract for design services shall be limited to five (5) days following the commencement of negotiations. If an agreement cannot be reached within that time frame, negotiations with the next top-ranked short-listed firm will commence.

C. Selection Criteria

Proposals will be evaluated according to the criteria:

- (a) Responsiveness to the submission requirements – **0 to 20 points**
- (b) Qualifications of the firm and project team members. Particular attention will be given to the experience and demonstrated ability of the project manager to lead effective public meetings, proactively complete all tasks, quantifiable skill set in “outside the box thinking” (specific examples), and delivering projects of similar scope on time and within design contract amount - **0 to 25 points**
- (c) Demonstrated understanding of the project scope and other relevant issues – **0 to 25 points**
- (d) References from current and former clients – **0 to 10 points**
- (e) Willingness and demonstrated ability to meet deadlines/Workload of Project Manager and Team – **0 to 5 points**
- (f) Time Schedule and intangibles – **0 to 5 points**
- (g) Fee – **0 to 10 points (if short-listed)**

D. Clarification of Request for Proposal

Requests for clarification of any items or requirements in the RFP must be received via email no later than 5:00 PM on November 19th, 2018. All requests for clarification shall be directed to Larry Kaiser at kaiser@co-infra-services.com. Mr. Kaiser will acknowledge receipt of the email. It is incumbent of the respective firm to contact Mr. Kaiser to ensure the email was received.

Any Addendum or “Response to Questions” will be posted on the County web site by no later than 5:00 PM on November 20th, 2018.

All Addendum and/or “Response to Questions” must be acknowledged by each firm when the Technical Proposal is submitted. This acknowledgment shall be in the form of submitting the actual county’s responses and/or addendum number.

E. Selection & Contract Execution Schedule

TABLE B

SELECTION & CONTRACT EXECUTION SCHEDULE

Legal Ad Posting	October 31 st , 2018
Deadline for Submittal of Questions	November 19 th , 2018; 5:00 PM
Deadline for County to Post Response to Questions and/or Addendum	November 20 th , 2018; 5:00 PM
Technical & Fee Proposals Due	November 28 th , 2018; 10:00 A.M.
Qualifications-Based Firm Selection	November 30 th , 2018
Fee and Scope Negotiations	December 4 th , 2018
Firm Recommendation to County BOC	December 7 th , 2018
Execution of Contract	December 20 th , 2018
Issuance of NTP	January 4 th , 2019

F. Issuance of Request for Proposal

The selected Consultant shall be expected to begin work within one (1) week of contract signing. The Consultant is also expected to meet the Project Design Implementation schedule provided herein. Certain reasonable allowances for satisfying the project completion date will be allowable with respect to permitting and other tasks not within control of the Consultant.

G. Contact Information & Project Administration

The County’s representation, Collaborative Infrastructure Services, Inc (CIS), will be responsible for administering the project and overseeing the design and construction activities for this project. Specifically, Larry Kaiser, P.E., with CIS will be the point of contact. Mr. Kaiser can be reached at 404-909-5619 or kaiser@co-infra-services.com.

H. Indemnification and Insurance Requirements

The consulting firm shall acquire and maintain statutory workman’s compensation insurance, automobile bodily injury and property damage liability insurance, and comprehensive general liability insurance. The consulting firm shall also provide professional liability insurance coverage for errors and omissions of not less than \$1,000,000 per occurrence and \$3,000,000 aggregate. The consulting firm shall provide certificates of such insurance to the County prior to performing the work. If unable to provide these certificates, the County will undertake contract negotiations with the next ranked firm.

I. Special Conditions

- III. I.1 This RFP does not commit the County to procure or award a contract for work.
- III.I.2 This RFP does not commit the County to defray any costs incurred in responding to or preparing the RFP.
- III.I.3 All information submitted in response to this RFP shall become the property of the County, and as such, may be subject to public review as public record.
- III.I.4 The County reserves the right to cancel, alter or amend this RFP.
- III.I.5 The County shall provide the release of all public information concerning the project including selection announcements and contract awards. Those consulting firms desiring to release information to the public must receive prior written approval through the County.
- III.I.6 Members of the consultant teams, their agents, lobbyists, attorneys, members of boards or agencies for the County and others shall not contact members of the County or any employee of the County with regard to this project, process or any other question in reference to this project. Any such contact may result in automatic disqualification of the consultant team submittal.

SECTION IV – CONTRACT DOCUMENT

Putnam County will utilize a standard form of contract for this professional services agreement. This contract will be provided to the selected consulting firm when fee and scope negotiations commence.

The contents of this RFP, of a proposal submitted in response thereto, and of the County's official response to questions, request for clarifications or interpretations regarding the RFP, addendum, and any exception to the RFP submitted by the successful proposer and accepted by the County, shall become part of the contractual obligation and shall be deemed incorporated into the ensuing contract.

SECTION V - EXHIBITS

EXHIBIT A

**CONFLICT OF INTEREST
CERTIFICATION**

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

Name: _____

Title: _____

Date: _____

EXHIBIT B

ACCEPTANCE FORM

Sealed technical proposals, plainly marked “*RFP – Putnam County Scott Road Extension*” on the outside of the envelope, shall be addressed to Paul Van Haute; County Manager, 117 Putnam Drive, Suite A; Eatonton, GA 31024. Proposals will be accepted until 10:00 AM; November 28th, 2018. Technical proposals received after that date will not be accepted and will not be returned to the proposer. The process for selection of an engineering firm will be Qualification-Based (QBS). A Recommendation Committee will identify the short-listed firms.

In compliance with this Request for Proposal dated October 29th, 2018, which includes all provisions, appendices and exhibits attached and referenced therein, and subject to all the terms and conditions set forth herein, the undersigned offers and agrees to furnish the services described in the RFP.

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

NAME AND ADDRESS OF FIRM:

DATE: _____

By: _____
(signature)

(print)
Title: _____

Phone: _____

EIS # : _____

EXHIBIT C
E-VERIFY AFFIDAVITS

Putnam County, Georgia
CONTRACTOR AFFIDAVIT AND AGREEMENT

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

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

EEV/ Basic Pilot Program* User Identification Number

BY: Authorized Officer or Agent

COMPANY

Date

Title of Authorized Office or Agent

SUBSCRIBED AND SWORN

BEFORE ME ON THIS THE

_____ DAY OF _____ 20_____

Notary Public

My Commission Expires:

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



Scott Road
Extension Traffic
Impact Study Area



EXHIBIT D

EXHIBIT E

SCOTT ROAD EXTENSION PROJECT SUMMARY

Project Description: Extend Scott Rd from SR 44 to Riverside Drive. Scott Road Extension will consist of a shared thru and right turn lane and a left turn lane in the WB direction and a single lane in the EB direction at SR 44. A right and left turn lane will be required on SR 44 for turning movements onto Scott Road extension. A right turn lane on Riverside Drive is also recommended in the SB direction at the Scott Rd Extension. Detention pond required. Intersection to be signalized. Modifications to existing access points onto SR 44 may be required for signal permitting

Proposed Road Right-of-Way: 80 feet

Road Section: Urban (curb & gutter); 11 ft. lanes; 420 FT. in length

Comments:

- With SR 44 widening currently in the GDOT STIP.
- Potential EPD permitting for stream buffer encroachment; Nationwide permitting is anticipated.
- 1 power pole relocation
- GDOT permitting anticipated.
- Retention pond shall include water quality enhancements (proximity to Lake Oconee)

Conceptual Project Cost Estimate:

\$1,945,000

