



## **REQUEST FOR PROPOSALS**

**SPALDING COUNTY, THE CITY OF ORCHARD HILL  
AND THE CITY OF SUNNYSIDE**

## **COMPREHENSIVE PLAN UPDATE**

**ISSUED: NOVEMBER 12, 2021**

Bid Number 2022-004

Deadline:

December 7, 2021, at 2:00 P.M.

Spalding County Courthouse Annex  
P.O. Box 1087  
119 E. Solomon Street  
Griffin, GA 30224  
<http://www.spaldingcounty.com>  
(770) 467-4226

## I. INTRODUCTION

Spalding County invites qualified planning consulting firms to submit a proposal responsive to the issues outlined in this request for proposals to provide an update to the 2004 – 2024 Comprehensive Plan. The project must be completed, and the Plan approved and adopted no later October 31, 2022.

Potential respondents, including sub-consultants are asked to prepare a proposal including a statement of qualification of the firm, project approach, proposed project timeline, team qualifications, the time frame for accomplishing the work, the fee required to perform the work and references listing previous comparable assignments.

The selected consultant must be capable of preparing maps in Arc/Map registered in Georgia State Plane West NAD 1983 coordinates. Spalding County reserves the right to award a consultant contract to the firm whose proposal and any resulting negotiations are deemed to be in the interest of the County.

Proposals will be accepted until 2:00 pm on December 7, 2021, at the address below:

Spalding County Courthouse Annex, Room 104  
Attn: Terri Bass, Purchasing Agent  
P.O. Box 1087  
119 E. Solomon Street  
Griffin, GA 30224

at which time and place the proposals will be publicly opened and read aloud in Room 108

**No proposals will be accepted after the time and date set for receipt.**

The Consultant shall assist Spalding County to develop and adopt an Update to the Comprehensive Plan that meets or exceeds the minimum standards for local comprehensive planning as outlined in the Rules of the Georgia Department of Community Affairs (DCA), O.C.G.A. Chapter 110-12-1, effective March 1, 2014, or the most recent version available during the contract period.

### **Contact for Questions and Request for Clarification**

Questions about any aspect of the RFP, or the project, shall be submitted in writing (e-mail is preferable) to:

Spalding County Courthouse Annex, Room 104  
Attn: Terri Bass, Purchasing Agent  
P.O. Box 1087  
119 E. Solomon Street  
Griffin, GA 30224  
Email: [tbass@spaldingcounty.com](mailto:tbass@spaldingcounty.com)  
Last day to submit questions will be November 30, 2021

To obtain a copy of the RFP, please visit [www.spaldingcounty.com](http://www.spaldingcounty.com) or by visiting The Georgia Procurement Registry at <https://ssl.doas.state.ga.us/gpr/>

## II. MINIMUM PROJECT SCOPE

### A. Purpose:

The purpose of this project is to update the currently adopted Comprehensive Plan for Spalding County in accordance with all the rules of the Georgia Department of Community Affairs, Office of Planning and Quality Growth and associated State and Federal laws.

The plan should incorporate sub-plans and studies that have been completed since the adoption of the Spalding County Comprehensive Plan in 2004 and the partial update in 2017. These include, but are not limited to:

- The Spalding County Wastewater Management Plan
- The Spalding County Solid Waste Management Plan
- The Spalding County Comprehensive Transportation Plan
- The Spalding County Recreation Master Plan
- The North Griffin Redevelopment Plan
- Tri-County Crossing Livable Centers Initiative (LCI)

### B. Required Components

#### 1. Identification of Community Goals

Spalding County's Community Goals element should be updated to effectively represent the community's vision and direction for the future. The Consultant will lead interactive discussions with the community, staff, and stakeholders to gain meaningful participation and input to either prepare a new vision statement, list of community goals and/or policies, or Character Area-specific goals along with a defining narrative. This should be an organic process that allows the community to actively participate in setting the County's direction for the future.

#### 2. Need and Opportunities

The Consultant will assist the County staff and community stakeholders in establishing a Needs and Opportunities list. The list will be developed through the SWOT (strengths, weaknesses, opportunities, and threats) or similar analysis of the community and then prioritized as community objectives. Needs and Opportunities that the community identifies as high priority must be followed-up with corresponding implementation measures in the Community Work Program (CWP).

### 3. Community Work Program

The Consultant will provide a full update to the Community Work Program to incorporate the Needs and Opportunities identified during the process and recommend implementation measures and specific activities the community plans to undertake during the next five years to address the priority Needs and Opportunities, identified Target Areas (if applicable), or to achieve portions of the Community Goals. This includes any activities, initiatives, programs, ordinances, administrative systems (such as site plan review, etc.) to be put in place to implement the plan. The Community Work Program will include the following information for each listed activity:

- Brief description of the activity
- Legal authorization for the activity, if applicable
- Timeframe for initiating and completing the activity
- Responsible party for implementing the activity
- Estimated cost (if any) of implementing the activity
- Funding source(s), if applicable
- Time demands of staff

### 4. Capital Improvements

The Consultant will update and amend the County's Capital Improvements Element (CIE) and Capital Improvement Program (CIP) along with the corresponding Community Works Program (CWP) with input from the staff and stakeholders. The Community Works Program will provide anticipated timing, estimated costs, and potential funding sources. Additionally, each of these elements will be aligned with the countywide Service Delivery Strategy to increase available public offerings and improved services.

## C. Additional Components

1. Population: Demographic statistics will be inventoried per the DCA requirements. The primary data source used will be the latest available U.S. Census data. More recent estimates will be used to supplement the Census data and identify where immediate trends have shifted or accelerated.
2. Economic Development: The Consultant will identify any new Needs and Opportunities related to economic development and vitality of the community. Some considerations include:
  - Demographics overview and analysis
  - Socio economic analysis
  - Infrastructure and commuting analysis
  - Education performance data – K-12 and Higher Ed
  - Coordinate with local educational institutions to offer programs that support job needs in the local community to retain local talent
  - Explore new funding sources like TADs, CID's etc.
  - Evaluate zoning for increased commercial opportunities along Arthur K.

## Bolton Parkway

3. Housing: Spalding County has Issues and Opportunities identified in the Partial Update of 2009 that should be updated and incorporated into a current housing element. The Consultant should review the existing Issues and Opportunities evaluating their current relevance using the following factors:
  - Housing types and mix
  - Condition and occupancy
  - Local cost of housing
  - Median single-family home values
  - Assessment of housing supply and projection of future housing needs based on population data trends
  - Address maintenance of foreclosed and/or vacant subdivisions
4. The remaining elements consisting of Natural and Cultural Resources, Community Facilities, Land Use and Development, Intergovernmental Coordination, and Transportation shall be reviewed and updated as determined necessary through the process.

### D. GIS Data Collection and Organization

1. The Client anticipates the use of spatial data compiled in GIS, including all data layers necessary to develop the Existing Land Use Map. Population and demographic trends, political jurisdictions, natural and cultural resources areas, and community facilities and services will be located and compiled into spatial data layers to allow the creation of data overlays that will be used to create the Existing Land Use Plan and the Future Land Use Map, and to facilitate discussion in Stakeholder meetings, public meetings, meetings with the staff and other officials, and future use of the plan. Mapping will be coordinated with the RDC and DCA to ensure that the plan addresses regional and State-wide concerns. Data layers will be provided in the form of ESRI Shapefiles, and the Consultant will coordinate with the projection information for the Shapefiles with the County. Existing GIS data will be utilized to take advantage of the knowledge and experience currently imbedded in existing database schemas. Other database objects that will be addressed are the transportation network and other components, which will have the opportunity to interact with these databases. The purpose of the database design is to ensure that the design looks at the big picture.

Taking this approach will help to identify as many database objects as possible to produce a design that will be thorough while still retaining the ability to scale the design in the future.

#### Key GIS Maps for Production or Updates:

- Location Map
- Existing Land Use Map
- Future Land Use Map
- Areas Requiring Special Attention Map

- Natural Features Map – Water Resources, showing rivers and streams, wetlands, 100-year flood plain, groundwater recharge areas and water supply basins.
- Natural Features Map – Conservation Areas, showing planned Green-space areas, parks and recreation areas, and scenic views and sites.
- Existing Transportation Facilities Map – Road network and classifications, bicycle/pedestrian and other transportation facilities as appropriate.
- Transportation Plan Map – Proposed improvements to the road network and other transportation facilities as appropriate (including pedestrian and bike facilities).
- Community Service Facilities Map – Existing and proposed public safety facilities, hospitals and other public health facilities, parks and recreation facilities, general government administrative facilities, educational facilities, libraries, and other cultural facilities within Spalding County.

### III. STATE & REGIONAL REVIEW OF COMPREHENSIVE PLAN UPDATE

The Comprehensive Plan Update requires review by Three Rivers Regional Development Commission and the Georgia DCA. The Consultant will work with TRRDC and DCA during the review process to revise/reconcile any issues or compliance deficiencies. This task must be secured before the Plan is adopted by the County.

The following responsibilities are anticipated to be part of the consultant's scope of work:

- Meet with the client staff as appropriate to program the anticipated schedule for the proposed planning process. The established deadline for the completion of the comprehensive plan is October 31, 2022, including the necessary review period for the Department of Community Affairs (DCA) and the Three Rivers Regional Development Commission (TRRDC).
- Work with Client's staff to identify the availability of key dates and locations for meetings with the elected officials, staff, community stakeholders, and public workshops.
- Preparation of the 12 plan elements described above.
- Gather data and analysis to support the plan components and plan elements. This includes outside data as well as County resources.
- Facilitation of public meetings and participatory exercises (charrettes, visioning sessions, etc.) to help stakeholders and citizens set a vision for the County. (2 or 3 public meetings)
- Online portal providing community input without attending public meetings. Information gained from this online portal will provide those community members with health concerns to participate.
- Facilitation of meetings with elected officials. (2 or 3 presentation meetings)
- Review of existing zoning, development regulations and other ordinances to recommend revisions to make them consistent with the updated Comprehensive Plan.
- Integrate any existing information on the plan elements provided in previous

Comprehensive Plans or other planning documents or studies into the Comprehensive Plan Update.

- Preparation of the revised Comprehensive Plan in digital (.PDF and GIS format) and hard copy formats (10 copies of the Comprehensive Plan including color maps) of the final products adopted by resolution by the County Board of Commissioners.
- Prepare public presentation materials: The Consultant will prepare a PowerPoint presentation summarizing key provisions in the Comprehensive Plan Update for the purposes of providing information to citizens, stakeholders, vision committees and elected officials who will be attending hearings and considering adoption of the Plan.
- Prepare draft resolution: The Consultant shall prepare a draft resolution to the Board of Commissioners for adoption of the Comprehensive Land Use Plan as required by law.
- Upon completion of the Comprehensive Plan elements, those documents will be made available for public review on the County website and a public hearing will be scheduled and advertised per the legal requirements of the County. Two public hearings will be held to allow additional public input prior to adoption of the resolution for the Comprehensive Plan by the County's governing body.
- Regional Compliance Review: After the transmittal resolution is adopted by the County's governing body, the Consultant will submit the resolution and Comprehensive Plan to the TRRDC for their review. Should the RDC have any questions, the Consultant will work with the RDC to revise/reconcile any issues or compliance deficiencies. If requested by the RDC, the Consultant will attend any regional review hearings that are scheduled.

#### IV. QUALIFICATIONS SUBMISSION INSTRUCTIONS

Consultants are requested to submit ten (10) copies of the proposal package to meet the requirements of the items listed below:

1. Provide a description of the services proposed and approach to the work that addresses the issues elaborated above. Describe your firm's capabilities to perform the variety of analytical product development tasks found in this RFP.
2. Provide resumes for the key staff performing the analysis, planning, meeting facilitation, graphics, preparation, project management and project administration for this project. Highlight past experiences that demonstrates familiarity with the variety of issues that this plan must address. Provide references including contact name, phone number for master planning assignments of a similar nature and scope performed within the last five years. Submit one copy of a comparable plan report that best represents your firm's capabilities for a project of this scope.
3. Provide a graph describing the time schedule for completing this project with critical path dates shown. Include on the graph points in time when specific percentage of the total task will be completed. The Consultant will be expected to invoice for the project in increments based upon the percentage complete break points shown on the timeline graph.
4. Provide an itemized fee schedule for ALL services and deliverables described in the

RFP, which shall include the cost for all labor, materials, and deliverables required to complete this project. Spalding County shall not further reimburse the consultant for miscellaneous expenses (mileage, travel, phone expenses, printing, photography, etc.)

5. Provide a list of consultant's current projects (workload).
6. Special Consideration shall be given to a full explanation as to how the consultant will complete the scope of work.
7. Preference shall be given to consultants located in Georgia.

#### V. SELECTION PROCEDURE

Proposals will be evaluated based on their relative responsiveness to the criteria described above and with those criteria values weighted as shown:

- |  |          |
|--|----------|
| 1. The approach to the work and description of services and capacities of the firm   | 20 pts.  |
| 2. The experience of key personnel as it relates to this project and review of references  | 20 pts.  |
| 3. The time anticipated to complete the assignment and the consultants understanding of the variety and progression of work tasks as demonstrated by project schedule and associated narrative | 15 pts.  |
| 4. Evaluation of Fee Proposal  | 15 pts.  |
| 5. Evaluation of References  | 15 pts.  |
| 6. Quality of Proposal Document  | 15 pts.  |
| MAXIMUM  | 100 pts. |

The proposals will be evaluated to select the firm or team that rates highest according to the criteria elaborated above. If in-person interviews are needed to complete the evaluation, up to an additional 15 points shall be awarded to responding firms.

The County will negotiate with the firm ranked first based on the results of the proposal evaluations. If negotiations are unsuccessful, the County will then negotiate with the second ranked firm and so on until a satisfactory agreement has been reached.

#### VI. RESERVATIONS

Spalding County reserves the right to schedule follow-up interviews with any and all respondents.



Spalding County reserves the right to reject all proposals, to negotiate changes in the scope of work or service to be provided and to otherwise waive any technicalities.

**GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT:**

All Bidders shall execute an enclosed affidavit verifying that Proposer has registered and participates in the federal work authorization program to verify information of all new employees, per O.C.G.A. 13-10-90, et seq. and Georgia Department of Labor Regulations Rule 300-10-1-02.

The appropriate affidavit is attached hereto as "Exhibit A". By submission of this Proposal, Bidders certify that any subcontractor employed by Proposer for the performance of this agreement will execute an appropriate subcontractor affidavit verifying its registration and participation in the federal work authorization program and compliance with O.C.G.A. 13-10-90, et seq, and Georgia Department of Labor Regulations Rule 300-10-1-02, and that all such affidavits are incorporated into and made a part of every contract with each subcontractor.

In accordance with OCGA 50-36-1, Proposer certifies its eligibility for public benefits. The appropriate affidavit is attached hereto as "Exhibit B".

**WITHDRAWAL OF PROPOSAL:**

A bidder may withdraw his bid before the due date, without prejudice to the bidder, by submitting a written request of withdrawal to the Spalding County Board of Commissioners.

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**EXHIBIT A**  
**IMMIGRATION AND SECURITY FORM**

O.C.G.A. § 13-10-91 requires contractors interested in public works contracts to file an affidavit that the contractor and its subcontractors have registered and participate in a federal work authorization program intended to ensure that only lawful citizens or lawful immigrants are employed by the contractor or subcontractor.

In order to ensure compliance with the Immigration Reform and Control Act of 1986 (IRCA), D.L. 99-603 and the Georgia Security and Immigration Compliance Act OCGA 13-10-90 et. seq., Contractor must warrant and affirm that Contractor has complied with the Immigration Reform and Control Act of 1986 (IRCA), D.L. 99-603 and the Georgia Security and Immigration Compliance Act by registering at <https://e-verify.uscis.gov/enroll/StartPage.aspx?JS=YES>; and verifying information of all new employees; and by executing any affidavits required by the rules and regulations issued by the Georgia Department of Labor set forth at Rule 300-10-1-.01 et. seq.

By executing this affidavit, the undersigned Contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm, or corporation which is contracting with Spalding County, Georgia 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 or any equivalent federal work authorization program 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, and Contractor warrants that it will continue to use the federal work authorization program throughout the contract period.

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

\_\_\_\_\_  
Signature Title

Firm Name: \_\_\_\_\_

Street/Mailing Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Federal Work Authorization User Identification Number: \_\_\_\_\_

Date of Authorization: \_\_\_\_\_

**EXHIBIT B**  
**Affidavit Verifying Status**  
**For County Public Benefit Application**

By executing this affidavit under oath, as an applicant for the award of a contract with Spalding, 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 \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
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.