



Request for Proposals

To Provide Professional Services for the Spalding County Freight
Cluster Study

RFP # 2019-005

Proposals Due: 03/19/2019

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

Spalding County Freight Cluster Plan

REQUEST FOR PROPOSALS

SECTION 1: GENERAL PROJECT INFORMATION

Project Description: Spalding County is soliciting Qualification-Based Proposals from qualified firm(s) or organization(s) to provide consultant services for the development of a Freight Cluster Plan. This Request for Proposals (RFP) seeks to engage a qualified firm or team to provide the Scope of Services outlined in this solicitation. Spalding County is interested in understanding the existing and future demands of multi-modal freight transportation with the County boundaries and to I-75.

Firms that respond to this RFP and are determined by the selection committee to be sufficiently qualified may be deemed eligible and invited to interview for these services. All respondents to this RFP are subject to instructions communicated in this document and are cautioned to completely review the entire RFP and follow instructions carefully. **Spalding County reserves the right to reject any or all RFP submittals and to waive technicalities and informalities at the discretion of Spalding County.**

Proposals will be accepted until 2:00 p.m. on 03/19/2019. A total of eight (8) copies of the proposal should be submitted via mail or hand-delivery to Spalding County, P.O. Box 1087, 119 East Solomon Street, Room 104, Griffin, Georgia 30224; Attention: Terri Bass, Purchasing Agent.

SECTION 2: SELECTION METHOD

Method of Communication

All general communication of relevant information regarding this solicitation will be made via the Spalding County website. All firms are responsible for checking the Spalding County website on a regular basis for updates, clarifications and announcements. Spalding County reserves the right to communicate via e-mail with the primary contact listed in the Statements of Qualifications. Other specific communications will be made as indicated in the remainder of this RFP.

Selection

Based on the Qualification-Based Proposals submitted in response to this RFP, the Selection Committee will rank the submissions in order by the most qualified firms based upon individual scores. Depending on the number and quality of the submissions, the Selection Committee may choose to shortlist a minimum of two (2) firms for further consideration.

All firms must meet the minimum requirements as listed in Section 5 below.

Finalist Notification

Firms will receive notification from Spalding County. In this communication, the County may either notify the firms of intended selection or provide instruction for additional information or interview. Criteria for the remainder of the selection process will be communicated in the Finalist Notification.

Interview

At the discretion of the Selection Committee, an interview may be requested of at least two (2) finalist firms. Each finalist firm shall be notified in writing and informed of the place, date and time for the

interview session. Detailed interview instructions and requirements of the finalists will be provided in the Notification to Finalist. A majority of the Selection Committee members will be present during the interviews. **Firms shall not address any questions, prior to the Interview, to anyone other than the County’s designated contact.**

NOTE: Scoring and ranking from the previous qualification round will NOT be used in the final selection round.

Final Selection

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

SECTION 3 SCHEDULE OF EVENTS

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

Response to RFP		
a. Spalding County issues public advertisement of RFP # 2019-005	02/15/2019	-----
b. Deadline for submission of written questions and requests for clarification. Responses will be posted to the County website within 48 hours following deadline.	03/01/2019	5:00 PM
c. Deadline for submission of RFP	03/19/2019	2:00 PM
d. Spalding County completes evaluation of RFP submissions	03/29/2019	-----
Interviews		
e. Spalding County issues notification and other information to finalist firms	04/01/2019	-----
f. Spalding County conducts interviews with finalist firms beginning on:	04/10/2019	TBA
g. Recommendation of Firm to the Board of Commissioners	05/06/2019	6:00 PM

SECTION 4 SELECTION CRITERIA

Criteria for Evaluation of Statement of Qualifications

The Selection Committee will evaluate all firms using the following criteria: Firms will be evaluated based on possession of high ethical and professional standing, recent experience in completing planning studies (particularly other freight studies), experience and versatility in performing a wide range of planning and technical services, qualification of personnel, stability of the firm and its workforce, ability to complete work on time and within budget, financial soundness of the firm, and the ability to produce deliverables in an acceptable electronic format.

Required	Teams must be prequalified by GDOT in the indicated area classes in order to be evaluated. Required proof of prequalification shall be submitted as indicated in Section 5.
10% Factor	<u>Stability and resources</u> of the prime firm, including the firm's history, growth, resources, litigation history, financial information and other evidence of stability.
45% Factor	Team's relevant <u>qualifications and approach</u> , including the evidence of qualification and experience of the team's key staff (including community engagement staff) and the evidence of the ability of team in effective services in programs comparable in complexity, size, and function to clients such as government entities and similarly-structured organizations. This includes degree of apparent relevant competencies of the principal professional(s) and lead staff in freight transportation planning, modeling, and related experience, and evidence of competence.
20% Factor	Team's apparent <u>suitability</u> to provide services for project, including the team's apparent fit to the project type and/or needs of Spalding County, any special or unique qualifications for the project, past and projected workloads (available resources), quality assurance procedures, and any special or unexpected services offered by the team which might be suitable for the program. The prime firm's non-discrimination policies and evidence of efforts or success in Women and Minority Business Enterprise (W/MBE) or Disadvantage Business Enterprise (DBE) inclusion will be a part of this evaluation.
15% Factor	Team's approach to <u>Innovation</u> applied to their understanding of Spalding County, including the design and construction of a new airport, land use configurations, and other programmed projects which will ultimately affect freight. This includes innovative strategies and concepts, the team's experience and understanding of these, and how application of these innovations could position Spalding County in the future.
10% Factor	Overall Cost

SECTION 5 INSTRUCTIONS FOR PREPARING QUALIFICATION-BASED PROPOSALS

The Qualification-Based Proposals must be submitted in accordance with the instructions provided in Section 6, must be categorized and numbered as outlined below, and must be responsive to all requested information:

Minimum Requirements

Firms must perform these minimum requirements in order to be fully considered.

1. Complete the Certification Form (“*Exhibit I*” enclosed with RFP), and provide a notarized original within the firm’s Qualifications. (*This one-page form submission shall not be considered part of the required page limit specified in Section 6.*)
2. Complete the Immigration and Security Form and the Affidavit Verifying Status for County Public Benefit Application (enclosed with RFP), and provide a notarized original within the firm’s Qualification-Based Proposal. (*These form submissions shall not be considered part of the required page limit specified in Section 6.*) Complete the W-9 form (enclosed with the RFP)
3. The presenting team (either the prime or subconsultants) must be prequalified by GDOT in area classes: 1.01, 1.02, 1.05, 1.10, 3.06, 3.07. (*These submissions shall not be considered part of the required page limit specified in Section 6.*)

A. Stability and Resources

1. Provide basic company information: company name, address, name of primary proposing contact, telephone number, fax number, e-mail address, and company website (if available). If the firm has multiple offices, the qualifications statement shall include information about the parent company and branch office separately. Identify office from which project will be managed. Provide form of ownership, including state of residency or incorporation, and number of years in business. Is the firm a sole proprietorship, partnership, corporation, Limited Liability Corporation or other structure?
2. Briefly describe the history and growth of your firm. Provide general information about the firm’s personnel resources, including disciplines and numbers of employees and locations and staffing of offices. Provide backlog curve and availability charts for the Project Manager and any other key personnel.
3. Provide a brief summary of all subconsultants’ history, resources and disciplines. State the expected role for each subconsultant as part of the team.
4. Has the firm been involved in any litigation in the past five (5) years? Describe your experience with litigation with clients. List any active or pending litigation and explain. List any indictments the firm/principals have been issued.
5. Provide a Statement of Disclosure, which will allow Spalding County to evaluate possible conflict of interest. Respondents must provide, in their own format, a statement of all potential legal or otherwise significant conflict of interest possibly created by the respondents being considered in the selection process or by the respondent’s involvement in the project. Respondents should provide information as to the nature of relationship(s) with parties in such potential conflict.
6. Provide name of insurance carrier, types and levels of coverage, and deductible amounts per claim.
7. Provide a statement as to whether the submitting firm or the subconsultants have ever been removed from a contract or failed to complete a contract as assigned in the past five (5) years.

B. Qualifications and Approach

1. Provide professional qualifications and description of experience for key project staff. Provide a maximum of one (1) page resume for all key project leaders. Describe relevant experience

pertaining to their key role as part of this contract. If a key leader or subject matter expert is not local to the area, detail the communication and coordination plan for their involvement in the project. All listed team members are expected to be active participants in the project.

2. Provide an organizational chart listing the Principal-In-Charge, Project Manager, Key Team Leaders and relevant support staff. Denote the firm for each individuals and DBE/WBE status.
3. Provide information on the team's (prime and subconsultant) experience with projects of similar type, size, function and complexity. Describe no more than five (5) and no less than three (3) accounts, in order of most relevant to least relevant, which demonstrates the firm's capabilities to perform services for Spalding County. For each account, the following information should be provided.
 - a. Client name, location and dates during which services were performed.
 - b. Clear description of overall project and services performed by your firm.
 - c. Exact length of service performed by your firm and overall project budget.
 - d. Client's stated satisfaction in service of your firm. (Include letters from clients if available)
 - e. Client(s) current contact information.
 - f. Letters of reference from at least two (2) of those clients for whose projects were of similar size and scope. (Letters of reference should describe the work completed and contain some specific examples on how quality products were delivered on schedule and within budget.)

C. Suitability

1. Provide any information that may serve to differentiate your firm from other firms in suitability for and approach to the project's scope of work. Furnish evidence of the firms fit to the project and/or needs of Spalding County, any special or unique qualifications for the project. Supply current and projected workloads, logistical capabilities for working in proximity to project location, quality assurance procedures, and any special services offered by the firm that may be particularly suitable for this project.
2. Provide any Non-discrimination and Equal Employment Opportunity (EEO) policies of the firm.
3. Illustrate how the team intends to reach the DBE/WBE goal of 15% for this project.

D. Innovation

1. Describe your approach to innovation for this project and how you feel innovation should be best applied.
2. Given your understanding of Spalding County, provide some examples of innovative concepts that may be applicable and possibly explored further by this contract.
3. Describe your depth of knowledge and application experience of any innovative practices or concepts you have listed and how they may be valuable or important to Spalding County.

SECTION 6 INSTRUCTIONS FOR SUBMITTAL OF QUALIFICATION-BASED PROPOSALS

Submittals

One (1) original and seven (7) copies of the proposal shall be prepared, for a total of **eight (8) sets**. One complete copy must be provided electronically via CD as a .pdf file. Each submittal shall be identical and include a transmittal letter signed by a duly authorized officer of the firm. Submittals must be on standard (8 ½” x 11”) paper. The pages of the qualification submittals must be numbered. A table of contents, with corresponding tabs, must be included to identify each section. **Responses are limited to thirty (30) pages or less (preferably fifteen [15] double-sided pages) using a minimum of size 11 font.** Any exhibits, affidavits or other enclosure information called for may be included in an Appendix and will not count toward the page limit. One (1) page of the SOQ shall be devoted to an Organization Chart. This page shall be single-sided and not exceed 11” x 17” in size. Additional information should not be added on this page. **NOTE: This page is included in the 30 page limit.** Each Qualification-Based Proposal shall be prepared simply and economically, providing straightforward, concise delineation of respondent’s capabilities. Fancy bindings, colored displays and promotional materials are left to the discretion of the bidder. Emphasis must be on completeness, relevance and clarity of content.

All pages shall be included in the page limit except for the front cover, cover letter, table of contents, tab dividers, reference letters, GDOT prequalifications, DBE/WBE certifications and back cover.

Submittals must be sealed in an opaque envelope or box and reference **RFP 2019-005 and the words “QUALIFICATION-BASED PROPOSAL”** must be clearly indicated on the outside of all of the envelopes or boxes. Statements of Qualifications must be **physically received by the Spalding County Purchasing Department** prior to the deadline indicated in the Schedule of Events (Section 3 of RFQ) at the exact address below:

Spalding County Government
P.O. Box 1087
119 E. Solomon Street
Griffin, GA 30224

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

Qualification-Based Proposals submitted via facsimile or e-mail will be rejected. All expenses for preparing and submitting responses are the sole cost of the party submitting the response. Spalding County is not obligated to any party to reimburse such expenses. All submittals upon receipt become the property of Spalding County. Labeling information provided in submittals “proprietary” or “confidential” or any other designation of restricted use will not protect the information from public view. Subject to the provisions of the Open Records Act, the details of the proposal documents will remain confidential until final award. Spalding County reserves the right, in its sole discretion, to waive any technicalities associated with this submittal if deemed in the best interest of the County.

Debriefings

Debriefings may be allowed at the discretion of Spalding County. Post-award debriefings may be requested by a principal of the firm, but will not be conducted until after the contract has been awarded. If a firm is notified of non-selection at any time during the procurement process, a Pre-award debriefing may be requested.

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 Government
Attn: Terri Bass, Purchasing Agent
P.O. Box 1087
119 E. Solomon Street
Griffin, GA 30224
Email: tbass@spaldingcounty.com

The deadlines for submission of questions relating to the RFP are the times and dates shown in the *Schedule of Events – Section 3*. From the issue date of this solicitation until a successful proposer is selected and the selection is announced, respondents are not allowed to communicate about this solicitation for any reason with any members or employees of Spalding County except for submission of questions as instructed in the RFP, or as provided by any existing work agreement(s). For violation of this provision, Spalding County shall reserve the right to reject the proposal of the offending proposer.

SECTION 7 TERMS AND CONDITIONS

1. Spalding County, in accordance with Title VI of the Civil Rights Act of 1964 and 78 Stat. 252, 42 USC 2000d—4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all proposers that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 23 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, sex, age, handicap/disabled in consideration for an award. For the Freight Cluster Plan, Spalding County shall in all solicitations or advertisements for subcontractors or employees placed by or behalf of the county, state that all qualified applicants will receive consideration for employment without regard to age, handicap, religion, creed or belief, political affiliation, race, color, sex or national origin. Spalding County shall not discriminate against any qualified client or recipient of services provided on the basis of age, handicap, religion, creed or belief, political affiliation, race, color, sex or national origin. Spalding County shall cause forgoing provisions to be included in all subcontracts for any work covered by this project so that such provisions will be binding upon each subcontractor, provided that the foregoing provisions shall not apply to subcontracts for less than ten thousand dollars (\$10,000).
2. Firms shall comply with the applicable requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of persons displaced as a result of federal and federally assisted projects.
3. Firms shall comply with the applicable provisions of the Hatch Act which limits the political activity of employees.
4. Firms shall establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
5. Firms shall assist Spalding County in compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), Executive Order 11593, and the Archaeological and Historic Preservation Act of 1966 (16 U.S.C. 469a-1 et set.) by (a)

consulting, through Spalding County and the ARC, with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 800.8) by activity, and notifying Spalding County of the existence of such properties, and to avoid or mitigate adverse effects upon such properties.

6. Firms shall comply with Executive Order 11246, entitled "Equal Employment Opportunity," as amended by Executive Order 11375, and as supplemented in U.S. Department of Labor regulations (41 CFR Part 60).
7. Firms shall comply with all applicable standards, orders, or requirements issued under section 306 of the Clean Air Act (42 U.S.C. 1857 (h)), section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR Part 15).

The following certifications shall also be required for the selected firm(s):

1. Prohibition Against Use of Funds to Influence Legislation (Lobbying). No part of any funds under this program shall be used to pay the salary or expenses of any agent acting on behalf of Spalding County, to engage in any activity designed to influence legislation or appropriations pending before Congress as stated in 49 CFR 20.
2. Debarment and Suspension. Compliance with nonprocurement debarment and suspension rules in 49 CFR 29.
3. Drug-Free Workplace. Certification of compliance with the requirements for a Drug-Free Workplace, as described in Section 50-24-3 of the Official Code of Georgia.
4. Certification of compliance with the Georgia Security and Immigration Requirements at O.C.G.A 13-10-91.

Right to Cancel or Change RFP

Spalding County reserves the right to cancel any and all Request for Qualification-Based Proposals where it is determined to be in the best interest of the County to do so. Spalding County reserves the right to increase, reduce, add or delete any item in this solicitation as deemed necessary.

It is the responsibility of all firms interested in submitting a Proposal for this RFP to routinely check the posting on the Spalding County website for any revisions to this RFP:

AUDIT AND ACCOUNTING SYSTEM REQUIREMENTS

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

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

EXHIBIT I
CERTIFICATION FORM

I, _____, being duly sworn, state that I am _____

(title) of _____ (firm) and hereby duly certify that I have read and understand the information presented in the attached proposal and any enclosure and exhibits thereto.

I further certify that to the best of my knowledge the information given in response to the Request for Qualifications is full, complete and truthful.

I further certify that the proposer and any principal employee of the proposer has not, in the immediately preceding five (5) years, been convicted of any crime of moral turpitude or any felony offense, nor has had their professional license suspended, revoked or been subjected to disciplinary proceedings.

I further certify that the proposed has not in the immediately preceding five (5) years been defaulted in any federal, state or local government agency contract and further, that the proposer is not now under any notice of intent to default on any such contract.

I acknowledge, agree and authorize and certify that the proposer acknowledges, agrees and authorizes, that Spalding County may, by means that it deems appropriate, determine the accuracy and truth of the information provided by the proposer and that the County may contact any individual or entity named in the RFP for the purpose of verifying the information supplied therein.

I acknowledge and agree that all of the information contained in the RFP is submitted for the express purpose of inducing Spalding County to award a contract.

A material false statement or omission made in conjunction with this proposal is sufficient cause for suspension or debarment from further contracts, or denial of rescission of any contract entered into based upon this proposal thereby precluding the firm from doing business with, or performing work for, Spalding County. In addition, such false statement or omission may subject the person and entity making the proposal to criminal prosecution under the laws of the State of Georgia of the United States, including but not limited to O.C.G.A. §16-10-20, 18 U.S.C §§1001 or 1341.

Printed Name

Signature

Sworn and subscribed before me

This _____ day of _____, 20____.

NOTARY PUBLIC

NOTARY SEAL

My Commission Expires: _____

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 insure that only lawful citizens or lawful immigrants are employed by the contractor or subcontractor.

In order to insure 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: _____

**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.

Request for Taxpayer Identification Number and Certification

**Give Form to the
requester. Do not
send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
	<input type="checkbox"/> Individual/sole proprietor or single-member LLC	<input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate
	<input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.	
	<input checked="" type="checkbox"/> Other (see instructions) ▶ Local Government	
	5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
6 City, state, and ZIP code		
7 List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)																			
Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> , later.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="text-align: center; font-size: small;">Social security number</td> </tr> <tr> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> </tr> <tr> <td style="text-align: center;">-</td> <td style="width: 20px; height: 20px;"> </td> </tr> <tr> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> </tr> <tr> <td colspan="2" style="text-align: center;">or</td> </tr> <tr> <td colspan="2" style="text-align: center; font-size: small;">Employer identification number</td> </tr> <tr> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> </tr> <tr> <td style="text-align: center;">-</td> <td style="width: 20px; height: 20px;"> </td> </tr> <tr> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> </tr> </table>	Social security number				-				or		Employer identification number				-			
Social security number																			
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or																			
Employer identification number																			
-																			
Note: If the account is in more than one name, see the instructions for line 1. Also see <i>What Name and Number To Give the Requester</i> for guidelines on whose number to enter.																			

Part II Certification	
Under penalties of perjury, I certify that:	
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and	
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and	
3. I am a U.S. citizen or other U.S. person (defined below); and	
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.	
Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.	

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

ATTACHMENT A

Spalding County Freight Cluster Plan

SCOPE OF WORK

I. General: Spalding County and the City of Griffin, in cooperation with the Atlanta Regional Commission (ARC), Three Rivers Regional Commission (TRRC), Georgia Department of Transportation (GDOT), and other stakeholders, seeks to implement a planning study effort that will result in a freight cluster plan. Spalding County seeks to study the freight movements within the study area to address infrastructure conditions, dependencies on current facilities, and future needs related to safety, traffic congestion, intersection design, intermodal access, and other related planning issues.

Any contract award for this study is contingent upon ARC and the project sponsor receiving adequate funding for this purpose from the Georgia Department of Transportation (GDOT).

The Freight Cluster Plan is estimated to take 12-18 months to complete. The main scheduling consideration within this program is to make certain sufficient time to coordinate with project sponsors and develop milestones for project deliverables in order to meet deadlines for project calls in future Transportation Improvement Programs (TIP) and Regional Transportation Plans (RTP). Funding opportunities from GDOT, FHWA, and other sources shall also be considered as the planning process moves forward.

All work and services required under this subgrant agreement shall be completed on or before June 30, 2020.

II. Area covered: The study area will primarily focus on existing industrial development areas and truck corridors within the City of Griffin, Lakes of Green Valley Industrial Park east of the City of Griffin, and East Spalding County encompassing the future airport, future industrial development and freight transportation corridors to I-75. The study should also consider the overall freight needs of Spalding County as part of this study.

III. Goal: The outcome of the freight cluster plan is to ensure that Spalding County's transportation system supports economic development and efficient freight movement while improving vehicular flow and safety issues. Coordination with the regional planning process will help ensure that the plan is based on both regional goals and sound technical analysis. The plan will clearly define transportation goals and project priorities that support the County's comprehensive land use.

IV. Background: Spalding County is in the northern portion of central Georgia, approximately 40 miles south of Atlanta and 55 miles north of Macon. The locale is approximately 20 miles south of Atlanta's Hartsfield International Airport, and only 2 miles south of the Atlanta Motor Speedway. According to Census 2010, the County has a population of 64,073 and approximately 198 square miles of land area; and the City of Griffin has a population of 23,643 and approximately 14 square miles of land area. Compared to neighboring counties such as Henry, Fayette, Clayton and Coweta; Spalding and the City of Griffin have experienced nominal population growth. However, population forecasts modeled in previous studies project a fifty-two percent (52%) increase over a thirty (30) year period, between 2000 and 2030. Population increases of 52% or more will have profound and far-reaching impacts on Spalding County's and the City of Griffin's transportation system.

Spalding County, the City of Griffin and the Griffin-Spalding Airport Authority recently decided to proceed with plans to build a new general aviation airport. The firm(s) or organization(s) selected to develop the Freight Cluster Plan must consider existing and future transportation systems necessary to support the development and redevelopment of both the current and future airport locations.

V. Work Tasks: The following scope of work contains detailed tasks specific to the needs of Spalding County and the minimum requirement that Spalding County must fulfill per the Subgrant agreement with ARC. Comprehensive progress reports detailing progress on each task will be submitted to Spalding County with each invoice in addition to the deliverables requested below to Spalding County for comment. The County will subsequently present deliverables to ARC for comment, involve ARC in relevant stakeholder and technical committee meetings, and notify ARC of key public outreach activities.

Task 1: Project Management

The goal of this task is to prepare a detailed Project Management Plan, which constitutes the strategy to develop the Freight Cluster Plan's vision, goals, and objectives before commencement of major project work activities, including Public Engagement. The Project Management Plan will identify those agencies and organizations which must be involved in the overall direction of the plan development process due to the critical nature of their financial, technical and/or political support. These key stakeholders will constitute the Project Management Team. The Project Management Plan will also establish protocols for communicating and sharing data, drafting materials for review, and developing other resources within the Project Management Team.

A Project Management Plan shall be developed indicating dates for work task milestones and key decision-making points. The Freight Cluster Plan's vision, goals, objectives, and investment strategies will be evaluated at the onset of the planning process to confirm their appropriateness within the present context. The schedule will be confirmed to meet constraints of the program.

The Project Management Plan will be developed and approved by the County.

A Stakeholder Engagement and Outreach Strategy will be developed and approved by the Project Management Team prior to significant work being undertaken on subsequent tasks. The Stakeholder Engagement and Outreach Strategy will identify key individuals, agencies and organizations whose participation will be critical in properly addressing the various elements and emphasis areas defined in the work program. Outreach techniques to effectively involve these stakeholders will be defined. The Stakeholder Engagement and Outreach Strategy will also establish how members of the general public and leadership and staff from private sector stakeholders will be engaged throughout the process and have the opportunity to contribute meaningful input prior to final decisions being made.

Deliverables:

- *Project Management Plan (Draft and Final)*
- *Stakeholder Engagement and Outreach Plan (Draft and Final)*

Task 2: Public Engagement

The most effective methods to involve private sector stakeholders of the freight and logistics industry as well as a diverse range of the general public in the plan development process will be developed for the Stakeholder Engagement and Outreach Strategy in Task 1. Specific direct engagement techniques, such as open houses, formal hearings, workshops, charrettes, surveys, advisory committees and technical committees will be defined at the discretion of the Spalding County and through consensus of the Project Management Team. Stakeholder and public involvement will detail interactions with entities such as federal, state and local governments, transit agencies, development community representatives, and the public. Consultant must hold a minimum of one public meeting before the release of the draft Needs Assessment Report and one public meeting following the release of the draft Recommendations Document

The portfolio of techniques employed will be designed to maximize the potential for a broad range of private sector stakeholders and the public to participate and add value to the planning process. In particular, the outreach process should seek input from local business leaders, staff that work at local industrial businesses, and truck drivers who regularly travel in the study area. Efforts to engage those community members who have traditionally been underrepresented in the transportation decision making process, or will be most directly impacted by recommendations, will be emphasized. Private sector stakeholders and the public will be permitted the opportunity to review draft deliverables related to the inventory and assessment of the transportation system and plan recommendations prior to those deliverables being finalized.

An early deliverable of engagement and outreach activities will be to define the desired long-term outcomes which implementation of the Freight Cluster Plan will help support. These outcomes must support the regionally defined vision of World-Class Infrastructure, a Competitive Economy, and Healthy Livable Communities as adopted in The Atlanta Region's Plan. The regional vision will be scaled and interpreted as appropriate to be more directly applicable and responsive to the unique characteristics of the study area. The locally desired outcomes may be expressed in terms of a vision statement, goals, and objectives, or may use a different nomenclature which resonates more strongly with community members.

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

Deliverables:

- *Statement of Freight Cluster Plan Vision, Goals, and Objectives (draft and final)*
- *Robust Community Engagement Activities*
- *Project Website*
- *Summary of Public Outreach Activities*

Task 3: Best Practices Review

Early in the planning process, this is expected to be a high-level review of best practices for freight planning to provide supportive direction during the remainder of the planning efforts. Topics of this review should include:

- A. Document innovative and best practices nationally and internationally that may be relevant to the planning process specific for Spalding County.
- B. ITS, changing technology, and other transportation innovation that may impact freight movement in the future.
- C. Managing land use conflicts for development and consideration to separation of private commuters with commercial traffic. This is especially important with the vast changing environment within Spalding County.
- D. Consideration of truck parking availability issues, and innovative logistic business practices which will impact the transportation system.

Deliverable: Best Practices Report (draft and final).

Task 4: Inventory and Assessment

The Freight Cluster Plan shall include a detailed inventory of existing conditions and an assessment of current and future needs for the study area. Because of the related nature of inventory and assessment activities, these two tasks shall be combined for analysis and documentation purposes.

The inventory shall include a review of previously completed plans that are relevant to the study area. The implementation of previous plans as well as ongoing and upcoming capital and maintenance projects in or adjacent to the study area, shall be documented as part of this task.

Data related to the existence, condition, and performance of the transportation network within the study area will be collected and documented. Data collection for the Freight Cluster Plan shall include the following core elements:

1. Transportation System State of Good Repair / Maintenance
2. Roadways
3. Multimodal crash history
4. Transit
5. Bike/Pedestrian Infrastructure
6. Transportation Demand Management (TDM) programs
7. Technology / Intelligent Transportation Systems (ITS) / Connected and Autonomous Vehicle Infrastructure
8. Vulnerable Transportation Assets
9. System Performance Monitoring and Reporting Program

In addition to the aforementioned core elements, additional data shall be collected on the following aspects of freight transportation:

1. Designated truck routes – local, regional, state, and national
2. Routes with truck prohibition
3. Freight origin/destination patterns
4. Bridges – sufficiency ratings, weight restrictions, and low bridges
5. Authorized and unauthorized truck parking locations for overnight and staging needs
6. Rail crossing locations and safety issues
7. Freight rail facilities – intermodal, bulk transfer, and carload
8. Relevant truck related signage
9. Other intermodal facilities (air and pipeline), if present
10. Locations of alternative fuel facilities – CNG, LNG, electric
11. Major generators of truck trips
12. Locations for potential growth, with a focus on industrial growth
13. Existing land use/zoning conflicts between industrial and residential areas
14. Job accessibility options for individuals that don't own a car
15. Other relevant data specific to the study area

The inventory and assessment shall also consider changes in industrial development design and operations and the overall supply chain and logistics industry. This may include the impacts of high-cube warehouse design, growing use of automation in warehouses/distribution centers, operational and staffing changes related to e-commerce fulfillment centers, and other related issues. Industrial developments of today and in the future will be very different from industrial developments in the past, and these changes should be considered as part of the assessment.

Using data and information gathered in the inventory, as well as input from technical staff, stakeholders, and the public, elements of the transportation system will be assessed to determine both existing and potential future conditions. The assessment will address both strengths and shortcomings of the system and the ability of existing facilities and services to meet the study area's needs. The assessment process may use any combination of regional and local area travel demand models, analytical tools, and methodologies which best suits the characteristics and issues of the study area and produces useful information in a cost-effective manner.

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

The inventory of Streets, Roads and Highways will include current and planned ITS elements and signal systems that are along or could be added to the ARC Regional Thoroughfare Network (RTN): Intersection configurations of signalized intersections, Communication between signals, CCTV, Video Detection, CMS locations and conditions.

The inventory of freight will include an identification and assessment of existing problems and needs of moving freight in the County and the identification of freight attractors and generator facilities. The Atlanta Regional Freight Mobility Plan and Atlanta Strategic Truck Route Master Plan (ASTRoMaP) shall serve as the foundation for this work, as well as other relevant studies such as the GDOT Statewide Freight and Logistics Plan. Freight related improvement areas will also be identified through discussion

with stakeholders. Planning level construction and operational deficiencies with regards to lane widths and turning radii at key intersections along designated truck routes will be included.

In addition to data on transportation facilities and policies, this task will include an assessment of how the County and its municipalities currently fund transportation. This will also incorporate transportation funding trends at the state and federal levels.

Deliverable: Inventory and Assessment Report (draft and final).

Task 5: Traffic Study

A traffic analysis of key intersections and corridors within the study area shall be conducted to identify locations of traffic congestion, operation issues, and potential recommendations. The traffic analysis shall follow current Highway Capacity Manual (HCM) methodology, and shall determine intersection Level of Service (LOS) at a minimum of 10 key intersections. Traffic count data used for this study must be no more than 3 years old at the time the analysis is conducted. Traffic counts will be conducted, as needed, to include:

- A. AM and PM peak hour intersection turning movement traffic counts
- B. Additional off-peak turning movement traffic counts, if needed.
- C. Vehicle classification counts and/or Average Annual Daily Traffic (AADT) counts

An Existing Conditions analysis will be conducted using the AM and PM Peak hour turning movement count data. A future year traffic analysis will be conducted using traffic volumes projected 10 years after the Existing Conditions analysis. Future year traffic volumes will be developed using historic growth rates, projected growth rates from the ARC regional travel demand model, ITE trip generation rates for planned developments, or a combination of these and other relevant data sources.

For each analysis timeframe, potential changes to lane geometry and/or operations shall be developed and analyzed for any intersections with a failing LOS so that the intersection may operate with an acceptable LOS. Other potential changes may be analyzed as additional alternatives as needed.

An operational and geometric design field review shall be conducted of key intersections and corridors as a part of the traffic study. This review shall focus on the overall traffic conditions in the study area as well as specific design and operations issues related to freight movement. At a minimum, the field review shall include the following:

- Identification of discrepancies between the existing condition traffic analysis results and the field conditions
- Queue lengths for turning movements that impact intersection operations
- Signal timing, phasing, and coordination along key corridors
- Intersection turning radii, median, and shoulder design issues
- Identify needed intersection signalization and other ITS Enhancements to address both existing and projected deficiencies
- Unsignalized intersection and driveway turning conflicts
- Horizontal and vertical sight distance issues
- Adequacy of signage and lighting
- Other local issues identified during the planning process

The results of the field review shall be documented with a focus on how issues identified in the field may impact the study area's traffic conditions and multimodal safety. The documentation shall include key intersections and corridors that are a part of the traffic analysis as well as unsignalized intersections, driveways, and mid-block locations that are not part of the traffic analysis but have design or operational problems.

Deliverables:

- *Traffic Study Report (Draft and Final)*
- *Traffic analysis files (i.e. Synchro, CORSIM, VISSIM, etc.)*

Task 6: Recommendations

Recommendations may take a variety of forms and the precise outcomes will be dictated by the level of emphasis placed on each cluster plan element. The Recommendations may include any issues identified in the inventory and assessment task, traffic operations changes identified as part of the traffic study, and policy changes. Recommendations shall consider innovation and new technology wherever practical. The following outcomes shall be achieved:

- **Fiscally Constrained Short-Term Action Plan:** Five to ten year fiscally constrained list of transportation projects, policies, and action steps which reflect currently available funding sources and feasible policy actions that can be taken by Spalding County and by local government jurisdictions in the study area.
- **Fiscally Unconstrained Long-Term Vision Project List:** Prioritized list of transportation projects, policies, and action steps necessary to support the visions for infrastructure, economic development, and strong communities established by the community. This project list does not have to be fiscally constrained, and it may be broken into two tiers. Along with the Short-Term Action Plan, this will result in three tiers of recommended projects, policies, and action steps.
- **Recommendations shall:**
 - Be vetted through a robust community engagement process and formally adopted by local government policy officials as part of the final plan.
 - Leverage and complement regional facilities, services and programs to address local needs and priorities.
 - Consider innovative projects, technology advances, connected and autonomous vehicles, and changes in the supply chain and logistics industry
 - Knit together previous plans and projects identified at the community level through Comprehensive Transportation Plans (CTPs), Livable Centers Initiative (LCI) studies, county/city Capital Improvement Programs (CIP), Community Improvement District (CID) work programs, corridor studies, and other initiatives previously undertaken within the study area.

The Short-Term Action Plan shall be developed with a focus on implementation. Two to five High Priority projects shall be identified within the Short-Term Action Plan. These are projects that will move into implementation first. Additional data shall be provided in the Recommendations Final Report on these projects to assist with potential grant applications, including the purpose of the project, a more detailed cost estimate, issues that may increase cost (i.e. wetlands, bridges/culverts, utility relocations), and other related data.

Deliverables:

- *Fiscally Constrained Short-Term Action Plan (Draft and Final)*
- *Fiscally Unconstrained Long-Term Vision Project List (Draft and Final)*

Task 7: Final Documentation

The planning process shall conclude with the Recommendations Final Report and Executive Summary. The Recommendations Final Report shall describe how recommended projects, policies, and actions were developed, evaluated, and prioritized, and will include the Fiscally Constrained Short-Term Action Plan and the Fiscally Unconstrained Long-Term Vision Project List. Summary information from previously submitted deliverables shall be included as needed to support the development of the Action Plan and Project List. A user-friendly Executive Summary will be prepared that explains the key recommendations and conclusions.

Deliverables:

- *Recommendations Final Report (Draft and Final)*
- *Executive Summary (Draft and Final)*

The use of innovative and creative approaches to documentation is encouraged. ARC shall be provided with electronic copies of each interim deliverable and the final plan. The plan website shall remain active for a minimum of five years or until the next plan update, whichever comes first. If it is desired to deactivate the site for any reason prior to either of these milestones, advance coordination with ARC is required so that electronic versions of plan documents can be archived appropriately.

To the extent possible, system inventory and assessment data, as well as the final project recommendations, should be mapped in ArcGIS. Relevant shapefiles shall be provided to ARC upon completion of the Freight Cluster Plan. Mapped information developed in other software, whether conceptual in nature or geographically accurate, shall also be provided, in either the original source format or exported into an intermediate format usable by ARC.

The minimum required deliverables for the completed plan, as defined in this work program and which will collectively constitute the Spalding County Freight Cluster Plan, are:

- Project Management Plan
- Stakeholder Engagement and Outreach Plan
- Inventory and Assessment Report
- Traffic Study Report
- Fiscally Constrained Short-Term Action Plan
- Fiscally Unconstrained Long-Term Vision Project List
- Recommendations Final Report
- Executive Summary
- Traffic analysis files (i.e. Synchro, CORSIM, VISSIM, etc.)
- Word and/or In-Design, PDF, Excel, ArcGIS, and other relevant electronic files

A copy of adopting resolution(s) shall also be provided to ARC.

EXHIBIT B-1

Budget Estimate

Task 1:	Project Management	\$
Task 2:	Engagement	\$
Task 3:	Best Practices Review	\$
Task 4:	Inventory and Assessment	\$
Task 5:	Traffic Study	\$
Task 6:	Recommendations	\$
Task 7:	Documentation	\$
Total Cost		\$

* Note: The estimates listed above are preliminary and actual costs by task may vary so long as the total contract value does not increase. Any change to the budget estimates shown above must be requested in writing and approved by ARC's Cognizant Department Director.