



REQUEST FOR PROPOSALS

TO PROVIDE PROFESSIONAL SERVICES FOR THE SPALDING COUNTY COMPREHENSIVE TRANSPORTATION PLAN (CTP) UPDATE

RFP # 2021-0022

Proposals Due: 05/11/2021

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

SPALDING COUNTY COMPREHENSIVE TRANSPORTATION PLAN (CTP) UPDATE

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 update of Spalding County's Comprehensive Transportation Plan. This Request for Proposals (RFP) seeks to engage a qualified firm or team to provide the Scope of Services outlined in *Attachment A* of this solicitation. Spalding County is interested in understanding the future transportation demands within the County and the connections to adjacent municipalities.

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 the 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 PM on 05/11/2021. 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 and the Georgia Procurement Registry website. All firms are responsible for checking the Spalding County website (<https://www.spaldingcounty.com/>) or the Georgia Procurement Registry website (<https://ssl.doas.state.ga.us/gpr/>) 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 RFP. 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 using 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 a notification from Spalding County outlining the findings of the Selection Committee. 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 with 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 # 2021-0022	04/09/2021	-----
b. Deadline for submission of written questions and requests for clarification. Responses will be posted to the County website within 48 hours following deadline.	05/05/2021	5:00 PM
c. Deadline for submission of RFP	05/11/2021	2:00 PM
d. Spalding County completes evaluation of RFP submissions	05/14/2021	-----
e. Spalding County issues notification and other information to finalist firms	05/21/2021	-----
f. (If Needed) Spalding County conducts interviews with finalist firms beginning on:	TBA	TBA
g. Recommendation of Firm to the Board of Commissioners	06/07/2021	6:00 PM

SECTION 4: SELECTION CRITERIA

Criteria for Evaluation of Qualification-Based Proposal

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 similar 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
- Ability to produce deliverables in an acceptable electronic format

Required	Teams must be prequalified by GDOT in appropriate 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 transportation planning, modeling, and related experience, and evidence of competence.
15% 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 the County’s transportation plan. 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.
15% Factor	Overall Schedule

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 Qualification-Based Proposal. (*This one-page form submission shall not be considered part of the required page limit specified in Section 6.*)
2. Complete the SAVE (Systematic Alien Verification of Entitlement) Affidavit enclosed with RFP), and provide a notarized original within the firm’s Qualification-Based Proposal. (*This one-page form submission shall not be considered part of the required page limit specified in Section 6.*)
3. 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.*)

4. Complete the W-9 form (enclosed with the RFP) and provide original within the firm's Qualification-Based Proposal. *(This one-page form submission shall not be considered part of the required page limit specified in Section 6.)*
5. The presenting team (either the prime or subconsultants) must be prequalified by GDOT in all area classes relevant to project scope and provide a copy of the GDOT pre-qualification certificate within the firm's Qualification-Based Proposal. The proposer shall identify all area classes that they determine to be relevant to the scope provided. *(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 the 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 a schedule or timeline of activities including estimated meeting dates and disruptions to ensure the completion of the CTP update is well before ARC and Spalding County's contracted end date of October 31, 2023.
4. 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 direct 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 firm's 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 ARC's current DBE/WBE goal of 15.64% 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.
4. Describe the level of public outreach activity you foresee for the project, and how you plan to satisfy the demand. *Note, the public involvement process must be broad and diverse to allow for additional methods of input beyond in-person public meetings due to limitations caused by current Covid-19 restrictions.*
5. Quantify how many public outreach meetings/sessions, in addition to the minimums required in Task 2, that will be needed to gather the required input to successfully complete the CTP update.

SECTION 6: INSTRUCTIONS FOR SUBMITTAL OF QUALIFICATION-BASED PROPOSALS

Proposals

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 or flash drive as a .pdf file. Each proposal shall be identical and include a transmittal letter signed by a duly authorized officer of the firm. Proposals must be on standard (8 ½" x 11") paper. The pages of the qualification proposals 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 RFP 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 pre-qualifications, DBE/WBE certifications, exhibits, affidavits, and back cover.

Proposals must be sealed in an opaque envelope or box and reference **RFP 2021-0022 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 RFP) at the exact address below:

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

No proposals 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 proposals are the sole cost of the party submitting the response. Spalding County is not obligated to any party to reimburse such expenses. All proposals upon receipt become the property of Spalding County. Labeling information provided in proposals "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 process if deemed in the best interest of the County. Note: No fee proposals will be included as part of the submitted documents. Upon selection of finalist, fee proposals will be requested and Owner will negotiate fees at that time.

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 Comprehensive Transportation Plan (CTP) update, 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 seq.) 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 non-procurement 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 and the Georgia Procurement Registry website for any addendums 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 subs 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: _____

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

Notary Public

My commission Expires: _____

**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.	
	<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 type="checkbox"/> Other (see instructions) ▶ _____	
	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) _____ (Applies to accounts maintained outside the U.S.)
5 Address (number, street, and apt. or suite no.) See instructions.	Requestor'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 *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number								
			-					
OR								
Employer identification number								
			-					

Part II Certification

Under penalties of perjury, I certify that:

- 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
- 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
- I am a U.S. citizen or other U.S. person (defined below); and
- 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 ▶

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-INT (interest earned or paid)

- 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.*



**S.A.V.E. Affidavit Verifying Status for Business Transactions
with SPALDING COUNTY GOVERNMENT**

By executing this affidavit under oath, as an applicant for a Spalding County Government Business License or Occupational Tax Certificate, Alcohol License, Taxi Permit, or other public benefit as referenced in O.C.G.A. Section 50-36-1, I am stating the following with respect to my application for a Spalding County Government **public benefit** (Purchase Orders, etc), I am stating the following for:

(Name of person applying on behalf of business, corporation, partnership, or other private entity)

As a representative of:

(Name, Address and Phone # of the business, corporation, partnership, or other private entity must be identified)

Check only one:

- 1) ___ I am a United States citizen
- 2) ___ I am a legal permanent resident of the United States 18 years of age or older, please include Alien Registration Number below signature *
- 3) ___ I am a 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 *

*** OCGA § 50-36-1(e)(2) requires that aliens under the Federal Immigration and Nationality Act, Title 8 U.S.C., as amended, provide their alien 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:**

Number and Document Source

In making the above statement 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 OCGA Section 16-10-20.

Signature of Applicant Printed Name Date

_____ *Alien Registration number for non-citizens

NOTARIZATION REQUIRED:

APPLICANT'S IDENTIFICATION:**

Sworn to and subscribed before me
THIS THE ____ DAY OF _____, 20__.

ID type: _____
Number: _____
Expiration: _____
State of issuance: _____
E-mail: _____

Notary Public

**** A copy of a 'secure & verifiable' ID (driver license, passport, state-issued ID, etc.) must accompany this form.**

ATTACHMENT A

SPALDING COUNTY COMPREHENSIVE TRANSPORTATION PLAN UPDATE

SCOPE OF WORK

I. General

The work to be accomplished is in support of the following Atlanta Regional Commission (ARC) Cost Center:

Cost Center 106ECP: County Transportation Planning

II. Area Covered

The area of study for the plan development is defined, but not limited to, the Spalding County jurisdictional boundary, including the municipalities. Coordination with adjacent jurisdictions within an area of a minimum of three miles outside Spalding County is also required in order to promote coordinated long-range transportation planning efforts across jurisdictional boundaries.

III. Goal

The Comprehensive Transportation Planning (CTP) program was established to ensure the transportation infrastructure has a positive impact on strengthening the Atlanta Region's economy and communities at both the local and regional levels. It accomplishes this by providing financial assistance for counties and their constituent municipalities to develop joint long-range transportation plans. These plans, while focused on local issues and needs, also serve as the foundation for regional planning efforts led by the Atlanta Regional Commission.

Coordination with the regional transportation planning process and regional development plan policies, and consideration of the Department of Community Affairs's (DCA) minimum standards will help ensure jurisdictions develop plans that meet regional goals and are based on sound technical analysis.

IV. Background

The CTP Program will assist local governments by clearly defining county-wide goals, needs, and priorities. While ARC typically completes needs assessments and transportation plans focusing on regional needs and solutions, a successful local transportation plan and program is also critical. Local transportation plans are a key mechanism in which governments define programs and projects they are prepared to support and assist in funding. It is a critical program objective that these identified priorities will form the basis for future funding requests

during Transportation Improvement Program (TIP) and Regional Transportation Plan (RTP) update cycles. No RTP can be successfully implemented without local support for plan goals, programs, and projects.

Transportation plans resulting from the CTP Program shall be informed by existing county and city comprehensive plans, thereby strengthening the connection between land use and transportation planning. CTP plan recommendations will clearly reference alignment with these aforementioned efforts. Additionally, CTP plans must address all Federally-mandated Planning Factors as outlined by the FAST Act.

Federal funding, with a minimum 20% local match, provides the resources to implement the program. A maximum federal funding level is established for each jurisdiction using ARC's most recent population estimates.

All work tasks refer to the development of the CTP plan. If the CTP plan is developed as part of a broader local comprehensive plan, program funding shall only be spent on the transportation planning component.

V. Work Tasks

Comprehensive progress reports detailing progress on each task will be submitted to ARC with each invoice. The selected consultant will present deliverables to ARC for comment, involve ARC in relevant advisory and technical committee meetings and notify ARC of key public outreach activities.

TASK 1 – PROJECT MANAGEMENT

The purpose of Task 1 is to ensure that the CTP Update begins with a clear understanding of the project's processes, schedule, and desired outcomes. Task 1 establishes an effective working relationship among County staff, the Project Management Team, and the Advisory Committee.

The selected consultant will host a project kickoff meeting with the Project Management Team (PMT) to review major transportation issues facing Spalding County, clarify agency roles, define priorities, and identify relationships to other local and regional planning efforts. A preliminary outline of the Project Management Plan (PMP) will be presented for discussion and feedback. The kickoff session will also include a review of the prior CTP's vision, goals and objectives.

Following the kickoff meeting, the selected consultant will finalize the Project Management Plan (PMP). The PMP will refine the contract scope of work and drive the work schedule for the duration of the project. At a minimum, the PMP will:

- Specify roles and responsibilities of study participants, including the composition of an Advisory Committee (described in Task 2).
- Identify major milestones.

- Refine work tasks, subtasks, review/comment points, and the timing and content of deliverables based on the initial direction provided by the PMT.
- Describe how the PMT will interface with entities working on any other concurrent land use/ transportation planning efforts in Spalding County.
- Establish quality assurance / quality control procedures which will ensure a high standard of professionalism with respect to all deliverables to be made available to the public, stakeholders and officials.
- Outline a comprehensive communications strategy to ensure integration of a central message among the PMT, stakeholders and the general public. This includes branding the CTP and documenting a communications strategy linking the CTP to ongoing and recently completed planning studies and initiatives and capital improvement programs.

Task 1 Deliverables:

- *Kickoff meeting summary notes*
- *Project Management Plan*

TASK 2 – ENGAGEMENT

The project shall include robust public engagement and participation throughout the process. The portfolio of techniques employed will be designed to maximize the potential for a broad range of the public to participate and add value to the planning process.

The selected consultant’s approach to engagement will be defined in an associated Public Participation Plan that details interactions with entities such as federal, state and local governments, transit agencies, development community representatives, and the public. The plan will be guided by ARC’s Regional Community Engagement Plan. The selected consultant shall anticipate and allow adequate advance review time by the PMT of any materials to be released to the public. Creativity in reaching communities which are traditionally not well represented in the planning process, including minorities, low income individuals, people with limited English proficiency, and students, will be essential to the overall success of this effort.

The selected consultant shall host sufficient public meetings to accommodate the needs and expectations of municipalities within the study area. Representatives of regional and state agencies will be invited to participate at public meetings and other outreach efforts as appropriate. A minimum of two rounds of public meetings will occur: the first following the release of the draft Needs Assessment Report and the second following development of the draft Recommendations Document.

In-person direct engagement techniques, such as open houses, formal hearings, workshops, charrettes, surveys, social media, advisory committees and technical committees will be defined at the discretion of Spalding County, with consensus of the Project Management Team. Complementary opportunities for distance-based participation, such as surveys, social media

engagement, and online meetings, will also be provided at all key milestones throughout the update process. The need for such activities at each milestone will be established in adherence with CDC guidance and relevant federal, state and local social distancing regulations in place as a result of the COVID-19 pandemic or other public health emergencies.

An Advisory Committee will be formed and consulted regularly to represent the public's interests throughout the CTP update process. The composition of the Advisory Committee may include County Commissioners, Mayors, City Council members, staff from local governments, staff from GDOT, neighborhood groups, advocacy organizations, Community Improvement Districts, transit operators, local engineering and planning departments, and economic development entities. The PMT will approve the membership and methods of engaging with the committee.

The Advisory Committee will be convened periodically throughout the project according to the Public Participation Plan. All significant findings and recommendations of the CTP will be presented to the committee for review and feedback. The committee helps to shape the plan by providing input to the needs assessment and project recommendations, including policy recommendations where a consensus can be reached.

An early deliverable of engagement activities will be to define the desired long-term outcomes which implementation of the CTP will help support. These outcomes must support the regionally defined vision of world-class infrastructure, a competitive economy, and healthy & livable communities, as outlined in the The Atlanta Region's Plan Policy Framework. The regional vision will be scaled and interpreted as appropriate to be more directly applicable and responsive to the unique characteristics of the CTP study area.

Development of the transportation vision for Spalding County will draw from many existing planning sources, including but not limited to:

- 2016 Spalding County CTP
- 2019 Spalding County Freight Cluster Plan
- City and county comprehensive plans
- Federal and regional planning objectives
- The Atlanta Region's Plan Policy Framework
- The Atlanta Region's Plan RTP
- Modal studies conducted by agencies within the study area
- Livable Center Initiative plans within the study area

The selected consultant will review these sources and refine the current CTP's existing vision, goals and objectives input as necessary. Input obtained from the Project Management Team, Advisory Committee and the public will also be considered in this process.

The selected consultant will develop and maintain content for a project website that will serve as a vital public face for the CTP Update and provide a clearinghouse for all project-related documents, maps, findings, schedules and contact information. The website should include interactive maps for soliciting public input and for viewing recommendations.

Task 2 Deliverables:

- *Public Participation Plan*
- *Public meeting materials and summary documentation (conducted as part of Tasks 4 and 5)*
- *Revised vision, goals and objectives*
- *Project website materials (prepared throughout update)*
- *Advisory Committee meeting materials and summary documentation (conducted throughout update)*
- *PMT meeting summary notes (conducted throughout update)*

TASK 3 – INVENTORY

With the previous CTP as a foundation, this task will include an inventory of the study area's transportation network and its performance, including existing conditions and the identification of specific focus areas.

- Report of Accomplishments / Status of Spalding County CTP Projects and Policy Recommendations
- A review of traffic growth since the last CTP update compared to projections and where the growth has occurred
- Inventory of existing plans
- Inventory of core elements (required for all CTPs)
 - State of Good Repair
 - Roadways
 - Transit
 - Active Transportation
 - Freight and Goods Movement
 - Human Services Transportation (HST)
 - Transportation Demand Management Programs
 - Intelligent Transportation Systems / Technology
 - Asset Management / Resiliency / Emergency Preparedness Planning
 - System Performance Monitoring and Reporting Program

All inventoried items must be mapped digitally and converted to a standard shapefile (.shp), as applicable, 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 (but not limited to) location, facility type (functional classification), conditions, crash data, average daily travel volumes, and TIP/RTP programs and projects. As appropriate, the selected consultant will access and collect data from each defined municipality within the study area. The inventory of the roadway network shall attempt to identify the volume of traffic that is used for internal trips within the study area as well as trips that have neither an origin or destination within the study area.

ARC and other members of the PMT will make all readily accessible documents, data summaries and GIS files associated with previous planning initiatives available to the selected consultant as identified and needed.

Task 3 Deliverables:

- *Inventory of Existing Conditions Report*
- *GIS Files*
- *Project website materials (prepared throughout update)*
- *Advisory Committee meeting materials and summary documentation (conducted throughout update)*
- *PMT meetings summary notes (conducted throughout update)*

TASK 4 – ASSESSMENT

Task 4 will take the inventory of core elements from Task 3 and identify existing and future gaps and needs in the transportation system of Spalding County. Transportation facilities should be assessed at approximately five to ten year intervals through a horizon year of 2050.

The selected consultant will utilize various resources, including the ARC Travel Demand Model and other technical tools, to accomplish this task. The assessment shall provide an analysis of needs relative to the existing Comprehensive Plan character areas or local future land use plans and the region’s Unified Growth Policy Map.

Building on the visioning and goals effort, the selected consultant will follow a project evaluation framework which will be designed and tightly integrated with the overall CTP planning process to support decision-making, project selection and periodic re-evaluation and reviews. The framework will be based on data that is both qualitative and quantitative. Emphasis will be placed on ensuring that the framework is flexible, captures detailed datasets, and allows for adjustments. The evaluation framework will be developed with the intended use of determining which strategies and projects (identified in Task 5) are of the highest priority.

The evaluation framework will also reflect a performance-based planning approach required for MPO plans, which establishes that regions must set forth appropriate performance targets and show progress toward achieving the targets. The selected consultant will then develop a set of performance measures for evaluation and ranking projects. Because of the difference in the order of magnitude of potential measures, a scoring system will be developed that converts the measures to a common scale so that projects can be equally evaluated against each other. The scoring system allows for a more accurate evaluation and ranking on a common level and provides the level of transparency and depth of information required to achieve the strategic goals and objectives.

The complexity of Spalding County’s mobility needs means it is likely that a single type of prioritization approach will prove insufficient to provide decision makers with the information they need to make difficult and politically sensitive trade-offs between projects. Therefore, the

selected consultant will develop an evaluation framework that will allow project portfolios to be analyzed through different lenses. This will help provide credibility to decision-makers and demonstrate the trade-off analysis executed as part of the project evaluation process. This evaluation framework will be used when prioritizing project during the subsequent Task 5.

Task 4 Deliverables:

- *Evaluation framework documentation*
- *Short-Range and Long-Range Needs Assessment Report (including maps, text and tables)*
- *Project website materials (prepared throughout update)*
- *Advisory Committee meeting materials and summary documentation (conducted throughout update)*
- *PMT meetings summary notes (conducted throughout update)*

TASK 5 – RECOMMENDATIONS

Recommendations may take a variety of forms and the precise outcomes will be dictated by the level of emphasis placed on each CTP element. Regardless of the unique needs and priorities of the jurisdiction, the following general outcomes must be achieved:

- Prioritized list of transportation investments, policies and action steps necessary to support the visions for economic development and strong communities established by the community. The project list associated with this vision does not have to be fiscally constrained.
- Five to ten year fiscally constrained action plan which reflects currently available funding sources and feasible policy actions that can be taken at the city/county level. The action plan should reflect projects and programs being funded via existing SPLOSTs and any other dedicated revenue sources. It may assume the near-term continuation of those resources if that assumption is determined to be a reasonable possibility through the local outreach and engagement process.
- Recommendations that have been vetted through a robust community engagement process and formally adopted by local government policy officials.
- Recommendations that leverage and complement regional facilities, services and programs to address local needs and priorities.
- Recommendations that knit together previous plans and projects identified at the community level through Livable Centers Initiative (LCI) studies, county/city Capital Improvement Programs (CIP), corridor studies, and other initiatives previously undertaken within the study area.

Task 5 Deliverables:

- *Draft recommendations report(s)*
- *Project website materials (prepared throughout update)*
- *Advisory Committee meeting materials and summary documentation (conducted throughout update)*
- *PMT meetings summary notes (conducted throughout update)*

TASK 6 – DOCUMENTATION

The selected consultant will prepare final study documentation and the use of innovative and creative approaches to documentation is encouraged. For any deliverables for which printing is determined to be necessary, ARC must be provided with at least one copy. The selected consultant will organize all previously produced interim documents and use them in development of the final CTP Report. These documents include:

- Project Management Strategy
- Public Participation Plan
- Inventory of Existing Conditions Report
- Short-Range and Long-Range Needs Assessment Report

While key findings, observations and conclusions of the interim deliverables will be integrated into the final plan document, the contents of those interim deliverables do not need to be replicated in their entirety. They may be included in the final document(s) by reference if desired. The final document should be succinct and rely heavily on charts, maps, infographics and other methods, and less on dense narrative, to convey information in a user-friendly manner. The following information on recommended short-range projects must be developed and included in the final documentation:

- Type of project (road capacity, road safety, transit, active transportation, etc.)
- Short description of the project
- Location, geographic coverage, and/or termini
- Responsible implementation agency
- Planning level cost estimates
- Likely funding source(s)
- Feasible implementation schedule

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

Task 6 Deliverables:

- *Compiled set of interim deliverables (if not already provided at key milestones)*
- *Final CTP documentation*
- *GIS shapefiles*
- *Copy of county approval resolution (and any city approvals, as applicable)*
- *Project website materials (prepared throughout update)*
- *Advisory Committee meeting materials and summary documentation (conducted throughout update)*
- *PMT meetings summary notes (conducted throughout update)*