



Cherokee County Board of
Commissioners
Purchasing Department
1130 Bluffs Parkway, Canton, GA 30114
Phone: (678) 493-6000
Fax: (678) 493-6035

REQUEST FOR PROPOSALS

RFP 2019-043 Design Services Union Hill Road at Lower Union Hill Road Intersection Improvements

THE PROJECT: The Cherokee County Board of Commissioners Purchasing Department (County) is requesting competitive sealed Bids or Proposals in support of design services for the for the Union Hill Road at Lower Union Hill Road Intersection Improvement Project as described herein.

The term of Agreement(s) resulting from this solicitation can be found in the Statement of Work.

All times in the solicitation are local times to Cherokee County Board of Commissioners, 1130 Bluffs Parkway, Canton, Georgia 30114.

The County reserves the right to reject any or all bids/proposals, to waive technicalities and to make a selection and final award as deemed to be in the best interest of the County, including using any form of contract it deems most advantageous to the County. The County further reserves the right to reject the bid of any vendor who has previously failed to perform properly or complete on time contracts of a similar nature, or who upon investigation shows is not in a position to perform the contract. Incorporated herein by this reference are Cherokee County's Standard Solicitation Terms and Condition.

SCHEDULE:

Issued	April 17, 2019
Questions Due	May 1, 2019 by 4:00 PM
Answers Due	May 7, 2019
Bids/Proposals Due	May 17, 2019 at 10:00 AM
Anticipated Award Date	June 18, 2019

THE EXPECTED PERIOD OF PERFORMANCE IS:

The base period of performance is broken down into two areas; Physical Delivery of Product(s) and Service Delivery. This is a function of the Statement of Work (SOW) and/or specification and reflects if there is physical item or items to be delivered and / or delivery of services. An X in the box corresponding to item 1 below, Physical Delivery indicates a physical item or items are to be delivered and an X in the 2. Delivery of Services indicates that Services are to be performed. Either or both may apply to the work contemplated by this solicitation.

Additionally, should there be and X in the box corresponding item 3. Option Grant, then the County requests the right to extend the period of performance beyond the Base Rate as specified.

1. NO PHYSICAL ITEMS PHYSICAL DELIVERY REQUIRED:

For Physical Delivery solicitations, the period of performance for an award shall begin with either the placement of Purchase Order or the date indicated on the Agreement. All items to be delivered are to be FOB Cherokee County at the address indicated in the solicitation. Performance shall be complete upon final acceptance by the County. Time is of the essence for the delivery of each item specified. Warranty requested as below:

Warranty Term Requested: _____

2. No SERVICES REQUIRED PERFORMANCE OF SERVICES:

For Performance of Services solicitations, the period of performance shall begin with the placement of either a Purchase Order or the date of the Agreement unless the Agreement, the SOW or the Solicitation Terms indicate that performance shall begin upon the issuance of an Authorization to Proceed (ATP), in which case the ATP would represent the beginning of performance. Term of services requested are as below:

Services Term:

- One Year
 Two Years
 Three Years
 Other: _____

3. OPTION GRANT:

This solicitation contains requested options; please see pricing sheet for details.

SUBMITTAL INSTRUCTIONS: Interested Bidders/Proposers should carefully review the requirements defined herein and provide complete and accurate submissions that should include the following items (if indicated by an X in the box:

- Information and Addenda Acknowledgement Form (Appendix A),
- Non-Influence and Non-Collusion Affidavit (Appendix B),
- E-Verify Affidavit (Appendix C),
- References* (Appendix D),
- Acceptance of County' Standard Agreement**, as below: (Appendix E),
 - Professional Services Agreement
 - Construction Services Agreement
 - Other: _____
- Suspension, Debarment and Litigation Affidavit (Appendix F),
- Contractor's License Certification (Appendix G)
- Bonds Requirements if the price bid > \$100K
 - Ability to Provide Performance, Labor & Matl. Payment Bond (Appendix H)
 - Bid Bond (See Appendix I)
- Evidence of/ability to provide Insurance at the limits identified herein,***
- Certifications, Licenses or Registrations as required by law and/or as requested.
- Pricing on Proposer's letterhead
- Contractor's Qualifications Statement (Appendix J)
- Added Terms to Construction Service Agreement (Attachment)
- Substitutions Proposed: See Instructions Standard Solicitation Terms****, Item 9
- _____
- _____

Notes:

*The County reserves the right to contact not only those references provided, but may also use previous performance for the County, other contacts it identifies and other sources of information believed to be viable to evaluate capability, viability and performance.

**If Acceptance of County's Standard Agreement is checked, all work/items defined herein are to be quoted according to these requirements. Copies of these agreements can be located at the County's Procurement web page.

***Insurance levels requested are those identified in the County's Standard Agreement, section "I."

****Standard Solicitation Terms Refer to Cherokee County Standard Solicitation Terms and Conditions

EVALUATION CRITERIA:

Bids/Proposals that contain options or additive work above and beyond the base bid will be evaluated financially according to the criteria described in the solicitation. However, should the use of options or additive work proposed exceed the County budget, the County retains its rights to address such situations as described in its Standard Terms For Bid and Proposal Solicitation as well as the right to award based on the base bid only or the base bid plus quoted additive work that is within its budget.

Bids determined to be Responsive and Responsible will be ranked based Bid Form Criteria.
OR

Proposals determined to be Responsive and Responsible will be evaluated on the following criteria:

- | | |
|-------------|--|
| 35% | <p>Project understanding, Schedule and Scope of work
Demonstrated understanding of project based on proposed scope of work, methodology and proposed project schedule. Firm shall identify potential areas of concerns, alternative approaches, and approach to avoiding unnecessary change orders. Demonstrated understanding and ability incorporating crash data from GEARS and other sources to determine the most appropriate intersection (reconfiguring intersection or installation of a roundabout). Provide methodology and approach for determining best solution (reconfiguring intersection or roundabout) and reasoning behind recommendation. Proposer shall provide preliminary project schedule and identify major milestones.</p> |
| 35% | <p>Similar project experience and Key Staff Capabilities
The firm's previous experience developing intersection improvement plans for projects of similar size and nature. This includes relevant experience and qualifications of the principal design professional(s) and lead staff, and evidence of relevant competencies for this project. Provide previous projects where right-of-way needs were identified, right of way acquisition documents and erosion control plans were completed as part of similar project concept designs. The County may contact both the references provided as well as other companies/agencies, as deemed necessary. Provide information on the firm's experience on similar projects. Provide any information that may serve to differentiate the firm from other firms in suitability for the project.</p> |
| <u>30%</u> | <p>Price
To include a breakdown by task and a lump sum total. Pricing should be submitted by the consultant on company letterhead.</p> |
| 100% | <p>TOTAL</p> |

In addition to providing documentation necessary to evaluate proposal based on scope of work and above evaluation criteria, proposals shall include the following information, presented in a clear,

comprehensive and concise manner:

1. Letter of transmittal.
2. Proposed scope of work and methodology.
3. Proposed project team organization, qualifications and availability.
4. Proposed project schedule.
5. Cost proposal.

Proposals shall be uploaded to Vendor Registry as one (1) complete PDF document. Please do not upload multiple PDF documents.

HOW AND WHERE TO SUBMIT BIDS AND PROPOSALS:

The County has two methods for receiving bids and proposals that are mutually exclusive; either electronically or by physical receipt. The box with the “X” below indicates how and where bids or proposals are to be submitted. The County will NOT accept proposals by fax, or e-mail unless authorized, in writing, by the Procurement Director. The solicitation submission deadline will be strictly enforced; no late bids/proposals will be accepted for any reason, please plan accordingly.

A. Electronic Submissions Only:

Bids and Proposals are to be submitted electronically ONLY to the County’s designated Web site or location. Physical copies are not to be submitted unless approved in advance by the Purchasing Director.

Proposals and all requested documentation to be provided electronically should in the Adobe Portable Document Format (PDF) unless otherwise indicated in these solicitation instructions. Documents provided in response to this solicitation are to be named according to the following naming convention:

- a. [Solicitation Number]_[Vendor Name]_[Document Type]
Example: “2017-111_ABC Company_Proposal”

AND/OR

B. Physical Submissions Only:

Bids and/or Proposals are to be submitted on-time and ONLY in physical (paper) form and delivered to Cherokee County Procurement Department, Solicitation #2018-051, 1130 Bluffs Parkway, Canton GA 30114. On-line submissions are not to be tendered without the advanced approval of the Purchasing Director.

Number of Submittals: 1 Original and 1 Copy

QUESTIONS/ADDENDA: Only written inquiries will be permitted during the solicitation period. Questions are to be submitted via Vendor Registry for this solicitation no later than the date and time indicated in the Schedule, as may be amended. Answers will be posted via formal Addendum and only released as part of the solicitation documents on the County’s designated website. All interested parties are instructed to monitor the County’s website on a regular basis throughout the solicitation period. The final date for posting of Addenda is per the Schedule, as may be amended.

STATEMENT OF WORK AND / OR SPECIFICATION:

The Cherokee County Roadway Capital Program Management Division is requesting proposals for the design of intersection improvements on Union Hill Road at Lower Union Hill Road.

PROJECT LIMITS AND OVERVIEW

The intersection of Union Hill Road at Lower Union Hill Road is located approximately 1.5 miles south of East Cherokee Drive in east Cherokee County. Union Hill Road is a two-lane roadway that runs north-south between SR 20 and the Fulton County Line. Lower Union Hill Road is a two-lane roadway that runs east-west between East Cherokee Drive and its intersection with Union Hill Road. The intersection of Union Hill Road and Lower Union Hill Road is a stop condition on Lower Union Hill Road, very close to where Old Jones Road intersects Lower Union Hill Road. At the intersections, all roads have a single lane from which vehicles can turn left or right. The area in the vicinity of the site is mainly residential, with some scattered commercial on Lower Union Hill Road.

The intersection has sight distance problems in both the horizontal and vertical, compounded by the proximity of Old Jones Road. The successful consultant will prepare a traffic engineering study to determine if the intersection is better suited to be completely reconfigured or converted to a roundabout.

The successful consultant will incorporate crash data from GEARS and other sources to determine the most appropriate intersection improvement. Sight distance for the intersection should meet AASHTO requirements for the posted speed limits on both Union Hill Road and Lower Union Hill Road.

The successful consultant will make a recommendation as to the best solution and configuration for this intersection; whether that be the reconfiguration of the intersection, or the installation of a roundabout, based upon existing roadway geometry, existing utility locations, existing and proposed right-of-way and total project cost.

A concept design and findings will be provided to the County for review and approval prior to proceeding with detailed construction plans.

The consultant will also be asked to evaluate all right-of-way needs and provide necessary right-of-way acquisition documents.

An aerial location map is attached for information.

SCOPE OF SERVICES

Design plans shall be in Georgia Department of Transportation format and follow the GDOT Plan Presentation Guide. The design shall be in accordance with latest MUTCD and Georgia Department of Transportation Standards and Specifications.

Erosion control plans shall be in accordance with latest NPDES and Georgia EPD requirements.

All survey will be done on state plane coordinates.

The proposal shall include staking of required right-of-way and easements. Preparation of right-of-way plans and documents shall also be included as part of this proposal.

Upon Cherokee County's acceptance of the completed plans, the consultant shall provide a CD with all electronic files and drawings.

This project is funded with County Roadway SPLOST funds.

ATTACHMENTS:

Cherokee County Terms & Conditions

Professional Services Agreement

Aerial Location Map

END OF STATEMENT OF WORK/SPECIFICATION