



CITY OF GRIFFIN, GEORGIA

REQUEST FOR QUALIFICATIONS

RFQC #17-005

For

**PROFESSIONAL DESIGN SERVICES –
SOLOMON STREET INTERSECTION IMPROVEMENT
SCOPING AND CONCEPT REPORT**

PI# 0015101

For all questions about this RFQC contact:

Cindy Fay, Procurement Analyst
cfay@cityofgriffin.com

**Deadline:
Wednesday, October 19, 2016 at 2:00 P.M.**

IMPORTANT SUBMITTAL REQUIREMENT

Submittals must be properly labeled to ensure they are not inadvertently opened before the designated time. Affix the label below to the outside of the sealed submittal envelope or delivery package.

If this label is not used (i.e. in case of some delivery services), it is the supplier's responsibility to ensure that the information is on the OUTSIDE of the delivery package. Submissions that do not comply may be rejected.

Submittals must also include the required number of copies specified in section 1.2.

Please make sure either the label below or the information on the label appears on the **OUTSIDE of the delivery package** and is clearly visible. There may be multiple solicitations open at any given time and if the sender organization and bid number are not discernable, your response may not be recorded as properly received.



RESPONSE SUBMITTAL

DELIVER TO:
CITY OF GRIFFIN
PROCUREMENT – 3RD FLOOR
100 S HILL STREET
PO BOX T
GRIFFIN, GA 30224

BID/PROPOSAL #: RFQC 17-005

BID/PROPOSAL NAME: DESIGN SERVICES – SOLOMON ST INTERSECTION

IMPROVEMENT

DUE ON OR BEFORE: 10/19/16 @ 2:00 PM (local)

COMPANY NAME: _____

COMPANY ADDRESS: _____

CONTACT NAME: _____

CONTACT PHONE & EMAIL: _____

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CITY OF GRIFFIN, GEORGIA REQUEST FOR QUALIFICATIONS SPECIFICATIONS for 17-005

PROFESSIONAL DESIGN SERVICES – SOLOMON STREET INTERSECTION IMPROVEMENT SCOPING AND CONCEPT REPORT

1. SECTION I – GENERAL INFORMATION

This solicitation is a Request for Qualifications (RFQC) only. No award or contract will result from this solicitation; a short list of qualified firms will be determined from the evaluation of the responses. These firms will be invited to participate in a subsequent Request for Proposal.

1.1. PURPOSE

The City of Griffin (City) is accepting proposals from qualified professional services firms/consultants for the scoping and Concept Report development of the Solomon Street @ Searcy Avenue/Spalding Street/High Falls Road intersection. The City was awarded \$200,000 of M230 funds with \$50,000 required match for a study of the existing intersection and to provide alternatives culminating in an approved GDOT Concept Report. The purpose of this project is to provide project justification, realistic cost estimates and schedules, and identify major obstacles to implementation early in the process. The project is to include survey and database preparation, traffic studies, environmental studies, stakeholder involvement, public involvement, preliminary railroad coordination, preliminary utility coordination, concept plan development, and preliminary cost estimates and schedules. Final deliverable will be in the form of a GDOT Concept Report fulfilling requirements of the PDP process for Concept approval. Submitting firms must demonstrate a firm understanding of the project challenges and provide an approach to dealing with these challenges.

1.2. SCHEDULE & SUMMARY

This Request will be governed by the following schedule and criteria:

DATES

Release of Request	Friday, September 16, 2016
Pre-Conference Meeting*	Tuesday, September 27, 2016 at 10:00am; highly recommended <i>Location: Main conference room – 3rd Floor, City Hall, 100 S Hill St, Griffin, GA</i>
Questions due	Wednesday, October 5, 2016
Responses due	Wednesday, October 19, 2016 by 2:00 PM
# of Response Submittals Required	Six, <u>including</u> the marked original, plus one electronic copy
Public opening	No
Bonds required	No
Professional Liability Insurance	Yes
Project manager	BJ Martin, P.E.; bjmartin@pcgeng.com

* The purpose of this meeting will be to provide those interested with an oral presentation of the City’s requirements and to allow for the presentation of questions. Although attendance at the pre-conference meeting is not mandatory, it is considered as part of the evaluation criteria and **non-attendance will receive demerits applied to the evaluation scores**. All interested parties are ‘strongly’ urged to attend. No other meeting is planned.

1.3. SCOPE OF WORK

The services to be furnished by the consultant shall be those necessary to perform survey, database preparation, environmental studies, traffic and operational studies, public and stakeholder involvement, railroad coordination, utility coordination, conceptual plans and concept report development. The consultant team must possess appropriate GDOT pre-qualifications and demonstrate understanding of the PDP process for successfully preparing GDOT Concept Report.

STUDY AREA:



The work to be accomplished under this contract is divided into the following tasks:

1.3.1. Task 1 – Existing Conditions and Technical Analysis.

The consultant will conduct a thorough review and assessment of previous plans existing conditions in the study area. The focus of the assessment will include the following:

- Review of existing plans and ongoing projects in the surrounding area.
- Prepare a detailed survey of existing physical conditions, including existing rights of way, and property; conflicting utilities, topography, structures and other potential constraints to proper horizontal and vertical alignments.
- Evaluate traffic operations and traffic safety
- Determine likely impacts to potentially historic properties, or other environmentally sensitive areas, if any.

1.3.2. Task 2 – Public Involvement

The City and its consultant will conduct an outreach process that promotes the involvement of all stakeholders in the study area. The consultant will be responsible for designing an effective and innovative public involvement program. At a minimum, the outreach process shall include the following:

- The City and consultant team will seek input and comments from a project advisory group of major stakeholders. This group will include representatives from City of Griffin, ARC, Three Rivers Commission, GDOT District 3 Office, Norfolk Southern and adjacent property owners.
- A minimum of two public involvement meetings will be conducted – (1) an initial meeting to understand needs, desired outcomes and to gather input on design and problem areas, and (2) a second meeting towards the end of the process to review and comment on preferred alternatives.
- ARC, TRC and GDOT project managers must be notified of all public meetings taking place.

1.3.3. Task 3 – Alternatives Analysis & Concept Plan Development

Prepare a Concept Layout, typical sections and a GDOT Concept Report for intersection improvements based on the existing conditions, technical analysis, and public involvement. Specific elements shall include:

- Evaluation of the relative feasibility and constructability of alternative intersection improvements.
- Preferred and alternative alignments and typical sections for each approach to the intersection.
- Evaluation of innovative stormwater management alternatives and minimization of environmental impacts.
- Preparation of a GDOT Concept Report, which includes analysis of potential environmental impacts, ROW, utility, railroad and costs estimates.

1.3.4. Task 4 – Prepare Implementation and Management Plan

Prepare a step-by-step plan that identifies the logical phases of implementation, potential partners, responsibilities, cost estimates, timeline and potential sources of funding for each phase.

1.3.5. Task 5 – Prepare Project Deliverables

The following shall be developed and submitted to the City in the format indicated below.

- Deliverables:
 - Solomon St @ Searcy Ave/Spalding St/High Falls Rd Concept Study Summary Document: Prepare a document summarizing the goals of the project, methodology, public involvement process, existing conditions, technical analysis and alternatives considered.
 - Preferred alternative concept layout for intersection.
 - Preferred alternative typical sections
 - Approved GDOT Concept Report
- Format:
 - One printed copy of all of the above as a combined final report. Summary document and Concept Report in 8.5"x11", and Concept Layout and Typical Sections in 11"x17".
 - One single combined PDF file of the final report document
 - Electronic editable original documents for each report element such as MS Word, InDesign files, Excel/CAD or other files.

1.4. PROCESS

All responses received will be reviewed by the Procurement Agent to ensure they meet the administrative requirements. All submissions that meet the administrative requirements will be turned over to the Evaluation Committee for further assessment. The Evaluation Committee will review all responses received and determine a ranking based on the information provided and invite the top firms for confirmation interviews for the final short-list. The City reserves the option of requesting presentations be additionally made to its Board of Commissioners. Selection of qualified firms to participate in the next stage of this process may be asked to participate in a proposal-interview process conducted by the Evaluation Committee.

1.5. RESPONSE SUBMISSION

The responses are to be packaged with one original and five (5) copies for a total of six (6) hard copies and one electronic copy. **Note that all "marketing information" that is included with your response must be separate from the submittal.** Responses are to be ordered and include the following:

1.5.1. Submittal Cover page. The cover page is supplied on page 10.

1.5.2. Transmittal Letter. The short Transmittal Letter must:

- 1.5.2.1. Summarize why the respondent believes itself to be the most qualified;
- 1.5.2.2. Contain the statement that to the best of the respondent's abilities, all information contained in the RFQ submittal is complete and accurate;
- 1.5.2.3. Contain a statement granting representations of the City authorization to contact any previous client for purposes of ascertaining an independent evaluation of the respondent's performance;

- 1.5.2.4. Contain at least one copy of the transmittal letter with the original signature of an officer of the principal firm.

1.5.3. Narrative. The Narrative is to be organized to clearly address:

- 1.5.3.1. Philosophy and approach to the project in general;
- 1.5.3.2. Prior experience with projects of similar scale and complexity;
- 1.5.3.3. Prior experiences with public-sector clients and processes for projects of similar scale and complexity;
- 1.5.3.4. Professional qualifications of personnel assigned to the project;
- 1.5.3.5. History of effective schedule and budget management for projects of similar scale and complexity;
- 1.5.3.6. Use of processes that creatively engage staff and other stakeholders in all stages;
- 1.5.3.7. Commitment to the City of Griffin.

1.5.4. Background. Include a complete narrative description of the responding firm (or firms if the respondent is comprised of a team of firms). Information is to include:

- 1.5.4.1. Firm history;
- 1.5.4.2. Location of home and branch offices;
- 1.5.4.3. Names of the principal officers of the firm;
- 1.5.4.4. Identification of the team subconsultants, if any;
- 1.5.4.5. Organization Chart: Include a simple organization chart showing how the respondent, if selected, would organize its key personnel for the project;
- 1.5.4.6. Key Professionals: Identify the key members of your team that would be involved in the project and describe their area of expertise and what role they will perform. Indicate their availability for this project;
- 1.5.4.7. Resumes: Provide resumes of any person identified as a key professional. The resumes are to contain the following;
 - 1.5.4.7.1. Name;
 - 1.5.4.7.2. Educational background;
 - 1.5.4.7.3. Employment history;
 - 1.5.4.7.4. Proposed role in the project;
 - 1.5.4.7.5. An identification of other relevant projects in which the person has been involved and a name/phone number of a representative of any project cited that can be contacted for a reference;
 - 1.5.4.7.6. Other information that may be deemed relevant.

1.5.5. Relevant Experience. Include a summary of relevant projects no older than 5 years. List a minimum of three and maximum of five relevant and recent projects. A relevant project is one which best exemplifies your qualifications for this project, your approach to solving complex problems, and successful coordination with stakeholders. All projects listed must include:

- 1.5.5.1. Name of project;
- 1.5.5.2. Project location;
- 1.5.5.3. Project description;
- 1.5.5.4. Describe the services your firm provided;
- 1.5.5.5. Indicate which team members were actually involved in the project and specify their role;
- 1.5.5.6. Describe any special challenges or issues encountered during the project and the resolution;
- 1.5.5.7. Provide a statement acknowledging if the project was completed on time and within budget
- 1.5.5.8. Provide reference name and contact information.

1.5.6. Project Understanding.

- 1.5.6.1. Summarize your understanding of the project challenges and what approach you propose to systematically deal with them;
- 1.5.6.2. Demonstrate your understanding of the PDP process related to this scope of work;
- 1.5.6.3. Provide a project schedule for Concept Development and Environmental to meet the scope of work and approved deliverables as stated in Section 1.3.

1.5.7. Supplier Registration. While there are no Administrative restrictions on submitting a response to any bid or Request, a supplier must be registered and compliant (have both required documents) with the City in order to be awarded any type of contract. Instructions for registering as a supplier can be found on page 11. This registration will be used for bid notifications as well as sourcing for general projects by the departments. It is important to note that the registration must be completed online and must have a W9 and EV document in order to be considered compliant. In addition to selecting as many commodities as are applicable, you can link your website to the registration profile.

1.5.8. Proposal Information. All proposals must be **limited to 10 pages**, excluding cover page, resumes of assigned personnel, references and page delineators. It is importance to be concise.

1.6. EVALUATION CRITERIA

It is imperative the submitted response fully address all the firm's ability to meet or exceed anticipated aspects of the subsequent RFQ. The submittal must provide the City's evaluation team with clearly expressed information concerning the supplier's understanding of the City's needs as well as the ability to meet those requirements. Your responses are to be geared for information rather than marketing.

The basis of selection will be the best evaluated responses suited for this project. Considerations will include, but are not limited to:

- Qualifications of Firm - Qualifications of firm and personnel that would be assigned to this project;
- Firms Experience on Similar Projects - Related project experience of the firm and personnel that would be assigned to this project;
- Available Resources to Complete Project – The availability of the analytical, design tools, personnel, financial resources and methodologies commonly applicable in order to complete the project in a timely manner;
- Responsiveness to the RFQ - This would include any documents submitted such as concept plans, planning, and design concepts and other related items;
- Professional References - Provide names and contact information for professional references that can demonstrate prior performance on projects of similar size and scope;
- Other services as needed – The attendance of representatives of the firm may be requested at related functions/meetings held by the City.

1.7. ADDITIONAL INSTRUCTIONS, NOTIFICATIONS AND INFORMATION

1.7.1. This RFQC is not a contract nor can it result in a contract.

1.5.5. By submitting a response, Respondents represent and warrant that all information provided in the response submitted shall be true, correct and complete. Respondents who provide false, misleading or incomplete information, whether intentional or not, may be excluded;

1.5.6. By submitting a response, Suppliers certify that their proposals are made without collusion or fraud and they have not offered or received any inducements in connection with their proposals. They further agree that this solicitation and any resulting contract in subsequent proposal requests shall be governed in all respects by the laws of the State of Georgia and they shall comply with applicable federal, state and local laws and regulations

1.5.7. Suppliers may be disqualified from participation in the RFQ process for reasons which include, but are not limited to the following:

- 1.5.7.1. Evidence of collusion;
- 1.5.7.2. Being in arrears on any of its existing contracts with the City or in litigation with the City or having defaulted on a previous contract with the City;
- 1.5.7.3. Being in arrears on taxes owed to the State of Georgia;
- 1.5.7.4. Poor, defective or otherwise unsatisfactory performance of work for the City or any other party on prior projects which, in the City's judgment and sole discretion, raises other party on prior projects which, in the City's judgment and sole discretion, raises party on prior projects which, in the City's judgment and sole discretion, raises doubts as to Supplier's ability to properly perform the work;
- 1.5.7.5. Any offering of gifts, unauthorized compensation or other unethical actions to City employees with respect to interest in any business activity; or
- 1.7.1.1. Any other cause which, in the City's judgment and sole discretion, is sufficient to justify disqualification of the Supplier or the rejection of their submittal.



CITY OF GRIFFIN, GEORGIA REQUESTS FOR PROPOSAL GENERAL PROVISIONS

2. SECTION II – COMMUNICATION OF INFORMATION

All information, notices and addenda regarding this RFQC shall be posted on the City's website. It is the Supplier's responsibility to check the site on a regular basis in order to confirm they have the most current information before submitting a response. Subsequent to the opening, all status notices will also be posted on the City's website.

2.1. RESTRICTIONS ON COMMUNICATIONS WITH STAFF

All questions about this RFQC must be submitted in the following format:

Company Name

- Question

Citation of relevant section of the RFQC

All questions regarding specification/technical issues must be in writing to the Project Manager for this RFQC (with a 'cc' to Procurement). The Project Manager, contact email and deadline for questions is noted in section 1.2.

All questions regarding administrative issues must be in writing to the Procurement Analyst:

Address: Cindy Fay
Procurement Analyst
City of Griffin
P. O. Box T, Griffin, GA 30224

Email: cfay@cityofgriffin.com

No questions other than written will be accepted. No response other than written will be binding upon the City. Questions will be combined into one list of questions and responses and will be posted on the City's website as an addendum.

From the issue date of this request until an award has either been made or deemed closed for other reasons, institutions or individuals providing submissions are not permitted to communicate with members of the commission, the evaluation team or City employees, other than Procurement, with regard to the purpose or intent of this document. The exception to this is the submission of written technical questions to the project manager. The City reserves the right to reject the submission of the offending Supplier if this provision is violated.

Any updates or changes to this and related documents will be posted on the City's website (<http://www.cityofgriffin.com>), under Resources. **It is the Supplier's responsibility to refer to the website for any addenda or other pertinent information before responding to this RFQC request.**

2.2. PUBLIC DISCLOSURE AND PROPRIETARY INFORMATION

All RFQC, RFP and any other public records with respect to solicitations shall be subject to public inspection, upon request, after the posting of the Notice of Intent to Award (NOIA) or Notice of Award (NOA). This is being done in order to protect the integrity of the procurement process unless otherwise required by law. For any Open Records requests, the City may assess fees for the costs of producing these public records as permitted by the Georgia Open Records Act.

Exceptions to the availability of information include 1) bona fide trade secrets meeting confidentiality requirements that have been properly marked and documented; 2) matters involving individual safety as determined by the City; 3) company financial information requested by the City to determine supplier responsibility; and 4) other constitutional protections. All documents that are to be proprietary and confidential are to be clearly marked as such.

Information received in response to this request will become the property of the City and will not be returned. If a proposer feels that any information is confidential or proprietary in nature, the proposer must prominently mark and initial such information as "PROPRIETARY INFORMATION". The City will not release or divulge such information to third parties without the consent of the Proposer unless required to do so by applicable law or order a court of competent jurisdiction.



**CITY OF GRIFFIN, GEORGIA
REQUEST FOR QUALIFICATIONS**

RESPONSE SUBMITTAL COVER

RFQC #17-005

For

**PROFESSIONAL DESIGN SERVICES –
SOLOMON STREET INTERSECTION IMPROVEMENT**

Submitted by:

Name of Company:

Mailing Address:

City/State/Zip:

Phone (including area code):

E-mail:

**Submittal Deadline:
Friday, September 16, 2016 at 2:00 P.M.**



SUPPLIER REGISTRATION

Supplier Registration with the City Of Griffin consists of the following:

The City of Griffin now has online self-service registration, via Vendor Registry. In order to be registered as a City of Griffin supplier, you must access the registration via the City's site. This will give you the opportunity to keep your information accurate and current. It also permits unlimited NIGP commodity codes, allowing for notifications based on your specific business criteria and to link your website to your profile. In addition to the visibility to the City, this service will allow for other agencies in our area to have visibility of your company and it will allow you to have visibility of opportunities from other agencies in our area. There is no charge for this basic service, but you do have the option to expand your visibility to other areas for a small fee at any time.

TO REGISTER:

- ✓ Please visit our website at www.cityofgriffin.com
- ✓ Select "Resources"
- ✓ Select "Register my Business with the City"
- ✓ Complete your registration by following the instructions provided
 - Two documents (forms are available online) will be required to be uploaded before your registration is complete. They are:
 - **Supplier Affidavit** – This document is also referred to as the E-Verify affidavit and has been updated to reflect new laws that have recently gone into effect. An E-Verify (EV) number is REQUIRED by the State of Georgia (OCGA § 13-10-91) if you provide labor or services to the City that is valued in excess of \$2,499.99. In addition to the EV number and signature, the affidavit must be notarized. If you are a sole proprietor or your company provides only products, simply initial the statement that applies to your situation and sign. There is no need to notarize the affidavit unless you provide your EV number.
 - **W-9** – This document supplies the Employer Identification Number (EIN) or the Social Security (SS) number of the supplier.

These forms must be submitted online and do NOT need to be submitted with your response.

Note: *If you are registered on Vendor Registry with another agency other than City of Griffin, you can 'piggyback' off of your existing profile to create a profile for Griffin. Contact our Procurement office or Vendor Registry for help in creating this new record.*