



Jackson County Board of Commissioners

67 Athens Street
Jefferson, Georgia 30549
Phone: (706) 367-6309
Fax: (706) 708-2505
Email: myarbrough@jacksoncountygov.com

TO: Professional Engineering Service Companies

DATE: August 31, 2018

SUBJECT: Request for Proposal for Professional Engineering Services for Intersection Upgrades

You are invited to submit a proposal to the Jackson County Board of Commissioners, Jefferson, Georgia for Professional Engineering Services for Intersection Upgrades.

Attached hereto are the general conditions, technical specifications, and submittal format.

The written requirements contained in this Request for Proposal (RFP) shall not be changed or superseded except by written addendum from Jackson County Purchasing Department. Failure to comply with the written requirements for this RFP may result in disqualification of the submittal by Jackson County.

Submittals are to be sealed, marked with the vendor's name and address and labeled:

"RFP 180018", "Professional Engineering Services" and delivered to:

Jackson County Board of Commissioners
Attention: Purchasing Manager
67 Athens Street
Jefferson, GA 30549

not later than **Tuesday, OCTOBER 2, 2018 AT 2:00 PM, local time prevailing.**

A qualified interpreter for the hearing impaired is available upon request at least 10 (ten) days in advance of the proposal receipt date. Please call (706) 367-6312 for more information for the hearing impaired. This service is in compliance with the Americans with Disabilities Act (ADA).

Jackson County reserves the right to reject any and all submittals, to waive any technicalities or irregularities and to award contracts based on the highest and best interest of Jackson County.

Inquiries regarding this Request for Proposal (RFP) should be made to Myrna Yarbrough, Purchasing Manager at phone number (706) 367-6309, by fax at (706) 367-2505, or by email myarbrough@jacksoncountygov.com

JACKSON COUNTY GOVERNMENT

**REQUEST FOR PROPOSALS
FOR
PROFESSIONAL ENGINEERING SERVICES FOR
INTERSECTION UPGRADES**

SUBMISSIONS ARE DUE AT THE ADDRESS SHOWN BELOW NO LATER THAN

TUESDAY, OCTOBER 2, 2018 AT 2:00 PM, local time
prevailing

JACKSON COUNTY BOARD OF COMMISSIONERS
ATTENTION: PURCHASING MANAGER
67 ATHENS STREET
JEFFERSON, GA 30549

RFP # 180018

THE RESPONSIBILITY FOR SUBMITTING A RESPONSE TO THIS RFP ON OR BEFORE THE STATED DATE AND TIME WILL BE SOLELY AND STRICTLY THE RESPONSIBILITY OF THE OFFEROR.

ISSUE DATE: AUGUST 31, 2018

**JACKSON COUNTY, GEORGIA
REQUEST FOR PROPOSAL
FOR
PROFESSIONAL ENGINEERING SERVICES FOR INTERSECTION
UPGRADES**

SECTION I - REQUEST FOR PROPOSAL OVERVIEW

A. PURPOSE

Jackson County Board of Commissioners is issuing this Request for Proposal (RFP) for Professional Engineering Services for Intersection Upgrades. In an effort to expedite improvements/upgrades to two (2) intersections on state routes in Jackson County, SR 124 @ SR 60 and SR 53 @ New Cut Road, the County will be providing the engineering and design of these improvements for the Georgia Department of Transportation. **Those firms wishing to submit a proposal must be prequalified by GDOT in order to be eligible to submit a proposal.**

B. INFORMATION TO VENDORS

1. RFP TIMETABLE

The anticipated schedule for the RFP is as follows:

RFP Available	AUGUST 31, 2018
Deadline for questions	SEPTEMBER 18, 2018 AT 2:00 PM
Submittal deadline	TUESDAY, OCTOBER 2, 2018 AT 2:00 PM, local time prevailing

2. RFP SUBMISSION:

One (1) original and two (2) copies of the complete signed submittal must be received **TUESDAY, OCTOBER 2, 2018, by 2:00 PM, local time prevailing.** Proposals must be submitted in a sealed envelope stating on the outside, the vendor's name, address, the RFP Number 180018 and title (Professional Engineering Services) to:

**Jackson County Board of Commissioners
Attention: Purchasing Manager
67 Athens Street
Jefferson, GA 30549**

Hand delivered copies may be delivered to the above address ONLY between the hours of 8:30 a.m. and 4:30 p.m. ET, Monday through Friday, excluding holidays observed by the Jackson County Government.

Vendors are responsible for informing any commercial delivery service, if used, of all delivery requirements and for ensuring that the required address information appears on the outer wrapper or envelope used by such service.

The Submittal must be signed by a company officer who is legally authorized to enter into a contractual relationship in the name of the vendor.

3. CONTACT PERSON:

Vendors are encouraged to contact Myrna Yarbrough, Purchasing Manager at (706) 367-6309 or email myarbrough@jacksoncountygov.com to clarify any part of the RFP requirements. All questions that arise prior to the DEADLINE FOR QUESTIONS due date shall be directed to the contact person in writing via facsimile or email. Any unauthorized contact shall not be used as a basis for responding to this RFP and also may result in the disqualification of the vendor's submittal.

Technical questions concerning the project may be submitted to Kevin Poe, Jackson County Manager, (kpoe@jacksoncountygov.com) Please note that paragraph 4 below outlines addenda and that only information released in the RFP and official addenda are to be considerations when submitting a proposal. Therefore, please copy the Purchasing Manager on all technical questions so that the determination of inclusion in official addenda can be considered by the Jackson County team.

Vendors may not contact any elected official or other County Employee to discuss the proposal process or proposal opportunities. Contact of this nature will result in immediate disqualification of the vendor.

4. ADDITIONAL INFORMATION/ADDENDA

Jackson County will issue responses to inquiries and any other corrections or amendments it deems necessary in written addenda issued prior to the due date. Vendors should not rely on any representations, statements or explanations other than those made in this RFP or in any addendum to this RFP. Where there appears to be a conflict between the RFP and any addenda issued, the last addendum issued will prevail.

Vendors must acknowledge any issued addenda by including the Addenda Acknowledgement Form with the submittal. Proposals which fail to acknowledge the vendor's receipt of any addendum will result in the rejection of the offer if the addendum contains information which substantively changes the Owner's requirements

5. LATE SUBMITTAL, LATE MODIFICATIONS AND LATE WITHDRAWALS

Submittals received after the due date and time will not be considered. Modifications received after the due date will not be considered. Jackson County

Government assumes no responsibility for the premature opening of a proposal not properly addressed and identified, and/or delivered to the proper designation.

6. REJECTION OF PROPOSALS

Jackson County Government may reject any and all submittals and reserves the right to waive any irregularities or informalities in any submittal or in the submittal procedure.

Submittals received after said time or at any place other than the time and place as stated in the notice will not be considered.

7. MINIMUM RFP ACCEPTANCE PERIOD

Valid submittals shall not be withdrawn for a period of 90 days from the date specified for receipt of submittals.

8. NON-COLLUSION AFFIDAVIT

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

By submitting a proposal, the vendor represents and warrants that no official or employee of Jackson County Government 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.

9. COST INCURRED BY VENDORS

All expenses involved with the preparation and submission of the RFP to the Jackson County Board of Commissioners, or any work performed in connection therewith is the responsibility of the vendor(s).

10. AMERICANS WITH DISABILITIES ACT (ADA)

A qualified interpreter for the hearing impaired is available upon request at least ten (10) days in advance of the proposal due date. This service is in compliance with the Americans with Disabilities Act (ADA). Please call (706) 367-6312 for more information for the hearing impaired.

11. RFP OPENING

The names of the companies that submit proposals to Jackson County for consideration will be read aloud immediately following the closing of the proposal

period. A list of names of firms responding to the RFP may be obtained from Myrna Yarbrough, Purchasing Manager, after the RFP due date and time stated herein.

12. TAXES.

Selected vendor will be provided with Jackson County's Sales and Use Tax Certificate of Exemption number upon request.

13. VENDOR INFORMATION

All submissions shall include a completed and current W-9. Vendors whose place of business is other than the State of Georgia may be required to provide the Purchasing Manager with copies of your state's regulations and/or laws concerning the application of certain vendor preference requirements to vendors whose place of business is in the applicable state. Failure to provide this information will result in the disqualification of the vendor from submitting a proposal.

14. INSURANCE

Selected vendor will be required to provide proof of liability and workman's compensation insurance before work can begin on this County project. Workman's Compensation Insurance should be as required by the State of Georgia. General Liability should cover \$1,000,000 per incident.

15. TERMINATION

Federal, State, and other Local government agencies may terminate this Agreement in the event funds are not appropriated for it in future periods; provided, however, that funds are also not appropriated for equipment or services that replace those contracted for under this Agreement. Additionally, either party to this agreement may, without prejudice, terminate the Agreement by providing the other party 30 days written notice of the intent to terminate the Agreement.

16. ANTI-DISCRIMINATION

By submitting a response to this RFP, all perspective vendors certify to Jackson County that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended.

17. ILLEGAL IMMIGRATION REFORM AND ENFORCEMENT ACT OF 2011

Vendors submitting a 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.

SECTION II - GENERAL CONDITIONS

1. Purpose:

Jackson County Board of Commissioners is issuing this Request for Proposal (RFP) for Professional Engineering Services for Intersection Upgrades. In an effort to expedite improvements/upgrades to two (2) intersections on state routes in Jackson County, SR 124 @ SR 60 (PI #0016066) and SR 53 @ New Cut Road (PI #0016065), the County will be providing the engineering and design of these improvements for the Georgia Department of Transportation. The engineering and design shall follow the GDOT plan development process (PDP). GDOT will conduct both the preliminary field plan review (PFPR) and final field plan reviews (FFPR). Work shall be done in accordance with current edition of the GDOT Environmental Procedures Manual (EPM). For both intersections, GDOT has completed a traffic operations study and will be requiring the installation of roundabouts. A preliminary roundabout layout will be provided by GDOT. **Those firms wishing to submit a proposal must be prequalified by GDOT in order to be eligible to submit a proposal.**

2. Contract Period:

The Work to be performed under this Contract shall be completed within 6 months of the time the Board of Commissioners approves the award of the Contract. This contract may be extended for an additional 6 months as necessary to ensure the completion of all the requirements outlined in the RFP for services that must be accomplished to bring the full project to completion. Any extension must be in writing. This contract may be terminated at any time, without prejudice, by either party by providing the other party 30 days written notice of the intent to terminate the contract.

3. Project Scope:

Scope of Services:

The Consultant shall provide:

- A. The Consultant shall provide data collection and traffic projections in accordance with the current Office of Planning Traffic Forecasting Manual.
 1. Traffic methodology
 2. Intersection turning movement counts
 3. Mechanical counts
 4. Traffic Projections
 5. Traffic Diagrams

- B. Prepare a Concept Report and submit for approval. The report shall utilize the most current Concept Report template available on ROADS.
 1. Prepare capacity analysis report
 2. Intersection Control Evaluation, State 1 and Stage 2
 3. Typical sections
 4. Concept Profiles

5. Concept X-Sections
 6. Conceptual MS4 design, if needed
 7. Produce Concept Layout for each alternative
 8. Cost Estimates for each alternative
 - a. Construction Cost Estimate
 - b. Provide information to request ROW and Utility Cost Estimate
 - c. Provide Information to request Environmental Mitigation cost estimate (if needed)
 9. Prepare for and attend Concept Team Meeting
 10. Revise Concept Report according to comments received from CTM and from Design Policy and Support
- C. Prepare Survey Database and submit for approval. All work shall meet the guidelines of the Department's Survey Manual as of the NTP date
1. Collect all areas inside the field survey limits (100' each side of C/L). Collect all information required in the GDOT Survey Manual to include but not limited to: pavement, above ground utilities, property, drainage, and buildings
 2. Perform 404 permit surveys, if required
 3. Collect septic tank locations along with drain lines within enhanced limits. Do research if needed from health department
 4. Collect pipe conditions for all cross drains
 5. Collect any monitoring wells on the project
 6. Research property and ROW plans for the property database
 7. Filed tie all front property corners and ROW markers as possible. If back property corners can be tied with minimum effort, tie these as well
 8. Perform property resolution holding to as many property corners as possible using professional judgement
 9. Perform survey data processing to meet GDOT guidelines
- D. Perform two peer reviews (conceptual and incremental) of proposed concept and design plans, will include the review and red-lining of the following:
1. Plan layout of the roundabout and approaches.
 2. Incorporation of pedestrian and bicycle facilities.
 3. Design for Over-Size Over-Weight (OSOW) vehicles.
 4. Lighting and landscape plans.
 5. Staging and special grading plans, cross sections.
 6. Signing and marking plans.
 7. Review of all available engineering studies and calculations, not previously reviewed or updated after the peer reviewed Roundabout Feasibility Study. This may include, but is not limited to:
 - a. Capacity analysis
 - b. Fastest path
 - c. Design vehicle turning movements
 - d. Natural path, for roundabouts
 - e. Sight distance
- E. Designer's Initial Pavement Evaluation Summary report:
1. Records research of available information on the Department's public website including but not limited to: as-built construction plans, records of subsequent maintenance activities, and pavement condition data from the GDOT COPACES and C-PACES databases.
 2. Conduct field visit to perform visual inspection of existing pavement conditions and take high-quality photographs of the existing pavement surface.
 3. Develop pavement designs for full-depth and overlay alternatives in accordance with the GDOT Pavement Design Manual.
 4. Prepare and submit Designer's Initial Pavement Evaluation Summary report with

recommendation and supporting documentation including but not limited to: project location map, typical sections, approved traffic data, and project layout with approximate extent of planned overlay indicated. Revise report as needed for GDOT approval

- F. All work shall be done in accordance with the current edition of the GDOT Plan Development Process (PDP) and the GDOT Environmental Procedures Manual (EPM), particularly Chapter III NEPA Documents, and Chapter V Environmental Studies.
1. Perform Environmental Project Management.
 2. Provide schedule updates in Primavera (P6) and TPro twice a month
 3. Prepare for and attend the Avoidance and Minimization Measures Meeting (A3M) and record meeting minutes (if required)
 4. Conduct Air survey and prepare reports.
 5. Conduct Noise survey and prepare reports (including Noise Barrier Analysis, if needed).
 6. Conduct Ecology survey and prepare reports.
 - a. Combined resource survey and assessment of effects report.
 - b. Protected species survey and report, if needed.
 - c. Aquatic survey and report, if needed.
 - d. Bat habitat survey and report, if needed.
 7. Prepare Section 404 General Permit Application, if needed.
 8. Prepare Buffer Variance Application, if needed.
 9. Conduct Archaeological Survey and prepare reports. (Management Summary and Phase 1 Survey Report or Short Form from Negative Findings)
 10. Curations of artifacts from archaeological Phase 1 Survey, if needed
 11. Conduct Historic Resource Survey and prepare reports.
 12. Prepare Cultural Resources Assessment of Effects (AOE), if needed
 13. Prepare Special Provisions, if needed.
 14. Perform all activities associated with a Public Information Open House (PIOH) or Detour Open House (OH) including:
 - a. Prepare for and attend meeting,
 - b. Attend dry run, and
 - c. Prepare legal advertisement, handout, synopsis, summary of comments, and comment response letters.
 15. Prepare Categorical Exclusion (CE).
 16. Prepare Environmental Commitments Table (ECT).
 17. Review ROW plans for ROW certification.
 18. Prepare Special studies addenda or memos, as needed, for Let authorization.
 19. Prepare CE Reevaluation for Let authorization.
 20. Perform all activities associated with the Preliminary Field Plan Review (PFPR) and Final Field Plan Review (FFPR) meetings:
 - a. Prepare for and attend meetings,
 - b. Review Environmental Resource Impact Table (ERIT), and
 - c. Review PFPR and FFPR reports and provide written responses to any environmental comments.
 21. Attend project meetings and write meeting minutes.
 22. Environmental Site Assessment Phase I,
 23. Environmental Site Assessment Phase II, if needed

- G. The consultant shall provide preliminary plans design services to include the following but not limited to:
1. Complete Preliminary Plans, meeting the requirements of GDOT's PDP, Plan Presentation Guide (PPG), Electronic Data Guidelines (EDG), and the Preliminary Field Plan Review (PFPR) checklist.
 2. Prepare for and attend constructability review
 3. Prepare for and attend the Avoidance and Minimization Measures Meeting (A3M) (if required)
 4. Utilities First Submission
 5. Pavement Evaluation Summary, if required.
 6. Approved Pavement Design
 7. Approved Soil Survey
 8. Project Datasheet
 9. Cover Sheet
 10. Typical Sections
 11. Plan and profile sheets
 12. Cross Sections
 13. Preliminary Right-Of-Way and Easements
 14. Existing Utilities
 15. Drainage Profiles

 16. Roadway Design
 17. Staging Plans
 18. Signing and Marking Plans
 19. Driveway Locations
 20. Sediment Basins (If Required)
 21. Detention Basins (If Required)
 22. Prepare MS4 Analysis/Design including feasibility study
 23. Lighting Plans
 24. Preliminary Erosion Control Plans
 25. Draft Special Provisions
 26. Accepted Hydraulic Studies (If Required)
 27. Post Construction Stormwater Report
 28. Approved Design Exceptions/Design Variances (If Required)
 29. Prepare and submit Design Databook
 30. Prepare layout and other required information for PIOH
 31. Prepare a detailed Construction Cost Estimate in CES estimating program, update annually at a minimum
 32. Perform internal Quality Control/Quality Assurance (QC/QA) reviews and revise plans accordingly. Submit QC/QA letter stating that the plans were reviewed and corrected
 33. Attend PFPR and address all PFPR comments within four (4) weeks
 34. Hold monthly meetings with GDOT staff, in addition to the other meetings previously mentioned above, to discuss progress, design issues, and preparation for other formal meetings. Provide meeting minutes for each meeting.
- H. The Consultant shall provide the Location and Design report services including:
1. Develop Location and Design (L&D) Report and L&D Notice for submission to Design Policy and Support for review and comments, revise accordingly
- I. The Consultant shall provide Right-Of-Way plans design services including:
1. Prepare ROW Plans meeting the requirements of the PDP, Plan Presentation

Guide, and GDOT's Right of Way Office Checklist. These plans will include cover and ROW Plans sheets.

2. Perform internal Quality Control/Quality Assurance (QC/QA) reviews and revise plans accordingly. Submit QC/QA letter stating that the plans were reviewed and corrected
3. Submit plans to the GDOT PM two (2) weeks prior to the P6 baseline date for the PM to submit to the ROW office for review and comments, and revise plans accordingly
4. Prepare staking and deed data
5. Perform necessary ROW revisions caused by changes to the plans that result in right of way negotiations.

J. The Consultant shall provide Final Plan Design services to include the following but not limited to:

1. Complete the final plans meeting the requirements of the PDP, Plan Presentation Guide, and Final Field Plan Review (FFPR) Checklist.
2. Perform Right-of-Way Staking and easements
3. 2nd Submission Utilities
4. Prepare and submit Final Design Databook
5. Roadway Plans
6. Signing and Marking Plans
7. Final Erosion Control Plans
8. Utility Plans
9. Sediment Basin construction Details (If required)
10. Post Construction Stormwater BMP Construction Details
11. All Special Provisions
12. Earthwork Calculations
13. Notice of Intent
14. Prepare a detailed construction cost estimate in CES estimating program; update annually at a minimum
15. Perform internal Quality Control/Quality Assurance (QC/QA) reviews and revise plans accordingly. Submit QC/QA letter stating that the plans were reviewed and corrected.
16. Attend FFPR and address all comments within two (2) weeks.
17. After FFPR comments have been addressed, the corrected FFPR plans and other materials required for the Corrected FFPR plan submission to Engineering Services will be submitted. The engineer's cost estimate, special provisions, Earthwork Calculations, approved WFI (if needed), and electronic files will be included in this submission. Submit QC/QA Letter stating that the plans were reviewed and corrected. Corrected FFPR plan submission shall be made to the GDOT PM at least two (2) week before the plans are due in engineering services. Once the plans are submitted control of the cost estimate in CES will be turned over to engineering services.
18. After corrected FFPR comments have been addressed, the final plans and other materials required for final plan submission to Construction Bidding Administration will be submitted. The final engineer's cost estimate, the designer's checklist, Notice of Intent (if required), special provisions, and electronic files will be included in this submission. Submit QC/QA Letter stating that the plans were reviewed and corrected. Final plan submission shall be made to the GDOT PM at least two (2) weeks before the plans are due in Construction Bidding Administration.
19. Prepare Revisions, Amendments and/or "Use on Construction" revisions as required.
20. Hold monthly meetings with GDOT staff, in addition to the other meetings previously mentioned above, to discuss progress, design issues, and preparation for other formal meetings.

Deliverables:

The following items shall be completed by the Consultant and delivered to the Department during the term of this task order as specified by the Project Manager:

- a. Approved Traffic
- b. Approved Concept Report
- c. Accepted Survey Control Package
- d. Accepted INROADS Survey Database
- e. Roundabout Peer Review Memo
- f. Approved Designer's Initial Pavement Evaluation Summary Report
- g. Air Quality Impact Assessment
- h. Noise Assessment Report.
- i. Noise Barrier Analysis, if needed.
- j. Ecology Reports.
- k. Section 404 General Permit application, if needed.
- l. Stream Buffer Variance application, if needed.
- m. Archaeology Management Summary and Phase 1 Survey Report or Short Form for Negative Findings
- n. Documentation of archaeological collection curation from the University of West Georgia Warning Laboratory, If needed
- o. History Survey Report.
- p. Cultural Resources Assessment of Effects (AOE).
- q. Special Provisions, if needed.
- r. Public Information Open House (PIOH) or Detour Open House (OH) materials: legal advertisement, handout, displays, synopsis, summary of comments, and comment response letters.
- s. Categorical Exclusion (CE).
- t. Environmental Commitments Table (ECT).
- u. Special studies addenda or memos, as needed, for Let authorization.
- v. CE Reevaluation for Let authorization.
- w. Preliminary Field Plan Review (PFPR) and Final Field Plan Review (FFPR): review of ERIT, meeting attendance, and responses to environmental comments.
- x. Approved ESA/UST Phase I Report,
- y. Approved ESA/UST Phase II Report, if needed
- z. First Utilities Submission
- aa. Approved pavement design
- bb. PFPR Plans
- cc. PFPR Responses
- dd. Approved L & D
- ee. Approved Right of Way Plans and revisions as required
- ff. Approved Photometric Layout
- gg. Second Utilities submission
- hh. Final Design Databook
- ii. Approved Soil Survey Report
- jj. Approved Stormwater Report
- kk. Approved Design Exceptions/Variations (as needed)
- ll. FFPR Plans
- mm. FFPR Responses
- nn. Corrected FFPR Plans

- oo. Final Plans
- pp. Prepare Cost Estimate Updates with annual updates
- qq. Meeting Minutes
- rr. Electronic Copy of all Data and Design Files

PROPOSAL SUBMISSION:

Submit one (1) original and two (2) copies of your proposal, which must include the following information presented concisely and clearly:

- A. Brief description and organization of firm.
- B. Provide a project approach. Include your understanding of this project and your approach to providing the services as outlined in this RFP.
- C. Provide a description of the project team. Include information regarding any work to be subcontracted.
- D. Provide a summary of the five (5) most recent projects similar to this project in which the firm and/or key individuals participated. Please include names, telephone numbers and addresses of the local government project manager for each.
- E. Provide the following:
 - 1. A fixed fee to complete the work for each project – SR 124 @ SR 60 and SR 53 @ New Cut Road.
 - 2. An hourly fee schedule and basis of computing expenses for any additional services which may be required by Jackson County.
 - 3. Price Proposal Sheet provided and the vendor's hourly fee schedule should be included as a part of this proposal.
- F) Provide evidence of professional liability insurance for each individual or the entire team.
- G) Provide a project task schedule showing both projects being completed simultaneously. Additionally, provide a project task schedule for each individual project, assuming they are completed separately.

SELECTION CRITERIA:

The selection criteria will be based on the following:

- 1) Overall quality of the submitted proposal;
- 2) Professional qualifications of staff assigned to project;
- 3) Similar project experiences;
- 4) Reference checks and/or past performance;
- 5) Fixed fee and hourly fee schedule;
- 6) Use of local consultants/sub-consultants.

Jackson County Staff will review proposals and make a recommendation to the Jackson County Board of Commissioners as to the award of the contract. Staff will make a recommendation based on information contained in the proposals submitted and oral presentations, if required. Short listed firms may be asked to make a presentation. A different firm may be selected to complete the work for each road project.

ASSIGNMENT OF CONTRACTUAL RIGHTS:

It is agreed that the proposing vendor selected will not assign, transfer, convey, or otherwise dispose of a contract that results from this invitation or his right, title, or interest in or to the same, any part thereof, without written consent by the Jackson County Board of Commissioners.

REGULAR AND UNIFORM PROPOSALS:

Each vendor must comply with all requirements for a regular Proposal as directed or required by this Request. Notice is hereby given to all vendors that Proposals found to be defective or irregular in any respect may be rejected immediately. To facilitate comparative analysis and evaluation of Proposals, a uniform format shall be employed in structuring each Proposal. The required format will coincide with specifications given in the section "**PROPOSAL SUBMISSION**" above and should be tabbed for the ease of the evaluation process. The Company's degree of compliance with the requirements of this request will be a factor in the subsequent evaluation and award of the contract for the designated services because the proposal becomes an integral part of the final Contract.

4. Administration:

The project will be administered by the Jackson County Board of Commissioners through the Jackson County Manager. This individual will be the main point of contact for all questions during the project.

5. Procedures and Miscellaneous Items:

- A. All questions shall be submitted in writing (e-mail is acceptable) and shall be communicated to all firms responding to this RFP.
- B. All materials submitted in connection with this RFP will be public documents and subject to the Open Records Act and all other laws of the State of Georgia, the United States of America and the open records policies of the Jackson County Board of Commissioners. All such materials shall remain the property of the Jackson County Board of Commissioners and will not be returned to the respondent.
- C. All respondents to this RFP shall hold harmless the Jackson County Board of Commissioners, and any of their officers and employees from all suits and claims alleged to be a result of this RFP. The issuance of this RFP constitutes only an invitation to present a proposal. The Jackson County Board of Commissioners reserves the right to determine, at its sole discretion, whether any aspect of a respondent's submittal meets the criteria in this RFP. The Jackson County Board of Commissioners also reserves the right to seek clarifications, to negotiate with any vendor submitting a response, to reject any or all responses with or without cause, and to modify the procurement process and schedule. In the event that this RFP is withdrawn or the project canceled for any reason, the Jackson County Board of Commissioners shall have no liability to any respondent for any costs or

expenses incurred in connection with this RFP or otherwise.

- D. The RFP is subject to the provisions of the Jackson County Purchasing Manual and any revisions thereto, which are hereby incorporated into this RFP in their entirety except as amended or superseded herein.
- E. Failure to submit all the mandatory forms from this RFP package shall be just cause for the rejection of the qualification package. However, Jackson County reserves the right to decide, on a case by case basis, in its sole discretion, whether or not to reject such a bid as non-responsive.
- F. Any payment terms requiring payment in less than 30 days will be regarded as requiring payment 30 days after invoice or delivery, whichever occurs last. This shall not affect offers of discounts for payment less than 30 days, however.
- G. In case of failure to deliver goods in accordance with the contract terms and conditions, Jackson County, after due oral or written notice, may procure substitute goods or services from other sources and hold the contractor responsible for any resulting additional purchasing and administrative costs. This remedy shall be in addition to any other remedies which Jackson County may have.
- H. By submitting a qualification package, the vendor is certifying that they are not currently debarred from bidding on contracts by any agency of the State of Georgia, nor are they an agent of any person or entity that is currently debarred from submitting bids on contracts by any agency of the State of Georgia.
- I. Any contract resulting from this RFP shall be governed in all respects by the laws of the State of Georgia and any litigation with respect thereto shall be brought in the courts of the State of Georgia. Then contractor shall comply with applicable federal, state, and local laws and regulations.
- J. It is understood and agreed between the parties herein that Jackson County shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.

6. Final Selection:

Following review of all qualified proposals, selection of a suitable vendor, and preliminary contract negotiations, a recommendation will be made to the Jackson County Board of Commissioners by the project representative. Following Commission approval, the County will complete contract negotiations.

The Jackson County Board of Commissioners reserves the right to accept the response that is determined to be in the best interest of the County. The County reserves the right to reject any and or all proposals.

Every vendor submitting a proposal must complete the form showing compliance with the **Illegal Immigration Reform and Enforcement Act of 2011, OCGA §13-10-90(b)(1)**. The form is provided with this RFP package.

RFP 180018 PRICE PROPOSAL

COMPANY NAME: _____

After reading the RFP, and considering all the requirements of the project, the following fixed price is submitted for RFP 180018

- 1) Intersection of SR 124 @ SR 60 = \$ _____
- 2) Intersection of SR 53 @ New Cut Road = \$ _____

Attach Schedule for Hourly and Unit Prices for Providing Additional Services

THIS PAGE MUST BE COMPLETED AND SUBMITTED AS A PART OF YOUR PROPOSAL.

EXECUTION OF PROPOSAL

DATE: _____

The potential Contractor certifies the following by placing an "X" in all blank spaces:

- ___ That this proposal was signed by an authorized representative of the firm.
- ___ That the potential Contractor has determined the cost and availability of all materials and supplies associated with performing the services outlined herein.
- ___ That all labor costs associated with this project have been determined, including all direct and indirect costs.
- ___ That the potential Contractor agrees to the conditions as set forth in this Request for Proposal with no exceptions.

Therefore, in compliance with the foregoing **Request for Qualifications**, and subject to all terms and conditions thereof, the undersigned offers and agrees, if this proposal is accepted within ninety (90) days from the date of the opening, to furnish the services for the prices quoted within the timeframe required.

Business Contact Representative

Operational Contact Representative

Vendor's Name

Federal ID #

Address

Phone

Fax

Email

Authorized Signature

Date

Typed Name & Title

THIS PAGE MUST BE COMPLETED AND SUBMITTED AS A PART OF YOUR PROPOSAL.

ADDENDA ACKNOWLEDGEMENT

The vendor has examined and carefully studied the Request for Proposals and the following Addenda, receipt of all of which is hereby acknowledged:

Addendum No. _____

Addendum No _____

Addendum No. _____

Addendum No. _____

Authorized Representative/Title
(Print or Type)

Authorized Representative (Date)
(Signature)

Vendors must acknowledge any issued addenda. Proposals which fail to acknowledge the vendor's receipt of any addendum will result in the rejection of the offer if the addendum contained information which substantively changes the Owner's requirements.

THIS PAGE MUST BE COMPLETED AND SUBMITTED AS A PART OF YOUR PROPOSAL.

Illegal Immigration Reform and Enforcement Act of 2011
CONTRACTOR AFFIDAVIT UNDER O.C.G.A. §13-10-91(b)(1)

The Jackson County Board of Commissioners and Contractor agree that compliance with the Illegal Immigration Reform and Enforcement Act of 2011 are conditions of this Agreement for the physical performance of services.

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. §13-10-91, stating affirmatively that the individual, firm, or corporation which is engaged in the physical performance of services on behalf of the Jackson County Board of Commissioners has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. §13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present and affidavit to the contractor with the information required by O.C.G.A. §13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

E-Verify Employment Eligibility Verification User Identification Number

Date of Authorization to Use Federal Work Authorization Program

NAME OF CONTRACTOR

Intersection Improvements/Upgrades Engineering
Name of Project

Jackson County Board of Commissioners
Name of Public Employer

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

Executed on _____, _____, 20__ in _____ (City), _____ (State).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE ____ DAY OF _____, 20__

Notary Public

My Commission Expires: _____

SAMPLE CONTRACT

This Agreement made and entered into this ____ Day of _____, Two Thousand and Eighteen,

BETWEEN

The Owner: The Jackson County Board of Commissioners
Jackson County, Georgia
67 Athens Street
Jefferson, Georgia 30549

And the Contractor: Company Name
Company Address
City, Georgia Zip

PROJECT: PROFESSIONAL ENGINEERING SERVICES

WITNESSETH: That said Contractor has agreed, and by these presents does agree, with the said County, for the consideration herein mentioned and under the provisions required by the Specifications outlined in the Jackson County Request for Proposal 180018 to furnish all equipment, tools, material, skill and labor of every description necessary to carry out and complete in a good, firm and substantial and workmanlike manner, proposal made by the Contractor, the Advertisement, the Instructions to Bid, General Terms and Conditions and this Agreement, including all work shown on Plans and Technical Specifications and listed in the conditions, provisions and specification to wit:

ARTICLE 1

The Contract Documents

The Contract Documents consist of this Agreement, the Jackson County Request for Proposal (RFP) 180018, the supporting drawings and specifications, the Contractor's Response to RFP 180018, including the Contractor Affidavit and Agreement, Addenda issued prior to execution of this Agreement, and all Change Orders issued subsequent thereto. These form the Contract, and all are as fully a part of the Contract as if attached to this Agreement or repeated herein.

ARTICLE 2

The Work

The Contractor shall perform all work required by the Contract Documents for:

PROJECT: PROFESSIONAL ENGINEERING SERVICES

All Work performed under this contract is subject to inspection by the representative(s) of the County Manager's Office, who will be acting as project managers on this project. It shall be the

Contractor's responsibility to coordinate with the Project Management Team of Jackson County, Georgia for inspection services. All Work shall meet or exceed all Federal, State, and local requirements.

ARTICLE 3

Georgia Illegal Immigration Reform and Enforcement Act of 2011

Contractor agrees and acknowledges that compliance with the requirements of the Georgia Illegal Immigration Reform and Enforcement Act of 2011 are conditions of this Contract. The Contractor Affidavit and Agreement executed by Contractor pursuant to O.C.G.A. §13-10-91(b)(1) is hereby incorporated into this Agreement by reference and made a part of this Contract. By the execution of this Contract, the Contractor affirms that the Illegal Immigration Reform and Enforcement Act of 2011 Contractor Affidavit submitted with the response to RFQ 5153-01 is still valid, that the Contractor's Federal Work Authorization Number has not changed, that the Contractor will utilize the Federal Work Authorization Program during the duration of this contract, that the Contractor will ensure that all subcontractors and sub-subcontractors working on the Project covered by this Contract are participating in the Federal Work Authorization Program and have completed the Subcontractors and/or Sub-subcontractor Affidavit, and that the Contractor will advise the Owner of hiring a new subcontractor and/or sub-subcontractor and will provide the Owner with a Subcontractor/Sub-subcontractor Affidavit attesting to the subcontractor's/sub-subcontractor's name, address, user identification number, and date of authorization to use the Federal Work Authorization Program within five (5) days of hiring before the subcontractor/sub-subcontractor begins working on the Project. The Contractor understands and will ensure that all subcontractors and sub-subcontractors understand that knowingly and willfully making a false, fictitious, or fraudulent statement in an affidavit submitted in compliance with O.C.G.A. §13-10-91 shall be guilty of a violation of Code Section §16-10-20 and, upon conviction, shall be punished as provided for in such Code Section. Additionally, any contractor and/or sub-contractor convicted for false statements based upon a violation of this Code Section shall be prohibited from bidding on or entering into any public contract for twelve (12) months following the conviction.

ARTICLE 4

Time of Commencement and Completion

The Work to be performed under this Contract shall be completed within 6 months of the time the Board of Commissioners approves the award of the Contract. This contract may be extended for an additional 6 months as necessary to ensure the completion of all the requirements outlined in the RFP for services that must be accomplished to bring the full project to completion. Any extension must be in writing. This contract may be terminated at any time, without prejudice, by either party by providing the other party 30 days written notice of the intent to terminate the contract.

ARTICLE 5

Contract Price

The Owner shall pay the Contractor, for the performance of the Work as provided in the Conditions of the Contract, in current funds, the amount based upon the Contractors response to the Request for Proposal not to exceed \$X,XXX,XXX.XX.

ARTICLE 6

Payment

Payment for the Work as described in Article 5 above, shall be made upon completion and inspection of Work by the Owner to the Contractor within thirty (30) days after the completion of the Work, provided that the Work has been completed and the Contractor fully performed in accordance with the Contract Documents. Contractors may request a draw against completed work once every thirty (30) days if the contract is for a period of more than thirty (30) days. The Contractor shall complete and submit an invoice to the Purchasing Manager, 67 Athens Street, Jefferson, Georgia 30549. The Purchasing Manager will coordinate with the Project Manager for approval and will forward the invoice to Accounts Payable for payment. The invoice provided by the Contractor should include all necessary documentation to prove that all the requirements outlined in the Request for Proposal, all addenda, and all change orders have been completed and that the work has been properly inspected.

IN WITNESS WHEREOF, the parties have executed this Contract on the date first written above.

OWNER:
Jackson County Board of Commissioners

CONTRACTOR:
Company Name

BY: Tom Crow, Chairman

BY: Representative

ATTEST:

ATTEST:

Notary Public

Notary Public