

ROCKDALE COUNTY

TRANSPORTATION PROGRAM

Document No. I

RFQ SUBMITTAL INFORMATION

Contract No. C-2019 -

REQUEST FOR QUALIFICATIONS for
CONSULTING ENGINEERING SERVICES -TRANSPORTATION

RFQ 19-05

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1. Introduction

In accordance with ROCKDALE COUNTY's Policy for Procurement of Professional Services, Statement of Qualifications from qualified Consulting Firms, which shall include Fee Schedules for Professional and Support Personnel, are hereby requested and will be received and subsequently ranked. ROCKDALE COUNTY will establish a pre-qualified list of Firms to provide Professional Services to the COUNTY for Transportation Projects on an as-needed basis. If sub-consultants are proposed to be used for any of the areas of expertise, such subconsultants must also be pre-qualified with GDOT and they must be identified in the proposal. After the firms are prequalified, any substitution of sub-consultants must be approved by the COUNTY prior to approval of a TASK ORDER.

When professional services are needed for Transportation projects, the COUNTY will provide a specific scope of services, (A typical general scope of services for Transportation Design Projects is included in Section III), for the work required to one or more of the pre-qualified firms on the list and request a Cost Proposal for the scope of services defined in the Task Order. The cost proposal for the TASK ORDER shall be submitted in accordance with the Sample Task Order Submittal Package (Section IIIA) provided in these documents.

If the TASK ORDER fee proposal is accepted by the COUNTY, the County will issue a Notice to Proceed to the Consulting Firm to provide the services for the specific TASK ORDER. If the fee proposal is not acceptable to the county, solely at the discretion of the county, the county may attempt to negotiate a fee with the Consulting Firm based on the scope of services provided by the COUNTY, or may amend the scope of services if deemed in its best interest to do so. If negotiations are unsuccessful with the Consulting Firm first selected, then negotiations will be terminated with that firm followed by negotiations with another firm selected by the COUNTY.

This process will continue until an award for the TASK ORDER is made, or until a minimum of three responsive proposals from the list of pre-qualified firms, in the area of expertise sought, have been considered by the County. The County reserves the right to reject any and all proposals if it deems it to be in the best interest of the County and to advertise for similar services or additional consulting services for specific Projects, solely at the discretion of the COUNTY.

- A. In order to be selected for the Rockdale County Pre-Qualified List the Consulting Firm for must be prequalified by the Georgia Department of Transportation (GDOT) and provide evidence that the Firm is on the GDOT Pre-qualified Firms List in the areas of expertise for which the firm seeks to be considered by the County. Consultants will only be selected by the county for performing work in areas in which they are prequalified by GDOT. Include the current Prequalification Certificate for each firm in the proposal.
- B. Statements of Qualifications, prepared based on the instructions contained in this RFQ package, shall cover the Firm's qualifications, approach to designing Transportation projects and/or providing Transportation support services (**submit One (1) Original, Three (3) copies, and One copy on a Flash Drive in Adobe PDF format.**)

The Statement of Qualifications shall be submitted in a sealed envelope by the time and date stated in the cover letter to:

Rockdale County Finance Department
Purchasing Division
Attn: Meagan Porch
958 Milstead Avenue
Conyers, GA 30012
Phone: (770) 278-7557, Fax: (770) 278-8910
E-mail: meagan.porch@rockdalecountyga.gov

RFQ responders will subsequently be notified of the selection results based on the County's evaluation of the responses to this Request for Qualifications. A Proposed Fee Schedule shall also be submitted in a separate sealed envelope labeled "Proposed Fee Schedule." Each Firm is cautioned at this point not to incur any costs until the prequalification process is completed and an award of a Project TASK ORDER to the Consulting Firm is approved by the COUNTY.

- C. **QUESTIONS & CLARIFICATIONS:** Specific questions regarding this proposal will be screened through the ROCKDALE COUNTY Department of Finance, Purchasing Division. All questions regarding the proposal or the project shall be directed to Ms. Meagan Porch, Buyer, by email and shall be submitted no later than **2:00 p.m., Thursday, March 28, 2019**. The Department's hours of operation are from 8:00 a.m. – 4:30 p.m., Monday through Friday. Questions shall be emailed to: Meagan.porch@rockdalecountyga.gov.
- D. **SUBCONSULTANTS:** Sub-consultants will be permitted as part of the proposal, but must be clearly identified in the proposal. Sub-consultants' resumes and project references should be provided. Sub-consultants' hourly rates must be included in the hourly rates submitted as part of this proposal with separate submissions for each sub-consultant. No work will be paid by ROCKDALE COUNTY to any consultant for work done by the consultant or by a sub-consultant if this work is not billed according to the hourly rates submitted as part of their proposal, unless the fees for such work were included as Lump Sum for the task item in the proposal.
- E. **DUE DATE:** Sealed Request for Qualification responses and Sealed Fee Schedule Proposals will be received at the Rockdale County Finance Department, 958 Milstead Avenue, Conyers, GA 30012 no later than **2:00 P.M., local time on Thursday, April 4, 2019**. Proposals received after this time will not be accepted.
- F. **INTERVIEWS:** Interviews of shortlisted firms will be conducted and scheduled at a later time.
- G. **ADDENDA:** Answers to questions submitted that materially change the conditions and specifications of this RFQ will be issued in an addendum. Any discussions or documents will be considered non-binding unless incorporated and issued in an addendum. Proposers should check with the Procurement Office frequently during the process to verify that they have received all issued addendums. Proposers have the responsibility of making sure that they have received all issued addenda. Addendums are posted on the website at www.rockdalecountyga.gov. Under Finance Department, Purchasing, Current Bids and RFQ's.

- H. **CONTRACT TERM:** The Term of the contract for this RFQ for firms selected to provide on-demand consulting services is one (1) year, with the option to renew for five (5) one year terms, renewable each year, based on performance and at the discretion of the County.
- I. **PROPRIETARY INFORMATION:** Careful consideration should be given before submitting confidential information to Rockdale County. The Georgia Open Records Act permits public scrutiny of most materials collected as part of this process. Please clearly mark any information that is considered a trade secret, as defined by the Georgia Trade Secrets Act of 1990, O.C.G.A. §10-1-760 et seq., as trade secrets are exempt from disclosure under the Open Records Act. Rockdale County does not guarantee the confidentiality of any information not clearly marked as a trade secret.
- J. **SELECTION PROCESS:** The Rockdale County Procurement Office and Evaluation Committee make a recommendation for award. The Board of Commissioners will make the actual award of the contract and has the authority to award the contract to a Firm(s) different than the Firm(s) recommended by the Procurement Office and/or Evaluation Committee.

The responses to this RFQ will be reviewed by a selection committee based on the criteria provided herein. Firms may submit proposals and may be selected only for those areas they are pre-qualified in by GDOT. A firm may be selected to provide services in one specific area, or several areas based on the needs of the County and the firm's prequalification status in the specific area with GDOT.

Rockdale County may evaluate proposals and select firms to be included in the Pre-Qualified consultants without discussions with offerors. Therefore, the offeror's response to the RFQ should completely address the requirements contained herein. The responder's initial fee schedule proposal should contain the offeror's best terms. The County reserves the right to conduct discussions if the County later determines them to be necessary.

EVALUATION CRITERIA FOR PRE-QUALIFICATION LIST:

Proposers will be evaluated based on the following criteria and may be called in for an interview prior to being pre-qualified under this RFQ:

Proposals will be evaluated based on their relative responsiveness to the criteria described below and will be scored based on the percentage values as shown:

- Effective and substantive (relative to key objectives) experience of the firm in the provision of similar services within the categories under consideration, with emphasis on local experience. (20 percent)
- Relevant qualifications, experience and availability of staff, especially proposed key personnel, in the categories under consideration, with emphasis on staff location. (20 percent)
- Description of consultant's understanding and approach to projects in the categories under consideration, including methods and processes, identification of issues, and resolution of conflicts. (20 percent)

- Interviews (15 percent)
 - Description of firm's quality assurance / quality control processes. (10 percent)
 - Financial Information & Past Litigation History (10 percent)
 - Description of firm's Disadvantaged Business Enterprises (DBE) Program. (5 percent)
- K. It is anticipated that the pre-qualified firms list will be valid for a minimum period of one year with the possibility of extending the term (based on satisfactory performance) for up to an additional five one-year extensions. Consequently, if the firm intends to adjust the fee schedule during the potential list duration of six years, then the proposed fee escalation clause must be included in the fee schedule in the response to this RFQ. The fee escalation clause may be in the form of a percentage increase over the submitted fee schedule, rather than actual projected dollar figures.
- L. Although not a factor in the original selection process of firms to be placed in the pre-qualified firms list, the Fee Schedule may be a factor in subsequent selection of firm(s) from the prequalified list to provide specific TASK ORDER proposals to the County under this RFQ.
- L. One (1) original (designated as the original) and three (3) copies, and one copy on a Flash Drive in Adobe PDF format, of your proposal must be submitted. All copies of the proposal must be identical. The full cost of proposal preparation is to be borne by the proposing firm. Proposals must be signed in ink by a company officer or principal who has authorization to commit company resources.
- M. One (1) original and three (3) copies of hourly billing rates and overhead (Fee Schedule) must be submitted in a separate, sealed envelope labeled "FEE SCHEDULE PROPOSAL." The Flash Drive in Adobe PDF format will need to include the Fee Schedule.
- N. Sole responsibility rests with the consultant to see that their proposal(s) are received on time and at the above stated location.
- O. Proposals sent by telegraphic and/or electronic devices are not acceptable and will be rejected upon receipt. Consultants are expected to allow adequate time for delivery of their proposal either by hand delivery, postal service or other means.
- P. To provide these services, the proposal shall address the firm's capabilities and resources in the following areas:
- Local and company-wide experience (emphasis on local Georgia/Southeast experience)
 - Available qualified staff resources (emphasis on local* office resources), and specific Key Personnel.
 - Proven, well-developed processes, organizational structure, and approach to projects

in the categories under consideration.

- Established and proven quality assurance and quality control procedures.

*Note: (local being defined as the Atlanta metro-area)

Q. **CONTRACT ADMINISTRATION:** The contact person for any contract(s) or TASK Order(s) arising as a result of this RFQ will be Genetha Rice-Singleton, Principal Engineer, (770)-278-7139.

R. A more detailed explanation of the Request For Qualifications submittal requirements, Fee Schedule format, sample contract provisions, and General PROJECT scope follow.

2. **Statement of Qualifications Format (Submit an original and three copies)**

The following information shall be included in the Statement of Qualification and in the order presented below.

In addition to other submission requirements stipulated, for purposes of evaluation the RFQ Response shall address the following:

Proposals shall be limited to a total of thirty (30) letter size, single sided printed pages using a font size no smaller than ten (10) point. Promotional literature, brochures, etc. will be considered a part of the thirty (30) page limit. Resumes, requested changes to contract language, Georgia DOT pre-qualification documentation (as required per category), and client reference letters, however, will not be included in the page count and should be included in the Appendix section of the response to this RFQ. The thirty (30) page limit, not including cover letter, or section dividers, must specifically include the following, at a minimum:

1. **Firm Identification**

Give the full legal name of firm, the firm's principal business office and its satellite offices, if any; and indicate the location(s) from which the professional services for ROCKDALE COUNTY would be staged. Give information on the firm's history, business activities, size, employees, officers, affiliates, subsidiaries, ownership and corporate data, as applicable to the provision of that service.

2. **Effective and substantive (relative to key objectives) experience of the firm in the provision of similar services within the categories under consideration, with emphasis on local (Atlanta metro-area) experience.**

Briefly describe relevant experience in the past five (5) years including experience of the firm in performing/providing professional services for State, County and Municipal governments. Clients and references must be included. Provide this information in summary table form as follows:

RFQ SUBMITTAL & CONTRACT INFORMATION

Dates Service Provided	Client Name	Description of Specific Work Tasks and cost of project construction	Outcome (include Total Fee Billed, and project duration)	Client Contact/ Phone number

Indicate the extent of the firm's involvement, whether as lead, sub-consultant or partner in the description column.

Full project write-ups (½ page to 3 pages per project) shall be provided for not more than five (5) specific projects included in the summary table. For these projects, indicate the outcome with regards to ROCKDALE COUNTY'S key objectives for this project.

Indicate how the firm performed regarding delivering within budget and schedule and specifics as to where you reduced costs for the client through the on-demand Consulting Services type contract, or the project approach versus a conventional professional service delivery method.

3. Relevant qualifications, experience and availability of proposed key personnel in the categories under consideration, with emphasis on staff location (Atlanta metro area).

Provide a description of the qualifications and experience of the key staff members that will be involved in assignments. Break down capabilities by discipline (e.g. local Metro Atlanta number of employees per category and total company/team-wide number of employees). Include an organizational chart footnoting any specific information regarding key personnel. Describe their qualifications and experience with similar projects. Resumes may be attached in an appendix to supplement this information. Office locations and Company affiliation for all proposed staff must be stated.

Minimum Key Personnel include:

- Principal-in-Charge (PIC)
- Program Manager
- Project Managers (submit separate personnel for each pre-qualified area). Each project manager shall be in a different service category as listed in the general scope of services section.
- QNQC Manager
- Contract/Project Administrator

4. Description of consultants understanding and approach to projects in the categories under consideration.

Provide a description of consultant's view of important issues that need to be addressed in a typical project. Include methods and processes for addressing such issues.

5. Description of firm's quality assurance/ quality control processes.

Describe the firm's in-house procedures for ensuring the accuracy and integrity of its services. Include in particular, how issues such as schedule management, cost control, and overall quality assurance / quality control of deliverable items will be addressed.

Describe the equipment, software, tools and technology, if any, that would be used or proposed for use on this project and indicate how these add value to the services. Indicate experience with results obtained from these on past projects. Control and understanding of both human and equipment error should be addressed.

Describe methods and procedures to be used in monthly project reports or monthly billing to document in writing what work has been accomplished, compute the percentage of work that has actually been completed (not just percent expended), and to predict variance at the end of the project including methods to correct this variance.

Describe value engineering procedures that may be utilized to extend the limited Capital Improvement Program funding of Rockdale County. These may include innovative engineering design, alternate methods of project construction such as design-build, construction management techniques, etc.

6. Financial Information & Past Litigation History

The respondent shall provide audited financial statements for the corporation or entity for the past two (2) years. The respondent shall provide a brief description and disposition of any litigation against projects for which they provided professional engineering or other consulting services within the past five (5) years.

7. Description of the firm's Disadvantaged Business Enterprise (DBE) program.

Include actual compliance record on 2 or more of the 5 specific full-project write-ups in item 2 above.

The following shall be included in the Appendix with the RFQ submittal:

- A. Completed Non-Conflict of interest Certification. (Limit to one (1) page per firm on the team)
- B. Current GDOT Pre-Qualification Certification for each firm to cover required prequalification items for which the firm wants to be considered. (Limit one (1) page

per Firm on the Team)

- C. Biographical Background Data of staff personnel who will be performing the actual work for this PROJECT, in a form similar to the form provided in the Sample Submittal Package Section IIA. The Consulting Firm's standard resume format may be used, as long as previous experience identifies employer. (Limit resume for Project Manager to two (2) pages and other team members to one (1) page)

3. RFO Fee Schedule Format

The following guidelines and criteria shall be used in formulating the not-to-exceed fee in the fee schedule for each category of employee or job function that the selected CONSULTANT includes in their RFQ response. If the CONSULTANT is successfully prequalified by the County and subsequently issued a TASK ORDER, the contract agreement will be a cost reimbursable contract which requires timesheets, expenses and other document with each invoice.

A Fee Schedule Proposal shall be submitted with the RFQ response proposal; however it shall be included in a separate sealed envelope. All fee schedule proposals shall be shown on the attached forms as follows:

A. Fee Schedule Proposal Instructions (Figure 2)

- 1. **Direct Labor-** Specify the fee rate for direct labor for personnel proposed to be used if a task order is awarded.
- 2. **Overhead Cost-** Specify, as a percentage(%) of direct labor, the total overhead costs that can be appropriately allocated to the fee for personnel to be used if a task order is awarded. In support of this percentage (%), furnish a detailed breakdown of overhead costs in a form similar to that outlined in Figure 4.
- 3. **Direct Costs-** Describe all other associated costs that may be expected to accrue from, and can be directly attributed to project task orders for the types of Transportation projects described herein. This may include cost such as, reproduction, travel, exhibits, etc. Some of the direct cost to be identified in this item may not apply to all task orders.
- 4. **Total Estimated Hourly Fee -** Indicate the total estimated hourly fee for key personnel available to be utilized in performing the work required by taskorder, should one be awarded to the consultant.
- 5. **Profit-** Specify the total profit percentage, after expenses, expected to be netted from the proposed task orders.
- 6. The basic assumptions for the estimate of each item of proposed cost must be included.

D. Overhead Percentages (Figure 4)

The accounts shown in Figure 4, **Suggested Format for Cost Breakdown Serving as**

Support of Overhead Percentages for Contract Proposals, are supplied merely as an example. Actual account titles as reflected in the Consulting Firm's accounting system should be used in the Fee Schedule Proposal.

The time period serving as a basis for the computation of the overhead percentage (%) should also be provided. This basis period should be sufficient in length to adequately represent the general flow of costs to the Firm.

1. **Productive Salaries-** All salaries charged directly to contracts during the base period.
2. **Overhead** (to be shown as a percentage{ % } of productive salaries):
 - a. Indirect Salary costs- all expenses relating to employee benefits, payroll taxes, etc., during the basis period.
 - b. Administrative Costs- all other indirect costs, including salaries of employees whose time cannot be charged to a project.
- E. If a sub-CONSULTANT is to be utilized for some of the work items or support services, the proposed fees for work of the sub-CONSULTANT shall be provided in a similar format as the prime Consultant with all the supporting documentation.
- F. Where the Contract is to be performed by a joint venture, a cost breakdown by firm will be required.
- G. When support services can be segregated by lump sum for the task, then the lump sum fee for the work item can be provided in the fee schedule.
- H. Audit Assistance

Provide the following information in the Fee Schedule Proposal:

1. Person and telephone number to be contacted for audit assistance.
2. If an audit has recently been performed by other governmental agencies, provide the name and address of each auditing agency. State the accounting period(s) covered, and the date(s) of completion of the audit(s). If such an audit has been performed, furnish a copy of the Audit Report.
2. In addition to data required in Subparagraph H.2 above, submit one copy of the most recent audited financial statements, all marked as "Exhibit 1 ". If the Firm is owned in whole or in part by one or more parent firms, provide as "Exhibit 2" a listing of these firms and an explanation regarding the relationship that exists with these firms.
3. Corporations - If the Firm is not incorporated in the State of Georgia, it is necessary to register as a foreign corporation with the Secretary of State. If the Firm is not registered at the time of submittal, evaluation of this proposal is not possible and the firm will be disqualified from further consideration. Registration forms may be secured from the Office of the Secretary of State, Room 216, State

Capitol, Atlanta, GA 30334.

4. Preliminary Sample Contract

Attached is a preliminary Sample Contract (Documents I, IA, II, II, III and IIIA) containing key general provisions to further explain the general scope of work contemplated. More specific scope of services required will be provided with each TASK ORDER issued by the County.

- A. A minimum DBE participation percent goal, in accordance with GDOT criteria, will be required for certain types of projects and will be applicable to those TASK ORDERS at the time the TASK ORDER is issued. The COUNTY encourages the maximum DBE participation amount practical.
- B. Suggested changes by the CONSULTANT in the preliminary Contract should be red-lined and returned to the COUNTY with the RFQ response submittal.

5. General PROJECT TASK ORDER & Submittal Format Information

The following is a brief outline of those items that, at a minimum, shall be considered and addressed by the CONSULTANT in the preparation of the response to this RFQ. Additional typical design project scope of services is included in Section III - General Project Scope of Services, and in Section IIIA - Sample TASK ORDER Submittal Information.

The Work to be assigned by TASK ORDER may consist of, but is not limited to alignment studies, underground utility investigations, concept design, concept reports, feasibility studies, preliminary engineering design, DTM models, traffic signal warrant studies, signal timing plans, street lighting, surveying, geotechnical explorations, utility relocations, right of way plans, right of way pre-acquisition work, right of way acquisition support services, right of way acquisition and condemnation support services, final design plans, federal, state and local permit applications, environmental studies, UST studies, archeology studies, utility coordination, stream buffer variance preparation, wetlands permits preparation, pavement assessment and analysis, pavement inventory, pavement design, construction inspection, Program Management, Geotechnical Services, and Environmental Services for a variety of transportation projects throughout the County and may include other support services necessary to obtain project design and environmental document approval by the County, GDOT and FHWA, as applicable, or support services for right of way acquisition; such as preliminary cost estimates, data book preparation, appraisals, negotiation, acquisition and condemnation support services; as well as construction related support services such as survey stakeout, materials testing, compaction testing, detour plans, traffic control plans, material certifications, construction management and project closeout services.

Please note that if a consultant is selected for Program Management, the consultant will be precluded from working on any other TASK ORDER not directly related to the scope of services for the Program Management TASK ORDER under this RFQ.

- A. TASK ORDERS for Project Design and Right-of-Way plans shall adhere to the latest and formal GDOT Plan Development Process (PDP) and Plan Presentation Guidelines (PPG) as applicable. The CONSULTANT shall strictly adhere to the established GDOT procedures to ensure that federal funding of projects is not jeopardized. The scope of

TASK ORDERS for design projects may include final data base preparation: environmental documents; preliminary road design with plans; final road design with plans; right of way plans with deed descriptions; water/sewer relocation coordination with plans and construction documents.

- B. The selected CONSULTANT for Project Design Task Orders will be responsible for determining the final scope of improvements which might include, but not be limited to, road alignment, road geometry, intersection geometry, signal warrant study, traffic signal improvements and all environmental permits required.
- C. All design work product shall be provided in a file format utilized by GDOT. At this time the GDOT accepted file formats is Microstation and InRoads formats as appropriate for the specific task.
- D. If aerial photography is required for the project, the cost shall be included in support services for the specific design project TASK ORDER authorized by the County. Any additional aerial photography and/or digital mapping beyond that specifically required for the project will be the responsibility of the selected CONSULTANT to obtain at their own cost.
- E. Where the project design requires stormwater facilities, such facilities shall conform to the general stormwater quality treatment and flood control quantity requirements as set forth in the Georgia Stormwater Management Manual], as applicable. The CONSULTANT should assess alternative stormwater quality treatment and water quantity methods to capture and treat the surface runoff when feasible.
- F. The CONSULTANT should locate areas within each drainage sub-basin suitable for stormwater features, including stormwater detention, if required, to meet Best Management Practices requirements. The CONSULTANT should give consideration to using available COUNTY owned land and the ability to secure conveyance easements to existing water bodies where feasible.
- G. The cost of relocation or new water facilities for Rockdale Water Resources' water and sewer lines where applicable shall be estimated separately from other private utility relocation costs. Permanent utility easements should be considered where feasible. The Consultant shall estimate the cost of relocation or other utilities as required to eliminate conflicts. When utility relocation is necessary, the consultant shall also estimate the amount of the "betterment" to the affected facility.
- H. The CONSULTANT should incorporate landscaping/streetscape and ADA and pedestrian friendly features into the preliminary design of roadways including but not limited to the following: sidewalks, bike paths, streetscape, lighting, landscaping, etc. The approved landscape and streetscape plan shall be incorporated into the final design, when feasible.
- I. When a CONSULTANT is selected for a specific transportation project TASK ORDER, the consultant will be expected to hold public information meetings or public information open house to present the project to the public and receive comments. The CONSULTANT, in coordination with the County, will respond to public comments that are received for the specific project. Draft responses shall be reviewed by County and final responses will be transmitted to the public and

incorporated in the environmental document, as appropriate.

- J. The County may award a contract to a CONSULTANT for a specific Project which is currently programmed in the Atlanta Regional Commission Transportation Improvement Program (TIP), or the county's Comprehensive Transportation Plan (CTP,) for preliminary engineering (PE), right of way (ROW) and construction (CST), or in some instances may require services in connection with a Scoping Phase or development of a concept plan for a new alignment project. Right of way acquisition services may also be required.
- K. The CONSULTANT shall prepare and submit to the relevant agencies the appropriate environmental studies and documents to obtain an individual permit or a categorical exclusion for the project covered by the specific TASK ORDER. This also includes the preparation of required stream buffer or wetland documents to be submitted in order to identify all stream buffer and wetland credits for the project.
- L. The CONSULTANT shall coordinate with State, Local and Federal agencies as required to facilitate timely approval of the specific work item or project milestone for the specific TASK ORDER.
- M. Time is of the essence. The completion of specific project designs is very important; in some instances failure to perform the required services in a timely manner may result in loss of funding for the project. Further, the CONSULTANT's proposed schedule and any innovative ideas on how to shorten the overall duration for each phase will be part of the proposal evaluation for each specific project TASK ORDER.
- N. Immigration & Security Form. The consultant must include a signed Immigration & Security Form (included below) with their response to this RFQ.
- O. Affidavit Verifying Status for County Benefit. The consultant must include a signed Affidavit form (included below) with the response to this RFQ.

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.seg., 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.seg.

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 Rockdale 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 Rockdale 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 Rockdale 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: _____

Employer 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 Rockdale, 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 uoder 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.

ROCKDALE COUNTY

TRANSPORTATION PROGRAM

Document No. IA

SAMPLE CONTRACT
AGREEMENT

Contract No. C-2019 -

Request for Qualifications - Consulting Engineering Services - Transportation

RFQ #19-05

AGREEMENT

THIS AGREEMENT made and entered into as of the _____ day of _____, 20__, by and between Rockdale County, Georgia, a political subdivision of the State of Georgia (hereinafter referred to as the "COUNTY"), and _____, a _____ corporation authorized to do business in Georgia (hereinafter referred to as the "CONSULTANT").

WITNESSETH THAT:

WHEREAS, the COUNTY desires to engage a qualified and experienced CONSULTANT to perform certain services relative to the preparation of

Hereinafter referred to as "Work"; and

WHEREAS, the CONSULTANT has represented to the COUNTY that it is experienced and qualified to perform the services contemplated and acknowledges that the COUNTY has relied upon such representation.

NOW, THEREFORE, the COUNTY and the CONSULTANT in consideration of the promises and mutual obligations contained herein and under the conditions hereinafter set forth, do agree as follows:

Section 1. ENGAGEMENT OF CONSULTANT

The COUNTY hereby engages the CONSULTANT and the CONSULTANT hereby agrees to perform the services hereinafter set forth.

Section 2. SCOPE OF SERVICES

The CONSULTANT shall do, perform, and carry out the services outlined in the CONSULTANT's Proposal, dated _____ attached hereto as Exhibit "__", and as further specified by the Detailed Scope of Services (the Work") in a satisfactory and proper manner and in conformance with the standard practices and procedures of its profession; provided however, should there be any conflict between the terms of the Proposal and the terms of this Contract, the terms of this Contract shall be final and binding.

The CONSULTANT shall visit the various transportation facilities throughout the County, hereinafter the "site" and become familiar with the PROJECT site and shall become acquainted with local conditions involved in carrying out this Agreement. The CONSULTANT may request that a representative of the COUNTY be present during visit to certain location of the site and the COUNTY may be present on such site visits at the COUNTY's discretion.

Where applicable the CONSULTANT shall undertake the PROJECT in coordination with other planning and engineering studies or plans prepared by and/or for the Director of Rockdale County's Department of General Services & Engineering (hereinafter referred to as the "DIRECTOR"), the Georgia Department of Transportation (hereinafter referred to as "GDOT"), and the Atlanta Regional Commission (ARC).

AGREEMENT

Section 2a. SERVICES PROVIDED BY CONSULTANT:

The CONSULTANT agrees for the consideration specified herein to perform the Work in strict accordance with the following, of which Documents I, II, and III are attached hereto and incorporated as if fully set out herein:

<u>Document No.</u>	<u>Title</u>
I	RFQ Information
IA	Sample Contract Agreement
II	General Conditions
III	General Scope of Services
IIIA	San1ple TASK ORDER Submittal Information

Section 2b. SERVICES PROVIDED BY THE COUNTY:

It is agreed and understood that certain services, if required, will be performed and furnished by the COUNTY in a timely manner so as not to delay the CONSULTANT unduly in the performance of the CONSULTANT's obligations under the terms of this Contract. The services shall include the following:

2.b.1 Information to the CONSULTANT: Providing to the CONSULTANT all criteria and full information as to the COUNTY's requirements for the PROJECT including pertinent data from prior studies or work of other Consultants working on similar projects, if deemed applicable in the sole discretion of the COUNTY.

2.b.2 Staff Responding to CONSULTANT Expeditionly: Examining all studies, reports, sketches, exhibits, drawings, specifications, proposals, preliminary or draft documents, and other documents presented by CONSULTANT, and providing direction or obtaining advice of an attorney, insurance counselor and other Consultants as COUNTY deems appropriate for such examination and rendering written decisions, if deemed necessary by the COUNTY, pertaining thereto within a reasonable time so as not to delay the services of the CONSULTANT.

2.b.3 County Staff Giving Notice of Problems: Giving prompt written notice to the CONSULTANT whenever the COUNTY observes or otherwise becomes aware of any deficiency in the Work or changed circumstances.

2.b.4 Access to Property: Upon request by the CONSULTANT, making necessary provisions for the CONSULTANT to enter upon public and private property as required for the CONSULTANT to perform his services under this Contract.

Section 3. TIME OF PERFORMANCE

The services of the CONSULTANT for the completion of the Work are to commence upon execution of this Contract by the COUNTY and shall be completed by . The COUNTY shall have the right to terminate, extend or supplement this Contract for such additional time periods as it may require by so notifying the CONSULTANT in writing not less than thirty (30) days before this Agreement is adjusted or terminated pursuant to the terms set forth herein.

AGREEMENT

Section 4. COMPENSATION FOR CONSULTANT SERVICES

It is agreed that the compensation hereinafter specified shall be for actual costs incurred, both direct and indirect, chargeable to the PROJECT under generally accepted accounting principles and as allowed in the Federal Procurement Regulations Part 1-15.2 and not prohibited by the laws of the State of Georgia.

Section 4.a. TOTAL COMPENSATION:

The total compensation to be paid to the CONSULTANT for the services contemplated hereunder to complete the Work shall be as described below. Compensation shall be identified in conjunction with the Phases listed in Exhibit "A". The parties hereto agree that the maximum obligation of the COUNTY to the CONSULTANT for compensation under the terms of this Contract shall not exceed \$ _____ . This is considered a Cost - Reimbursement Contract. Timesheets and cost backup information will be required with each payment request.

Section 4.b. CONTRACT PAYMENTS:

The CONSULTANT may submit a monthly invoice, in a form acceptable to the COUNTY and accompanied by all support documentation requested by the COUNTY, for payment of services which were completed during the calendar month. The COUNTY shall have the right not to pay any invoice or part thereof if not properly supported, if the invoiced amount exceeds the funds approved and allocated for the phase of the project being billed, or if the costs requested or a part thereof, as determined solely by the COUNTY, are unreasonably in excess of the actual stage of completion of each phase. If the CONSULTANT does not complete the scope of services required in each phase of the PROJECT, any expenditures to complete the work as required by the contract will not be payable by the COUNTY unless it results from changes in the original scope of services requested and/or previously approved in writing by the COUNTY.

The COUNTY shall pay each such invoice or portion thereof as approved, provided that the approval or payment of any such invoice shall not be considered to be evidence of performance by the CONSULTANT to the point indicated by such invoice, or of receipt of acceptance by the COUNTY of the services covered by such invoice. The COUNTY shall pay any undisputed items contained in such invoices.

Invoices for payment shall be submitted by the fifth (5th) calendar day of each month to facilitate processing for payment in that same month. Invoices received after the fifth (5th) calendar day of the month may not be paid until the twenty-fifth (25th) of the following month. Invoices shall be itemized to reflect the percentage of each phase completed as agreed between the CONSULTANT and the DIRECTOR.

Each invoice shall be accompanied by a letter progress report, which outlines the total work accomplished for each phase, a description of the percentage of total work completed for each phase during the billing period, any problems that may be inhibiting the PROJECT execution as well as an accurate updated schedule.

Payment will be made in the amount of sums earned less previous partial payments and less an established retainage. Retainage for design will be ten percent (10%) of the sums earned until fifty percent (50%) of the total cost for design has been earned. This retained amount, equal to five

AGREEMENT

Percent (5%) of the total contract cost, shall be held by the COUNTY until the final payment is made for the design or subsequent site supervision.

Section 4.c. FINAL PAYMENT:

Upon completion by the CONSULTANT of the Work including the receipt of any final written submission of the CONSULTANT and the approval thereof by the DIRECTOR, the COUNTY will pay the CONSULTANT a sum equal to one hundred percent (100%) of the invoices submitted and approved by the COUNTY, less the total of all previous partial payments, paid or in the process of payment.

The CONSULTANT agrees that acceptance of the final payments for the PROJECT shall be in full and final settlement of all claims arising against the COUNTY for work done, materials furnished, costs incurred, or otherwise arising out of this Agreement and supplement(s) and shall release the COUNTY from any and all further claims of whatever nature, whether known or unknown for and on account of said Agreement, and for any and all work done, and labor and materials furnished, in **connection with same.**

End of Section

AGREEMENT

NON-CONFLICT OF INTEREST

CERTIFICATION

I _____ as the legal representative of

_____ do certify that we will not perform any type of engineering services for property owners adjacent or contiguous to any road project assigned by Rockdale County, during the active life of such a project. Further, I additionally certify that if we already have an engineering agreement(s) with property owner(s) adjacent or contiguous to any road project assigned by the COUNTY, we will either reject the COUNTY assignment, or cancel the property owner already in effect if so directed by the Rockdale County Board of Commissioners. In no case will our firm utilize our knowledge of the on-going Rockdale County Transportation Improvement Program for professional gain during the active life of such program.

Name

Title

Date

Witness:

Name

Title

Date

AGREEMENT

IN WITNESS WHEREOF, the parties hereto acting through their duly authorized agents have caused this Agreement to be signed, sealed and delivered.

Dated this ___ day of _____ 20

ROCKDALE COUNTY, GEORGIA.

ATTEST _____ By _____ (SEAL)

Ex-Officio Clerk

Osborn Nesbitt, Sr., Chairman
Board of Commissioners

_____ Consultant

ATTEST: _____ By: _____ (SEAL)

Secretary or Assistant
Secretary

President or
Vice President

Approved as to Form:

M. Qader Baig

Rockdale County Attorney

AGREEMENT

Exhibit "A"

ROCKDALE COUNTY

TRANSPORTATION PROGRAM

Document No. II

GENERAL CONDITIONS

Contract No. C-2019 -

Request for Qualifications - Consulting Engineering Services - Transportation

Rockdale Project No.19-05

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GENERAL CONDITIONS

1.0 **DEFINITIONS**

Wherever used in this Contract, whether in the singular or in the plural, the following terms shall have the following meanings:

Agreement Execution - means the date on which the COUNTY executes and enters into an Agreement with CONSULTANT to perform the Work.

Agreement Price - means the total monies, adjusted in accordance with any provisions herein, payable to the CONSULTANT under this Contract.

CONSULTANT - means the party or parties contracting directly with the COUNTY to perform Work pursuant to this Contract.

Contract - means the Contract Documents specifically identified and incorporated herein by reference in Section 2.0, CONTRACT DOCUMENTS.

Contract Time - means the period of time stated in this Contract for the completion of the Work.

COUNTY - means Rockdale County, Georgia, a political subdivision of the State of Georgia.

DIRECTOR - Director of the Department of General Services & Engineering of Rockdale County, or such other person as may be designated in writing by the County.

Drawings - means collectively, all the drawings listed in this Agreement, and also such supplementary drawings as the CONSULTANT may issue from time to time in order to clarify or explain such drawings or to show details which are not shown thereon.

Specifications - means the written technical provisions including all appendices thereto, both general and specific, which form a part of the Contract Documents.

Subcontractor - means any person, firm, partnership, joint venture, company, corporation, or entity having a contractual agreement with CONSULTANT or with any of its subcontractors at any tier to provide a part of the Work called for by this agreement.

Subgrantee - means Rockdale County

Supplemental Agreement - means a written order to CONSULTANT signed by COUNTY and accepted by CONSULTANT, effecting an addition, deletion or revision in the Work, or an adjustment in the Agreement Price or the Contract Time, issued after execution of this agreement.

Services - means any and all obligations, duties and responsibilities, including furnishing equipment, engineering, design, workmanship, labor and any other services or things necessary to the successful completion of the Work for the Project, assigned to or undertaken by CONSULTANT under this agreement.

GENERAL CONDITIONS

2.0 **CONTRACT DOCUMENTS**

2.1 **List of Documents**

The Contract Agreement inclusive of all exhibits, any required bonds, the General Conditions, the Detailed Scope of Services, and all Supplemental Agreements shall constitute the Contract Documents.

2.2 **Conflict and Precedence**

2.2.1 The Contract Documents are complementary, and what is called for by one is as binding as if called for by all. In the event there are any conflicting provisions or requirements in the component parts of this Contract, the several Contract Documents shall take precedence in the following order:

1. Supplemental Agreements
2. Contract Agreement
3. General Conditions
4. Detailed Scope of Work
5. Specifications
6. Drawings

3.0 **COVENANTS AGAINST CONTINGENT FEES**

The CONSULTANT shall comply with the relevant requirements of all Federal, State, County or local laws. The CONSULTANT warrants that no person or selling agency has been employed or retained to solicit or secure this Agreement upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees or bona fide established commercial or selling agencies maintained by the CONSULTANT for the purpose of securing business and that the CONSULTANT has not received any non-COUNTY fee related to this Agreement without the prior written consent of the COUNTY. For breach or violation of this warranty, the COUNTY shall have the right to annul this Agreement without liability or at its discretion to deduct from the Agreement Price or consideration, or otherwise recover, the full amount of such fee, commission, percentage, brokerage fee, gift or **contingent fee**.

4.0 **INSURANCE**

The CONSULTANT shall, at all times that this Agreement is in effect, cause to be maintained in force and affect the following insurance coverages:

A. **WORKERS COMPENSATION** - Coverage to apply for all employees for Statutory limits in compliance with the applicable state and federal laws. The policy must include Employer's Liability with a minimum limit of \$ 100,000 each accident/ \$ 500,000 disease policy limit/\$ 100,000 disease - each employee.

B. **COMPREHENSIVE GENERAL LIABILITY** - Shall have minimum limits of \$ 1,000,000 Per Occurrence Combined Single Limit for Bodily Injury Liability and Property Damage Liability. This shall include Premises/Operations, Independent

GENERAL CONDITIONS

Contractors, Products/Completed Operations, Broad Form Property Damage, XCU Coverage, Blanket Contractual Liability, and Personal Injury Coverage.

C. **BUSINESS AUTO LIABILITY** - Shall have minimum limits of \$ 1,000,000 Per Occurrence Combined Single Limit for Bodily Injury Liability and Property Damage Liability. This shall include, Owned Vehicles, Hired and Non-Owned Vehicles.

D. **PROFESSIONAL LIABILITY** - Professional Liability Insurance with a limit of not less than \$1,000,000.

NOTE: In B & C either Underlying must equal \$ 1,000,000 or Underlying plus Excess must equal \$ 1,000,000.

SPECIAL REQUIREMENTS:

E. The Rockdale County Board of Commissioners is to be included as an **ADDITIONAL INSURED** on both the Comprehensive General Liability and Business Auto Liability Policies.

F. HOLD HARMLESS CLAUSE

See Article 6.0, INDEMNIFICATION

G. Current valid, insurance policies meeting the requirements herein identified shall be maintained during the duration of the Project. Renewal certificates shall be sent to the COUNTY 30 days prior to any expiration date. There shall also be a 30 day notification to the COUNTY in the event of cancellation or modification of any stipulated insurance **coverage**.

H. It shall be the responsibility of the CONSULTANT to ensure that all subcontracts comply with the same insurance requirements that he is required to meet.

I. Certificates of insurance, policies, bonds, and any other contract requirements meeting the required Risk Management and Insurance provisions shall be forwarded to the COUNTY's Finance Department with the executed Contract. A renewal certificate should be forwarded to the Finance Department 30 days prior to the expiration date of the policy. There should also be a 30 day notification to the COUNTY in the event of cancellation or modification of any stipulated insurance coverage. It will be the responsibility of the Finance Department to monitor contract requirements.

T. All Insurance Policies of CONSULTANT will be required to be written on an Occurrence Basis. If a particular CONSULTANT has insurance which is written on a Claims-Made Basis, these policies should be referred to the Finance Department for review and recommendation to the Board of Commissioners. When requesting evidence of insurance (certificates/policies) from CONSULTANT, it should be clearly stated on the Certificate of Insurance or Insurance Policy whether the policy is written on an Occurrence Basis or Claims-Made Basis. A Claims-Made Policy may be acceptable but does require special review and tailoring for certain items. The Finance Department will assist with this process. When a Claims-Made Policy is acceptable, actual copies of the policies will be required to be forwarded to the COUNTY's Finance Department.

GENERAL CONDIDONS

K. Any certificates of insurance naming an insurance company that does not have at least a "B" rating by A. M. Best & Company shall be referred to the Finance Department for review and recommendations to the Board of Commissioners.

L. All insurance documentation and approvals must be in place before the commencement of any of the services to be performed by the CONSULTANT. THE COUNTY SHALL HAVE NO DUTY TO PAY OR PERFORM UNDER THIS CONTRACT OR AGREEMENT UNTIL SUCH CERTIFICATES MEETING THE ABOVE REQUIREMENTS SHALL HAVE BEEN DELIVERED TO AND APPROVED BY THE COUNTY.

5.0 **PROHIBITED INTERESTS**

A. Conflict of Interest: The CONSULTANT agrees that it presently has no interest and shall acquire no interest, direct or indirect, that would conflict in any manner or degree with the performance of its services hereunder. The CONSULTANT further agrees that, in the performance of the Contract, no person having any such interest shall be employed directly or indirectly by the CONSULTANT.

B. Interests of Public Officials: No member, officer, or employee of the COUNTY during his tenure or for one year thereafter, shall have any interest, direct or indirect, in this Contract or the proceeds thereof.

6.0 **INDEMNIFICATION**

The CONSULTANT agrees, to the fullest extent permitted by law, to indemnify and hold harmless the COUNTY, its officers, directors, agents and employees from and against all claims, damages, liabilities or costs, including reasonable attorneys' fees and defense costs, to the extent caused by the Consultant's negligent performance of professional services under this Contract and that of its sub consultants or anyone to whom the CONSULTANT is legally liable.

7.0 **INDEPENDENT CONTRACTOR**

The CONSULTANT shall perform the services under this Contract as an independent contractor and nothing contained herein shall be construed to be inconsistent with this relationship or status. Nothing in this Contract shall be interpreted or construed to constitute the CONSULTANT or any of its agents or employees to be the agent, employee, or representative of the COUNTY nor shall imply any rights under any tax exemption the COUNTY might enjoy.

8.0 **SUBCONTRACTING**

The CONSULTANT shall not subcontract any part of the work covered by this Contract or permit subcontracted work to be further subcontracted without the COUNTY's prior written approval of the subcontractor. The COUNTY will not approve any subcontractor for work covered by this Contract that has not been recommended for approval by the DIRECTOR.

GENERAL CONDITTONS

All subcontracts in the amount of \$5,000 or more shall include the provisions set forth in this Contract.

9.0 **ASSIGNABILITY**

The CONSULTANT shall not assign or transfer whether by an assignment or notation, any of its rights, obligations, benefits, liabilities or other interest under this Contract without the written consent of the COUNTY.

10.0 **EQUAL EMPLOYMENT OPPORTUNITY**

During the performance of this agreement, the CONSULTANT agrees as follows:

A The CONSULTANT will not discriminate against any employee or applicant for employment because of race, creed, color, sex, national origin, religion, age, disability, marital or veteran status or any other legally protected status.

B. The CONSULTANT will, in all solicitations or advertisements for employees placed by qualified applicants, receive consideration for employment without regard to race, creed, color, sex, national origin, religion, age, disability, marital or veteran status or any other legally protected status.

C. The CONSULTANT will cause the foregoing provisions to be inserted in all subcontracts for any work covered by the Agreement so that such provision will be binding upon each subcontractor, provided that the foregoing provisions shall not apply to contracts or subcontracts for standard commercial supplies of raw materials.

11.0 **ANTI-KICKBACK CLAUSE**

The CONSULTANT hereby promises to comply with all applicable "Anti-Kickback" laws, and shall insert appropriate provisions in all subcontracts covering work under this Contract.

12.0 **CLAIMS AND DISPUTES PERTAINING TO SALARY RATES**

Claims and disputes pertaining to salary rates or to classifications of architects, draftsmen, technical engineers and engineers, and technicians of subcontractors performing work under this Contract shall be promptly reported in writing by the CONSULTANT to the COUNTY for the latter's decision which shall be final with respect thereto. Nothing herein, however, shall be construed as relieving the CONSULTANT from its responsibilities as primary contracting party with such subcontractors.

13.0 **PERSONNEL AND EQUIPMENT**

The CONSULTANT represents that it has secured or will secure, at its own expense, all personnel necessary to complete this Contract; none of whom shall be employees of, or have any contractual relationship with the COUNTY. Primary liaison with the COUNTY will be through a representative specifically designated by the

GENERAL CONDITIONS

CONSULTANT. All of the services required hereunder will be performed by the CONSULTANT under his supervision, or by the sub-consultant stipulated in the proposal and all personnel engaged in the work shall be fully qualified and shall be authorized or permitted under law, if applicable, to perform such services.

All professional personnel, including subcontractors, engaged in performing services for the CONSULTANT under this Contract shall be indicated in a personnel listing attached to the proposal. No changes or substitutions shall be permitted regarding the CONSULTANT's professional personnel and sub-contractors as set forth in the proposal without the prior written approval of the DIRECTOR or his/her designee.

The CONSULTANT shall employ only persons duly registered in the appropriate category in responsible charge of supervision and design of the work; and further shall employ only qualified surveyors in responsible charge of any survey work.

The CONSULTANT shall employ a standard of care, skill and diligence in the performance of the services in this contract as is ordinarily possessed and exercised by members of the same profession, currently practicing, under similar circumstances, sufficient to produce and deliver services that meet accepted industry standards in terms of quality and accuracy for their intended purpose.

14.0 ACCURACY OF WORK

The CONSULTANT shall be responsible for the accuracy of the Work and shall promptly correct its errors and omissions without additional compensation.

Acceptance of the Work by the COUNTY will not relieve the CONSULTANT of the responsibility for subsequent correction of any errors and the clarification of any ambiguities or the costs associated with any additional work prepared by the CONSULTANT. The CONSULTANT shall perform any analyses, prepare any sketches or plans or gather data required to correct said errors or omissions.

At any time during the construction of the improvement provided for by the plans or during any phase of work performed by others based on data secured by the CONSULTANT under the Contract, the CONSULTANT shall confer with the COUNTY for the purpose of interpreting the information obtained and to correct any errors or omissions made by it. The CONSULTANT shall prepare any exhibits, sketches, analyses, reports, plans or data required by the COUNTY, to correct its errors or omissions. The above consultations, clarifications or corrections shall be made without added compensation to the CONSULTANT. In no case shall the compensation for each phase of the PROJECT exceed the amount allocated for that phase, and no work associated with corrections of errors or omissions shall be charged to the PROJECT.

The CONSULTANT will be required to make a review of the items furnished by the COUNTY and shall report to the COUNTY in writing as to the sufficiency of the information furnished within ten (10) days. The CONSULTANT shall give immediate attention to these changes so there will be minimum of delay to others.

15.0 CHANGES AND EXTRA WORK

GENERAL CONDIDONS

The COUNTY may, at any time, request changes in the work to be performed hereunder. All such changes, including any increase or decrease in the amount of the CONSULTANT's compensation, which are mutually agreed upon by and between the COUNTY and the CONSULTANT, shall be incorporated in written Supplemental Agreements to this Agreement.

Changes that involve an increase in the budgeted contract amount shall require the written approval of the Board of Commissioners. Changes to the scope of work that do not involve increasing the project budget may be approved by the DIRECTOR or authorized designee of the COUNTY.

16.0 FINDINGS CONFIDENTIAL

Subject to any applicable provision of the Georgia Open Records law, the CONSULTANT agrees that its conclusions and any reports are for the confidential information of the COUNTY and that it will not disclose its conclusions in whole or in part to any persons whatsoever, other than to submit its written documentation to the COUNTY, and will only discuss the same with it or its authorized representatives. Upon completion of this Contract term, all documents, reports, maps, data and studies prepared by the CONSULTANT pursuant thereto shall become the property of the COUNTY and be delivered to the DIRECTOR.

Articles, papers, bulletins, reports, or other materials reporting the plans, progress, analyses, or results and findings of the work conducted under this Contract shall not be presented publicly or published without prior approval in writing of the COUNTY.

It is further agreed that if any information concerning the PROJECT, its conduct, results, or data gathered or processed should be released by the CONSULTANT without prior written approval from the COUNTY, the release of same shall constitute grounds for termination of this Contract without indemnity to the CONSULTANT. In the event such information is released by the COUNTY or by the CONSULTANT with such written approval, the same shall be regarded as public information and no longer subject to the restrictions of this Contract.

17.0 OWNERSHIP, PUBLICATION, REPRODUCTION AND USE

All documents and materials prepared pursuant to this Contract are the property of the COUNTY. The COUNTY shall have the unrestricted authority to publish, disclose, distribute, and otherwise use, in whole or in part, any reports, data, maps, or other materials prepared under this Contract without according credit of authorship.

18.0 AUDITS AND INSPECTORS

At any time during normal business hours and as often as the COUNTY may deem necessary, the CONSULTANT shall make available to the COUNTY, and if required make available to the Atlanta Regional Commission, the Concerned Funding Agency or agencies, and if appropriate, the Comptroller General of the United States, or their duly

GENERAL CONDITIONS

authorized representatives, and/or representatives of the COUNTY for examination all of its records with respect to all matters covered by this Contract. It shall also permit the COUNTY and/or representatives of the COUNTY to audit, examine and make copies, excerpts or transcripts from such records of personnel, conditions of employment and other data relating to all matters covered by this Contract.

The CONSULTANT shall maintain all books, documents, papers, time sheets, accounting records and other evidence pertaining to costs incurred on the Project and used in support of its proposal and shall make such material available at all reasonable times during the period of the Agreement and for seven years from the date of final payment under the Agreement, for inspection by the COUNTY or any reviewing agencies, and copies thereof shall be furnished upon request. The CONSULTANT agrees that the provisions of this Article shall be included in any agreements it may make with any subcontractor, assignee, or transferee.

19.0 CONSULTANT COORDINATION

The CONSULTANT shall cooperate fully with the Director of Public Services & Engineering Department Project manager, Georgia Department of Transportation, Atlanta Regional Commission representative Federal government officials, municipalities and local government officials, utility companies, railroads, and others, as may be directed by the COUNTY. Such cooperation shall include attendance at meetings, discussions, and hearings, as stipulated in the scope of work and as may be requested by the COUNTY, furnishing plans, sketches, exhibits, analyses, recommendations and other data produced in the course of work on the Project, as may be requested from time to time by the COUNTY to effect such cooperation and compliance with all directives issued by the COUNTY.

It is understood and agreed that all work will be subject to review by the Atlanta Regional Commission. The Atlanta Regional Commission will have access to CONSULTANT's work and be furnished information as directed by the COUNTY, including access to the CONSULTANT's records for audit where such audit may be required by law. When and if deemed necessary or desirable as the work progresses, representatives of the Atlanta Regional Commission and the COUNTY, in order to assure compliance with the specifications in this Agreement and to review the development of the Comprehensive Transportation Plan, may visit the office of the CONSULTANT.

If the COUNTY undertakes or awards other contracts for additional related work, the CONSULTANT shall fully cooperate with such other consultant and COUNTY employees or appointed committee(s), and shall carefully fit its own work to such additional work as may be directed by the COUNTY. The CONSULTANT shall not commit or permit any act which will interfere with the performance of work by any other CONSULTANT or by COUNTY employees.

20.0 VERBAL AGREEMENT OR CONVERSATION

GENERAL CONDITIONS

No verbal agreement or conversation with any officer, agent, or employee of the COUNTY, either before, during, or after the execution of this Contract, shall affect or modify any of the terms or obligations herein contained, nor shall such verbal agreement or conversation entitle the CONSULTANT to any additional payment whatsoever under the terms of this Contract. All changes to this agreement shall be in writing and appended hereto as prescribed in Article 15.0 above.

21.0 NOTICES

All notices shall be in writing and delivered in person or transmitted by certified mail, postage prepaid.

Notices to the COUNTY shall be addressed to the DIRECTOR as follows:

Genetha Rice-Singleton
Rockdale County Department of Transportation, Principal Engineer
2570 Old Covington Hwy.
Conyers, Georgia 30012

Notices to CONSULTANT shall be addressed as follows:

As designated on the proposal and incorporated in the contract agreement.

22.0 LIAISON ENGINEER

The Interim Director of the Rockdale County Department of General Services and Engineering (DIRECTOR) or his duly appointed representative shall act as the Liaison Engineer between the CONSULTANT and the COUNTY and all utilities, authorities or governments whose properties will be affected. The CONSULTANT shall arrange for conferences and exchanges of data and information and for necessary approvals.

All correspondences, data, information, and reports shall be directed to the Liaison Engineer to provide for proper distribution to the parties concerned. All conferences, including telephone conversations and decisions, shall be reduced to writing by the CONSULTANT and at least two (2) copies of the resumes shall be forwarded to the Liaison Engineer within seven (7) calendar days.

The CONSULTANT shall meet with the COUNTY for review of the work on a regular monthly basis and shall coordinate and attend all other meetings as stipulated in the scope of work as determined by the COUNTY. The Liaison Engineer will expedite any necessary decisions affecting the performance of the CONSULTANT's Agreement, but the CONSULTANT shall not make use of the Liaison Engineer's services on trivial or minor matters normally to be decided by the CONSULTANT.

23.0 DELIVERY OF DOCUMENTS

Except as otherwise provided herein, the CONSULTANT shall submit all progress documents, reports, sketches, planning notes, and other papers and supporting data required under this Contract to the COUNTY in triplicate. The CONSULTANT shall

GENERAL CONDITIONS

deliver the required progress reports in a timely manner so that the work can be reviewed by the appropriate agencies and any corrections made so that all deadlines stipulated in the scope of work can be met.

Twenty full color bound sets of the final Comprehensive Transportation Plan shall be provided to the County. Deliverables shall be sent to the attention of the Liaison Engineer, P.O. Box 289; 958 Milstead Avenue, Conyers 30012, with the corresponding office and room number, or at such other place or places as may be subsequently designated by written notice to the CONSULTANT.

24.0 PROGRESS REPORTS

The CONSULTANT shall report to the COUNTY on suitable firms approved by the COUNTY the status of work on the last day of each month during the life of this Agreement. Prints of current exhibits or sketches may be required where necessary to support progress reports. The report shall include, but is not limited to:

- I. Activities (specific tasks) during this period (by phase)
2. Meetings during the period
3. Submissions during the period
4. Deliverables completed during the period
5. Status of schedule (ahead or behind); reason for being behind
6. Quality assurance activities

25.0 CONFERENCES AND FIELD INSPECTIONS

The CONSULTANT shall familiarize himself with existing infrastructure facilities and visit key locations throughout the PROJECT area, acquainting himself with all local conditions involved in the prosecution of this Agreement. The CONSULTANT may request that a representative of the COUNTY accompany him on specific site visits if field conditions are such that they warrant special attention. As the performance of the services necessary to complete the Work progresses either party may request a conference or additional field inspection to discuss elements of the work. In this event, the parties shall agree on a time and place for the conference or inspection and each party shall attend. All conferences and meetings shall be held at a location that will not be a direct cost to the PROJECT. In the event the parties cannot agree on a time and place for the conference, the COUNTY will have final decision. The CONSULTANT shall attend as many meetings or conferences as necessary to finalize the Work. Public meetings will be required as stipulated in the scope of work.

26.0 RIGHT TO ENTRY

The CONSULTANT will notify all property owners or occupants of the intent to enter properties for the purpose of accomplishing surveys or other field investigations in accordance with the practices of the COUNTY. The CONSULTANT shall discuss with all and receive approval from the COUNTY prior to sending said notices of intent to enter private property. Upon request by the CONSULTANT, the COUNTY will provide the necessary documents identifying the CONSULTANT as being in the employ of the COUNTY for the purposes described in this Contract. If the property owners or occupant denies the CONSULTANT permission to enter, such incident will

GENERAL CONDITIONS

be reported to the COUNTY and the COUNTY will initiate such action as is dictated by current policy and procedure.

27.0 UTILITY COORDINATION

The CONSULTANT shall identify all major elements of privately, publicly or cooperatively owned utility companies that may be impacted by proposed elements of the findings of the PROJECT...

The CONSULTANT shall make no commitments to the utility companies that are binding upon the COUNTY. The COUNTY will conduct any necessary negotiations with the utilities and authorities at the time recommended improvements are designed, which design is not part of the scope of work under this Contract. However, the CONSULTANT may be required to participate in such negotiations at the request of the COUNTY during the prosecution of the PROJECT if such design work is undertaken by the County.

28.0 REVIEW OF WORK

Authorized representatives of the COUNTY may at all reasonable times review and inspect the Project activities and data collected under this Contract and amendments hereto. All reports, drawings, studies, specifications, estimates, maps and computations, prepared by or for the CONSULTANT, shall be available to authorized representatives of the COUNTY for inspection and review at all reasonable times in the main offices of the COUNTY. The COUNTY's review recommendations shall be incorporated into the plans by the CONSULTANT.

Acceptance by the COUNTY shall not relieve the CONSULTANT of its professional obligation to correct, at the CONSULTANT's expense, any of its errors in the work. The COUNTY may request at any time and the CONSULTANT shall produce progress prints or copies of work as performed under this Contract in hard copy or electronic form as required by the COUNTY. Refusal by the CONSULTANT to submit progress reports and/or plans shall be cause to withhold payment to the CONSULTANT until the CONSULTANT complies with the COUNTY's request in this regard.

29.0 SUPERVISION AND CONTROL

The CONSULTANT shall perform the services required to accomplish the Work plan as stated herein under such control and supervision by the COUNTY as the COUNTY may deem appropriate. The CONSULTANT shall employ sufficient qualified personnel to perform the work within the time stipulated in the Contract.

30.0 TERMINATION OF AGREEMENT FOR CAUSE

If through any cause, the CONSULTANT shall fail to fulfill in a timely and proper manner its obligations under this Contract, or if the CONSULTANT shall violate any of the covenants, agreements or stipulations of this Contract, the COUNTY shall thereupon have the right to terminate this Contract by giving written notice to the CONSULTANT of such termination, and specifying the effective date thereof, at least five (5) days before the effective date of such termination. Failure to maintain the

GENERAL CONDITIONS

scheduled level of effort or providing the deliverable product for each identified project milestone as proposed and prescribed, or deviation from the aforesaid schedule without prior approval of the COUNTY, shall constitute cause for termination. In such event, all finished or unfinished documents, maps, data, studies, work papers and reports prepared by the CONSULTANT under this Contract shall become the property of the COUNTY, and the CONSULTANT shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents, as determined by the COUNTY.

If this termination of agreement for cause is invoked against the CONSULTANT, then the CONSULTANT shall be liable and responsible for payment to the COUNTY for any costs above the Agreement Price as defined in the Contract that are incurred by the County in order to satisfactorily complete the PROJECT to the satisfaction of the ARC. Payment to the COUNTY will be due within 30 calendar days upon written notification from the COUNTY.

31.0 TERMINATION FOR CONVENIENCE OF THE COUNTY

The COUNTY may terminate this Contract for its convenience at any time by a notice in writing to the CONSULTANT. If the agreement is terminated by the COUNTY as provided in this Article, the CONSULTANT will be paid compensation for those services actually performed. Partially completed tasks will be compensated for based on a signed statement of completion to be submitted by the CONSULTANT which shall itemize each task element and briefly state what work has been completed and what work remains to be done.

All such expenses shall be properly documented and submitted to the DIRECTOR or his designee for processing. The Rockdale County Board of Commissioners shall be the final authority in the event of any disputes over authorized costs between the DIRECTOR and the CONSULTANT.

End of Section

ROCKDALE COUNTY

TRANSPORTATION PROGRAM

Document No. III

GENERAL SCOPE of SERVICES

Contract No. C-2019- ____

Request for Qualifications – Consulting Engineering Services - Transportation

RFQ#19-05

GENERAL SCOPE of SERVICES

III. Scope of Services

General

Professional services for ROCKDALE COUNTY Transportation projects will be procured through TASK ORDERS awarded to prequalified firms under this Request for Qualification or through an individual RFP process, at the discretion of the County. The specific contracting vehicle depends on the relative size of the project, complexity of the project, required completion schedule of project, and specialized requirements of the project. It is envisioned that the following services may be procured through individual project work TASK ORDER, when appropriate.

Description of Services

Minor Road Improvement Design Services

Under the terms of the TASK ORDER, the CONSULTANT may be asked to provide design services and develop engineering plans as requested by ROCKDALE COUNTY to provide minor road improvement services such as paving unpaved roads, addition of turn lanes, analysis of and correction of vertical and/or horizontal alignment and improvement of sight distance. Consultants shall be pre-qualified with GDOT for appropriate area/class. All plans shall be prepared meeting appropriate Federal, State and County specifications and done at a scale as required by the GDOT Plan Presentation Guidelines, or as directed by ROCKDALE COUNTY. These services will include concept development, right of way records research, survey services, traffic studies and projection services, drainage calculations, geotechnical engineering, environmental, cost and quantity estimates, and construction and right of way plan preparation. Public hearings may be held for specific projects or groups of projects in a particular area. The construction and right of way plans shall generally follow GDOT format as directed by ROCKDALE COUNTY, and will generally include specifications, quantity calculations, typical sections, construction plan sheets, right of way plan sheets and tables, drainage plans and profiles, cross sections, mainline/side street/driveway plan sheets with profiles as appropriate, erosion control/water quality and monitoring plans as appropriate, traffic control/staging plans/detour plans as appropriate, utility plans both public and private including water/sewer design and adjustment, signing/marketing/signal plans as appropriate, signal timing plans, specifications and structural design for structures such as pedestrian bridges and retaining walls.

Major Road Improvement Design Services

Under the terms of the TASK ORDER, the CONSULTANT may be asked to provide design services and develop engineering plans as requested by ROCKDALE COUNTY to provide improvements to major roads such as extensions, addition of lanes and correction of vertical and/or horizontal alignment, improvement of sight distance and/or construction of new roadway. Consultants shall be pre-qualified with the GDOT for appropriate area/class. All plans shall be prepared meeting appropriate Federal, State and County specifications and done at a scale as directed by ROCKDALE COUNTY. These services will include concept development, right of way records research, survey services, traffic studies and projection services, drainage calculations, geotechnical engineering, environmental, cost and quantity estimates and construction and right of way plan preparation. Public hearings may be held for specific projects or groups of projects in a particular area. These services may include intersection improvements design services, and bridge replacement/improvement design services. The construction and right of way plans shall generally follow GDOT format as directed by ROCKDALE COUNTY, and generally include specifications, quantity calculations, typical sections, construction plan sheets, right of way plan sheets and tables, drainage plans and profiles, cross sections, mainline/side street/driveway plan sheets with profiles as appropriate, erosion

GENERAL SCOPE of SERVICES

control/water quality and monitoring plans as appropriate, traffic control/staging/detour plans as appropriate, utility plans both public and private including water/sewer design and adjustment, signing/marketing/signal design plans as appropriate, specifications and structural design for structures such as pedestrian bridges and retaining walls.

Intersection Improvement Design Services

Under the terms of the TASK ORDER, the CONSULTANT may be asked to provide design services and develop engineering plans as requested by ROCKDALE COUNTY to provide improvements to intersections such as signalization, addition of turn lanes, corrections of vertical and/or horizontal alignment and improvement of sight distance. Consultants shall be pre-qualified with GDOT for appropriate area/class. All plans shall be prepared meeting appropriate Federal, State and County specifications and done at a scale as directed by ROCKDALE COUNTY. Public hearings may be held for specific projects or groups of projects in a particular area. These services will include concept development, right of way records research, survey services, traffic studies and projections, drainage calculations, geotechnical engineering, environmental, cost and quantity estimates and construction and right of way plan preparation. The construction and right of way plans shall generally follow GDOT format as directed by ROCKDALE COUNTY and generally include specifications, quantity calculations, typical sections, construction plan sheets, right of way plan sheets and tables, drainage plans and profiles, cross sections, mainline/side street/driveway plan sheets with profiles as appropriate, erosion control/water quality and monitoring plans as appropriate, traffic control/staging/detour plans as appropriate, utility plans both public and private including water/sewer design and adjustment, signing/marketing/signal design plans as appropriate, specifications and structural design for structures such as pedestrian bridges and retaining walls.

Bridge Replacement / Improvement Design Services

Under the terms of the TASK ORDER, the CONSULTANT may be asked to provide design services and develop engineering plans as requested by ROCKDALE COUNTY to replace or improve roadway bridges. Consultants shall be pre-qualified with GDOT for appropriate area/class. All plans shall be prepared meeting appropriate Federal, State and County specifications and done at a scale as required by GDOT or as directed by ROCKDALE COUNTY. Public hearings may be held for specific projects or groups of projects in a particular area. These services will include concept development, right of way records research, survey services, drainage and hydraulic calculations, Federal Emergency Management Agency (FEMA) submittal and approval, cost and quantity estimates and construction, right of way plan and structural plan preparation. These services may include minor road improvement design services and major road improvement design services. The construction, right of way and structural plans shall generally follow GDOT format as directed by ROCKDALE COUNTY, and generally include specifications, quantity calculations, typical sections, construction plan sheets, right of way plan sheets and tables, drainage plans and profiles, cross sections, mainline/side street/driveway plan sheets with profiles as appropriate, erosion control/water quality and monitoring plans as appropriate, traffic control/staging/detour plans as appropriate, utility plans both public and private including water/sewer design and adjustment, signing/marketing/signal plans as appropriate, specifications and structural design for structures such as pedestrian bridges, retaining walls, structural bridge plans including deck plans/deck sections, end wall designs as appropriate, beam details, bent design, superstructures and substructures, plans and details and miscellaneous details.

Survey Services

The consultant shall perform surveys as requested by ROCKDALE COUNTY in the support of the design, right of way acquisition and construction of pedestrian, road, bridge and transit projects under this contract and as otherwise required for maintenance, improvements and expansion of the ROCKDALE COUNTY road and transit system. These surveys will generally include right of way and deed research, topographic and

GENERAL SCOPE of SERVICES

field surveys, engineering surveys, boundary surveys, as-built surveys, construction and right of way staking / pin placement, surveys depicting right of way and/or easement area, locating utilities, construction verification surveys and professional opinions.

Traffic Engineering Design Services

Under the terms of the TASK ORDER, the CONSULTANT may be asked to provide design services for ITS/ATMS Infrastructure, Traffic Signal, and Traffic Signal Timing Optimization. The ITS/ATMS design services may generally include various infrastructures including fiber optic cable, closed circuit television cameras, and others as deemed necessary to provide required coverage. The Traffic Signal design services shall generally include new signal locations and modifications for construction or scheduled rebuilds at various existing signalized locations as necessary. The Traffic Signal Timing Optimization services shall generally include development and preparation, signal software database modifications, field implementation and verification, and fine tuning adjustments to new coordination plans on various arterial and signal systems as required. Tasks performed in this category may relate existing traffic infrastructure or may be in conjunction with traffic engineering design services and will generally include the following: development of project scope of services, review and research of pertinent county and public records, research of design criteria and investigation of site conditions, preparation of plan package including any supporting documents, development of engineers estimate of probable construction cost, and submittal of executive summary or final design report.

Transportation Planning Services:

Under the terms of the TASK ORDER, the CONSULTANT may be asked to provide technical assistance with feasibility studies and analysis of project alignment for new road projects. The number of possible alignments, scenarios or applications conducted will depend on the complexity of the application and budget availability at the time of the request. The feasibility analysis and types of applications that could be included would be the use of ARC Travel Demand model output for traffic impact analysis, specific roadway and/or system improvement scenarios, and the use of the model for providing design year forecasts for transportation design projects. Specific tasks shall generally include aggregating or disaggregating data from existing databases into a format useable as input to the travel demand model; checking model outputs for reasonableness, providing technical advice and guidance if model outputs indicate problems, and performing troubleshooting function when or if any model components do not yield reasonable outputs; producing written procedures on how to incorporate data gathered for travel model and model output into other traffic engineering software such as CORSIM, Synchro and Highway Capacity Software; and providing professional advice and guidance on the practice of travel demand forecasting regarding the obsolescence, utility and relative merits of evolving methodology and identifying efficiencies to be gained from forecasting efforts conducted by the Atlanta Regional Commission. The collection of traffic counts will be required as needed.

Pedestrian / Bikeway Improvement Design Services:

Under the terms of the TASK ORDER, the CONSULTANT may be asked to provide design services and develop engineering plans as requested by ROCKDALE COUNTY to add, improve and extend sidewalks, multi-use paths, trails and bikeways. Consultants shall be pre-qualified with the Georgia Department of Transportation (GDOT) for appropriate area/class. All plans shall be prepared meeting appropriate Federal, State and County specifications and done at a scale as directed by ROCKDALE COUNTY. These services will include concept development, right of way records research, survey services, drainage calculations, geotechnical engineering, environmental, cost and quantity estimates and construction and right of way plan preparation. Public hearings may be held for specific projects or groups of projects in a particular area. The construction and right of way plans shall generally follow GDOT format as directed by ROCKDALE

GENERAL SCOPE of SERVICES

COUNTY, and will generally include specifications, quantity calculations, typical sections, construction plan sheets, right of way plan sheets and tables, drainage plans and profiles, cross sections, mainline/side street/driveway plan sheets with profiles as appropriate, erosion control/water quality and monitoring plans as appropriate, traffic control and staging plans as appropriate, utility plans both public and private including water/sewer design and adjustment, signing/marketing/signal plans as appropriate, specifications and structural design for structures such as pedestrian bridges and retaining walls.

Project Management/Contract Administration:

Under the terms of the TASK ORDER, the CONSULTANT may be asked to provide ROCKDALE County with consulting services to assist in the administration of construction projects. These services may be utilized to support existing projects being undertaken by ROCKDALE County. The scope of work for the various task orders may include but not be limited to:

Utilization of public involvement techniques, especially group facilitation, with regards to public forums for public infrastructure improvement projects including:

- transportation studies and planning activities;
- traffic engineering projects; and
- roadway improvement concepts and designs;

Coordination with public and private utility companies concerning relocation of existing facilities;

Review of contract documents using ROCKDALE County and Georgia DOT standard specifications and formats; and

Providing construction inspection assistance; and

Project oversight for a variety of transportation projects.

Right of Way Acquisition Services

Under the terms of the TASK ORDER, the CONSULTANT may be asked to provide right of way services in support of a project from concept to final certification. The performance of all right of way services shall be in full compliance with Title 49 Code of Federal Regulations, Part 24, Title 23 Code of Federal Regulations, Part 710, the Federal Uniform Act, all State laws addressed in Georgia Code 22 and 32, and in accordance with the Georgia Department of Transportation Right of Way Manual of policies and procedures.

The work may include any of the following general activities;

Pre - Right of Way Plans

- Concept Team Meetings
- Preliminary Cost Estimate
- Conceptual Stage Studies
- Public Hearings
- Preliminary Field Plan Review

Pre – Acquisition

- Pre-acquisition work
- Relocation Package Preparation

GENERAL SCOPE of SERVICES

Acquisition:

- Acquisition Work
- Condemnation petition Preparation
- Property Management
- Final Field Plan Review

Miscellaneous Services

Under the terms of the TASK ORDER, the CONSULTANT may be asked to provide ROCKDALE County with miscellaneous services. These services may be utilized to support existing projects being undertaken by ROCKDALE County. The scope of work for the various task orders may include but not be limited to:

- Preparation of project concepts, alternatives, and letter reports;
- Preparation of public hearing and or public information meeting displays and presentations;
- Preparation of field data base such as:
 - aerial photography;
 - field surveys;
 - photogrammetric mapping;
 - GIS support services;
 - Digital Terrain Models (DTM);
 - Location of Utilities; and
 - Production of right-of-way and property line maps;
- Hydrologic and hydraulic analysis and design of hydraulic systems;
- Preliminary roadway/bridge/right-of-way design and plans;
- Field stakeout;
- Environmental Documents;
- Final roadway/bridge/right-of-way design and plans;
- Geotechnical services including soil borings, density testing in the field and laboratory, road corings;
- Preparation of supplemental specifications and special provisions;
- Construction Cost Estimates;
- Subsurface Utility Engineering (UIE); and
- Other professional services as identified by ROCKDALE County.

GENERAL SCOPE of SERVICES

TRANSPORTATION PROJECT DESIGN SERVICES *Includes Phases I to V*

A. The **Prime Consultant** **MUST** be prequalified by GDOT in the area classes listed below:

- 3.01 Rural Roadway Design
- 3.02 Urban Roadway Design

B. The **Team** (either the Prime Consultant and/or one or more of their sub-consultant team members) **MUST** be prequalified by GDOT in the area classes listed below:

Number	Area Class
1.06(a)	NEPA Documentation
1.06 (b)	History
1.06 (c)	Air Studies
1.06 (d)	Noise Studies
1.06(e)	Ecology
1.06 (f)	Archaeology
1.09	Location Studies
1.1	Traffic Projections
3.06	Traffic Operations Studies
3.07	Traffic Operations Design
3.09	Traffic Control Systems Analysis, Design and Implementation
3.1	Utility Coordination
3.12	Hydraulic and Hydrological Studies
3.13	Bicycle and Pedestrian Facility Design
3.15	Highway Lighting and Outdoor Lighting
4.01 (a)	Minor Bridge Design
4.01 (b)	Minor Bridge Design - conditional
4.04	Hydraulic and Hydrological Studies (Bridges)
5.02	Engineering Surveying
5.03	Geodetic Surveying
5.04	Aerial Photography
5.05	Aerial Photogrammetry
6.01 (a)	Soil Survey Studies
6.01 (b)	Geological and Geophysical Studies
6.02	Bridge Foundation Studies
6.04 (a)	Laboratory Materials Testing
6.04 (b)	Field Testing of Roadway Construction Materials
6.05	Hazardous Waste Site Assessment Studies

GENERAL SCOPE of SERVICES

When required by TASK ORDER The Scope and Procedure for design services for Transportation Projects is as described herein and will generally contain the following sections:

1.0 DESCRIPTION OF THE PROJECT

The specific scope of services, including project milestone dates, will be defined in the request for cost proposal for each specific TASK ORDER to be awarded under this agreement. In general, Project Design services for Transportation Projects consist of the necessary work to develop conceptual alternatives, environmental clearance, database preparation, preliminary road design plans, final road design plans, miscellaneous work items and may include water/sewer or other utility relocation plans for a designated Transportation Project in Rockdale County.

2.0 OUTLINE OF ENGINEERING SERVICES for PROJECT DESIGN

The services to be furnished by the CONSULTANT under this TASK ORDER shall be in strict compliance with Georgia Department of Transportation's (GDOT) Plan Development Process, the applicable guidelines of the American Association of State Highway Officials (AASHTO), GDOT's Standard Specification for Transportation Systems, PROJECT schedules, Plan Presentation Guide and applicable GDOT guidelines. Links to additional GDOT requirements can be found on GDOT's Office of Consultant Design website, including pertinent Contract Appendices which are incorporated herein by reference. The GDOT standards and guidelines shall prevail in the event of any conflict with terms of this contract.

The CONSULTANT shall gather from the COUNTY and GDOT all available data and information pertinent to the preparation of the PROJECT plans. The COUNTY and GDOT shall have the final decision as to what data and information is pertinent.

The CONSULTANT shall check the data and information furnished by the COUNTY and GDOT for accuracy and to insure that the data and information meet appropriate design standards.

The CONSULTANT shall report, in writing, the results of its mathematically determining any horizontal and vertical clearances, the horizontal and vertical alignment, and any errors or omissions contained in the data and information furnished by the COUNTY and GDOT.

The CONSULTANT shall recommend, and secure the COUNTY's written approval of, the manner of PROJECT plans presentation and the methods to be used in the plan preparation so that these plans can be best utilized, as determined by the CONSULTANT and approved by the COUNTY, in the orderly preparation of the detailed construction contract plans, specifications, and contracts.

The CONSULTANT shall receive the COUNTY's written approval to proceed with any phase of the PROJECT. Failure to receive such approval will result in the CONSULTANT assuming all costs for that phase until written approval to proceed has been obtained from the COUNTY.

The CONSULTANT shall prepare a schedule (Bar Chart format) detailing the various submittals with respective dates which are identified in the following pages and other dates as needed to show the relationships between the various phases of design. The schedule shall be updated and submitted with the invoice to show the progress of the design.

GENERAL SCOPE of SERVICES

3.0 Phase Ia - CONCEPTUAL DESIGN and DATA BASE Preparation for the Project

1. The CONSULTANT shall prepare and submit to the COUNTY for approval a traffic study and report which will include the following:
 - A. Measurement of existing daily (24 hour) traffic counts and peak hour turning movement counts for each major intersection within the Project limits. This should include average daily traffic (ADT) and morning (am) and evening (pm) peak hour volumes.
 - B. Collection and analysis of accident data along the Project and preparation of an accident diagram to identify accident trends along the corridor.
 - C. Identification of deficient roadway geometrics and recommended solutions.
 - D. Analysis of existing traffic conditions to identify peak hours, peak-to-daily ratios and directional distributions. Capacity analysis will be performed to determine the operational efficiency of the intersections for existing traffic conditions.
 - E. Projection of design year peak hour traffic volumes for the PROJECT based on 20-year design from year the facility is expected to be opened to traffic. Capacity analysis will be performed to determine the operational efficiency of the intersections and storage lane requirements for the design year traffic conditions.
 - F. Evaluate impacts to traffic patterns altered as a result of the median design for this PROJECT and provide recommendation and design alternatives for presentation to the COUNTY.
2. Photogrammetrically derived digital terrain data obtained by the CONSULTANT shall be field verified. Any obscured areas shall be field surveyed. The COUNTY shall be provided sufficient evidence of field verification of obscure areas. Any error found in the digital mapping by the CONSULTANT shall be immediately reported to the COUNTY.
3. The CONSULTANT shall prepare the PROJECT conceptual report in accordance with the format used by GDOT. The concept report for the PROJECT shall be developed to accommodate the future traffic volumes as generated by the CONSULTANT and approved by GDOT. The concept report shall be approved by GDOT prior to the beginning further development of the PROJECT plans. It is recognized by the parties that the approved concept report may be modified by the CONSULTANT and reapproved by GDOT during the course of design due to public input, environmental requirements or right of way considerations.
4. The CONSULTANT shall submit two (2) copies of the traffic study report, conceptual design plans and cost estimate for GDOT and COUNTY review and approval by Month, Day, Year. Meetings will be held with COUNTY and Georgia Department of Transportation personnel to determine the concept alternative(s) to be developed.
5. After review by the COUNTY and GDOT, the CONSULTANT shall make any and all revisions to the concept. The concept will be presented to the Board of Commissioners in Rockdale County. The CONSULTANT shall make any revisions as requested by the Board of Commissioners and may be required to resubmit the concept to the Board of Commissioners.
6. Record existing conditions for the site with digital photographs. Photographs shall be submitted to the COUNTY on CD.

GENERAL SCOPE of SERVICES

4.0 Phase Ib – ENVIRONMENTAL DOCUMENT

The CONSULTANT shall prepare environmental studies, documentation and reports for the PROJECT that show that the PROJECT is in compliance with the provisions of the National Environmental Protection Act (NEPA). This shall include, but is not limited to, any and all archaeological, historical, ecological, air, noise, underground storage tanks (UST), hazardous waste site, and environmental justice studies. The CONSULTANT shall submit all environmental documents and reports for review and approval by GDOT and the Federal Highway Administration.

1. Reference GDOT Appendix L- Environmental and Location Document from GDOT's website for scope and procedure for preparation of the Environmental Document.
2. It is anticipated that only a categorical exclusion will be required. However, if further environmental documents are required it will be added as a supplement.

5.0 Phase II - PRELIMINARY ROAD DESIGN PLANS

1. The CONSULTANT shall not begin work on this phase until the COUNTY issues written authorization to proceed on all or any portion of this phase of work.
2. The CONSULTANT shall prepare and submit to the COUNTY for approval, preliminary roadway designs of the approved concept in accordance with the direction from the Georgia Department of Transportation. All drafting and design work performed on the PROJECT shall be done utilizing Microstation and CAICE software, respectfully, and shall be organized as per GDOT guidelines on electronic file management.
3. The CONSULTANT shall prepare a preliminary drainage design in accordance with the direction from the GDOT covering the following:
 - A. Prepare a drainage map indicating drainage areas, flows, and existing and proposed major cross drains.
 - B. Develop a preliminary drainage layout showing major cross drains, inlets, catch basins, sanitary sewers and bridges.
 - C. Investigate, analyze, and provide the design for drainage facilities necessary so as not to cause drainage problems upstream or downstream from the project. The CONSULTANT may be required as a part of this TASK ORDER to provide for drainage detention facilities if requested by the COUNTY.
 - D. Drainage design for the PROJECT shall address pre-project and post-project conditions and provide recommendations to the COUNTY.
 - E. Perform quality assurance review per current GDOT and COUNTY guidelines.
4. The CONSULTANT shall provide documentation of applicable criteria, such as horizontal and vertical clearances, design speed for horizontal and vertical curves, stopping sight distance, roadway dimensions and super elevations.
5. The CONSULTANT shall prepare any and all permit applications and supporting data for the COUNTY to sign and send to the appropriate permitting authorities, such as, but not limited to, railroads, Corps of Engineers, FEMA, etc. The CONSULTANT shall compensate these entities for any review costs, or permit fees if required by the particular permitting agency.
6. The CONSULTANT shall perform all surveys, mapping, and soil investigation studies needed for design of the PROJECT.

GENERAL SCOPE of SERVICES

7. Upon completion of the preliminary plans, the CONSULTANT shall submit plans in accordance with the direction from GDOT for review along with a preliminary construction cost estimate. The CONSULTANT shall attend a field "plans in-hand" review. Prior to the field plan review, the CONSULTANT shall stake all construction centerlines as directed by GDOT. The preliminary plans and cost estimates shall be submitted to the COUNTY by Month, Day, Year for review.
8. The CONSULTANT shall allow for any required attendance at the COUNTY offices, or on site, during the review. Allow 30 days for review procedure. Review comments from the COUNTY shall be incorporated into the plans by the CONSULTANT.
9. The CONSULTANT shall prepare two (2) sets of displays for a public information meeting and attend the meeting to assist the COUNTY in answering questions and responding to written comments from the public information meeting.

6.0 Phase III - FINAL ROAD DESIGN PLANS

1. The CONSULTANT shall not begin work on this phase until COUNTY issues written authorization to proceed on all or any portion of this phase of work.
2. The CONSULTANT shall prepare final right-of-way plans and submit for review and approval. Right-of-way plans will not be approved until they meet the criteria set forth by GDOT. Final right-of-way plans and shall be submitted to the COUNTY by Month, Day, Year.
3. After the right-of-way plans have been approved, and when directed by the COUNTY, the CONSULTANT shall stake all required right-of-way and easements as required by GDOT. The Consultant shall also prepare a drawing, deed description, and ROW date information for each parcel on a 8-1/2" x 11" format.
4. The CONSULTANT's services for the roadway construction plans shall be in accordance with the direction from GDOT and shall include the following:
 - A. Conduct additional field surveys to obtain data necessary for the CONSULTANT to complete final design in accordance with this TASK ORDER.
 - B. Prepare plan and profile sheets for roads, streets, driveways and any realignments and detours. Plans shall show all the necessary information as determined by the COUNTY to permit construction stake-out and to indicate and delineate details necessary for the construction of the complete facility by a construction contractor, including right-of-way and easements with appropriate stations and offsets.
 - C. Prepare detailed plan sheets for all design features requiring additional detailed design information, including such examples as the geometrics of intersections at 1" = 20' scale identifying radius points, special super elevation requirements, spot elevations or curb line profiles, curb cut ramp locations, right-of-way and other details necessary to clearly allow construction stakeout, local street treatment, minor structures, drainage facilities, and appurtenances, such as utilities and details covering special problems.
 - D. Prepare drainage design in accordance with design practice of GDOT utilizing current GDOT drainage manuals, including analysis and design forms. Prepare complete drainage cross sections for all drainage systems including structure numbers, type, location, inverts, pipe sizes, existing and proposed ground lines. Headwater elevations shall be shown on major drainage.
 - E. Prepare cross sections of highways, intersections, roads, streets, and any detours showing the existing and proposed finished grade and sub grade elevations. Intermediate stations will be required as necessary to fully

GENERAL SCOPE of SERVICES

clarify the intent of the Plans (e.g., Driveways). To ensure proper coordination, it may be necessary for the CONSULTANT to plot critical storm drainage, water lines or other utilities on the cross sections.

- F. Prepare utility plans including existing utility locations as determined from markups provided by the Utility Companies. Proposed utility relocations will be shown, such information being furnished by each utility owner, through the CONSULTANT and transferred to the plans by the CONSULTANT. The CONSULTANT shall coordinate and attend technical meetings with utility companies and the COUNTY for the purposes of discussing utility conflicts and necessary relocations. The CONSULTANT shall advise and invite the COUNTY to these meetings.
 - G. Prepare a detailed construction sequence and plans that also indicate maintenance of traffic procedures to be utilized during each construction phase. Plans shall show details of detour routings, temporary pavements, required restrictions to construction activity, and special traffic control devices. The CONSULTANT shall include in the sequence, and any detour plans, as many sequences as necessary to coordinate the Project. This detailed construction sequence shall be incorporated in the Construction Contract.
 - H. Prepare signing and marking plans and provide signing and marking details as required for the Project.
 - I. Prepare traffic signal plans indicating appropriate timing, phasing, and displays. Alternative signal posts and mast arm designs shall be considered at existing and proposed signal locations. Pre-empted signalization system to be designed and plans prepared pending the availability of federal funding.
 - J. Prepare Special Provisions and/or Supplemental Specifications following the same format as the Georgia Department of Transportation Standard Specifications for Transportation Systems current edition, modifying, augmenting, or deleting the provisions of the Standard Specifications as required. Prepare complete contract documents according to COUNTY procedures for advertising for bids by qualified Contractors.
 - K. Prepare Summary of Quantities, Schedule of Quantities, and Detailed Estimate as directed by the COUNTY.
 - L. Prepare an Estimate of Construction Cost for each construction contract based on the approved contract drawings, using estimated quantities and current construction bid price data.
 - M. Design and prepare construction plans for any and all gravity retaining walls, including wall envelopes. The plans shall include fully dimensioned geometric layout to permit staking in the field without additional computation by the survey party. All elevations required for construction shall be shown.
 - N. Perform a quality assurance review per current GDOT & COUNTY practice.
 - O. Construction Documents include Probable Construction Cost Estimate, Contractor TASK ORDER Agreement, Bid Proposal, General Conditions, Special Provisions and Bid Schedule.
5. Final plans shall be prepared in conformity with current practices of GDOT with regard to method of presentation, scales, pay items, special drawings and summaries thereof. Plans shall be submitted to the COUNTY by Month, Day, Year for review.
6. The CONSULTANT shall submit up final plans as directed by GDOT and attend a final field plan review, which may include representatives of the COUNTY and the Georgia Department of Transportation in some cases, prior to acceptance of the design work. Comments received from the COUNTY as a result of this final review shall be incorporated into the design by the CONSULTANT.
7. The CONSULTANT shall take special note that due to the right-of-way negotiations, there may be some revisions needed that do not affect the overall scope of the project and are relatively minor in nature. Some of these changes or revisions needed may be, but are not limited to, the following: addition or deletion of gravity

GENERAL SCOPE of SERVICES

walls, relocation of drainage, relocation of driveway tie-ins, revising construction limits or other revisions necessary as part of the right-of-way negotiations as authorized by the COUNTY.

9. The CONSULTANT may be called upon and shall be prepared to explain or otherwise defend his/her road design with regard to utility relocations, property damages, safety requirements, vertical and horizontal road alignment, drainage design and considerations or other questions regarding the engineering designs at no extra cost to the COUNTY.
10. The CONSULTANT may be requested to participate in one pre-bid, one pre-construction and three homeowner's association/public meetings as directed by the COUNTY.

7.0 PHASE IV – Utility Coordination and Water/Sewer Relocation Plans

The Consultant shall prepare and submit all plans and documents required to coordinate utility plans and obtain signoff by utilities and approval of the utilities plan from GDOT.

The water and sanitary sewer locations shall be coordinated with Rockdale Water Resources Department. Rockdale Water Resources shall be responsible for any relocation plans which will be included in the construction documents.

8.0 Phase V - Miscellaneous

The CONSULTANT may be required to perform additional services or tasks related to the work outlined in the Scope of this TASK ORDER that are specific to site conditions and are not typical in nature. The CONSULTANT shall, at the COUNTY's request, submit a proposal indicating work hours and not-to-exceed costs to the COUNTY for approval. The CONSULTANT shall not begin work on any task until the COUNTY issues written authorization to proceed. The services for this phase may include, but are not necessarily limited to the following, and when authorized by the COUNTY.

ROCKDALE COUNTY

TRANSPORTATION PROGRAM

Document No. IIIA
SAMPLE TASK ORDER SUBMITTAL INFORMATION

Contract No. C-2019 -

REQUEST FOR QUALIFICATIONS for
ON-DEMAND ENGINEERING & CONSULTING SERVICES

RFQ #19-05

TASK ORDER PROPOSAL SUBMITTAL INFORMATION

SAMPLE TASK ORDER PROPOSAL Format (Original and Five copies)

The following information shall be included in the TASK ORDER proposal when the firm is selected by the County for a specific TASK ORDER and in the order presented below.

- A. Title of Proposal for the TASK ORDER/ Letter- (Limit one page)
- B. Name and Business Address of the Consulting Firm submitting the Proposal along with name of proposed Project Manager. (include in letter)
- C. Organizational Chart of key personnel who will be assigned to the Project TASK ORDER. (Limit one page)
- D. Previous specific experience of the Consulting Firm and key personnel to be assigned to the Project Task Order. (Limit ten (10) pages)
- E. The Consulting Firm's workload of projects currently in-process or known to begin within the same time frame covered by the project TASK ORDER. Include a statement regarding the availability of and commitment to assign the key personnel identified in the Statement of Qualifications for the specific Project TASK ORDER. (Limit two (2) pages)
- F. Description of the Consulting Firm's approach in performing the design of similar Transportation Project work. (Limit ten (10) pages)

The following shall be included in the TASK ORDER Proposal Appendix.

- A. Completed Non-Conflict of interest Certification. (Limit to one (1) page per firm on the team)
- B. Current GDOT Pre-Qualification Certification for each firm as required to cover required prequalification items in Section I stated above. (Limit one (1) page per Firm on the Team)
- C. Biographical Background Data of staff personnel who will be performing the actual work for this TASK ORDER PROJECT, in a form similar to the form provided in this section. The Consulting Firm's standard resume format may be used, as long as previous experience identifies employer. (Limit resume for Project Manager to two (2) pages and other team members to one (1) page)

3. TASK ORDER Cost Proposal Format

The following guidelines and criteria shall be used in formulating the not-to-exceed costs for each phase of work for which the selected CONSULTANT will submit a Cost Proposal. The contract is a cost reimbursable contract which requires timesheets, expenses and other document with each invoice.

All costs shall be shown on the attached forms as follows:

- A. Work Hour Estimate Instructions (Figure 1)

TASK ORDER PROPOSAL SUBMITTAL INFORMATION

1. Specify, for each phase, the estimated work hour effort by work activity and appropriate personnel classification.

B. Cost Proposal Instructions (Figure 2)

1. **Direct Labor-** Using the estimated work hours shown in Figure 1, specify the estimated work hour and direct labor requirements under this Contract for each phase.
2. **Overhead Cost-** Specify, as a percentage (%) of direct labor, the total overhead costs that can be appropriately allocated to this PROJECT under this Contract. In support of this percentage (%), furnish a detailed breakdown of overhead costs in a form similar to that outlined in Figure 4.
3. **Direct Costs-** Specify all other estimated costs that are expected to accrue from, and can be directly attributed to the PROJECT under consideration. Submit as an attachment to Figure 2, if necessary, a detailed itemization of each cost included under this category.
4. **Total Estimated Cost-** Calculate the total estimated cost expected to be incurred in performing the conditions of this Contract.
5. **Profit-** Specify the total income, after expenses, expected to be netted from the proposed Contract and state the basis upon which the profit is determined.
6. **Not-to-Exceed Amount-** Specify the not-to-exceed amount for each phase in the Proposal, including all costs and profit.
7. The basic assumptions for the estimate of each item of proposed cost must be included.

C. Cost Summary By Phase (Figure 3)

1. Summarize, by phase and total, the not-to-exceed amount of the Cost Proposal.
2. The final not-to-exceed amount by phase and by total indicated on Figure 3, as revised, shall be entered in the appropriate location in Section 4 of the Agreement as submitted or upon completion of Contract Negotiations, as applicable.

D. Overhead Percentages (Figure 4)

The accounts shown in Figure 4, **Suggested Format for Cost Breakdown Serving as Support of Overhead Percentages for Contract Proposals**, are supplied merely as an example. Actual account titles as reflected in the Consulting Firm's accounting system should be used in the Cost Proposal.

The time period serving as a basis for the computation of the overhead percentage (%) should also be provided. This basis period should be sufficient in length to adequately represent the general flow of costs to the Firm.

1. **Productive Salaries-** All salaries charged directly to contracts during the base period.

TASK ORDER PROPOSAL SUBMITTAL INFORMATION

2. **Overhead** (to be shown as a percentage { % } of productive salaries):
 - a. Indirect Salary costs- all expenses relating to employee benefits, payroll taxes, etc., during the basis period.
 - b. Administrative Costs- all other indirect costs, including salaries of employees whose time cannot be charged to a project.
- E. If a sub-CONSULTANT is to be utilized, the work of the sub-CONSULTANT shall be shown as a direct cost and the package shall be supplemented by submission by the sub-CONSULTANT evidencing work hours/costs.
- F. Where the Contract is to be performed by a joint venture, a cost breakdown by firm will be required.
- G. When support services can be segregated by lump sum for the task, then the lump sum fee for the work item can be provided in the fee schedule.
- H. Audit Assistance

Provide the following information in the Cost Proposal:

- I. Person and telephone number to be contacted for audit assistance.
2. If an audit has recently been performed by other governmental agencies, provide the name and address of each auditing agency. State the accounting period(s) covered, and the date(s) of completion of the audit(s). If such an audit has been performed, furnish a copy of the Audit Report.
3. In addition to data required in Subparagraph H.2 above, submit one copy of the most recent audited financial statements, all marked as "Exhibit I". If the Firm is owned in whole or in part by one or more parent firms, provide as "Exhibit 2" a listing of these firms and an explanation regarding the relationship that exists with these firms.
4. Corporations - If the Firm is not incorporated in the State of Georgia, it is necessary to register as a foreign corporation with the Secretary of State. If the Firm is not registered at the time submittal, evaluation of this proposal may be delayed. Registration forms may be secured from the Office of the Secretary of State, Room 216, State Capitol, Atlanta, GA 30334.

Biographical Background Data

Provide brief sketches for professional personnel already employed by the Firm who are to be actively engaged on this PROJECT by providing, as a minimum, the following information for principal, co-principal and other professional personnel:

Name:

Title: (Specify Job Classification)

Total No. of YEARS EXPERIENCE:

QUALIFICATIONS: (P.E. with states etc.)

EDUCATION: (Specify Honorary Degrees in Field)

<u>Degree</u>	<u>Institution</u>	<u>Field(s)</u>
(1)		
(2)		
(3)		
(4)		

Other Research, Training, and/or Experience particularly in Area Covered by this Proposal:

<u>Employer</u>	<u>Nature of Experience</u>
(1)	
(2)	
(3)	
(4)	
(5)	

**ROCKDALE COUNTY
TRANSPORTATION PROGRAM
COST PROPOSAL**

Phase: _____

DIRECT COSTS				
PERSONNEL	EST HOURS	RATE/HR	COST(\$)	TOTALS
CIVIL DESIGN				
SENIOR PROFESSIONAL				
PROFESSIONAL				
TECHNICIAN				
DRAFTER/CLERICAL				
SUBTOTAL CIVIL				
STRUCTURAL DESIGN				
SENIOR PROFESSIONAL				
PROFESSIONAL				
TECHNICIAN				
DRAFTER/CLERICAL				
SUBTOTAL STRUCTURAL				
TOTAL DIRECT LABOR				
OVERHEAD (INDIRECT COST ON LABOR ABOVE) %				
LABOR X OVERHEAD RATE OVERHEAD(\$)				
TOTAL DIRECT LABOR PLUS OVERHEAD				
DIRECT COSTS (SPECIFY)				
REPRODUCTION				
SUPPLIES				
TRAVEL				
SUBCONTRACTORS (LIST)				
OTHER DIRECT COSTS (LIST) _____				
TOTAL DIRECT COSTS				
TOTAL ESTIMATED COST				
PROFIT %				
NOT-TO-EXCEED AMOUNT FOR PHASE				

Figure 2

**ROCKDALE COUNTY
TRANSPORTATION PROGRAM
COST SUMMARY BY PHASE**

NOT TO EXCEED AMOUNT OF CONTRACT PROPOSAL

<u>PHASE NO.</u>	<u>PHASE DESCRIPTION</u>	<u>COST</u>
Phase Ia	Concept Design and Data Base Preparation	\$
Phase Ib	Environmental Document	\$
Phase II	Preliminary Road Design Plans	\$
Phase III	Final Road Design Plans	\$
Phase IV	Water/Sewer Relocation Plans (Coordination)	\$
Phase V	Miscellaneous & Contingency	\$
Phase VI	Construction Engineering and Inspection	\$
Total NOT-TO-EXCEED Amount of Contract Proposal		\$

Figure 3

**Suggested Format for Cost Breakdown Serving as Support
of Overhead Percentage for Contract Proposals.**

Figure 4

**ROCKDALE COUNTY
TRANSPORTATION PROGRAM
OVERHEAD COSTS**

Project: _____

(State the time period serving as a basis for the cost breakdown)

1.	PRODUCTIVE SALARIES	\$ 0,000.00	100%
2.	OVERHEAD:		
	a. Indirect Salary Costs:		
	Payroll taxes	\$ 0,000.00	
	Vacation, Holidays and sick leave	\$ 0,000.00	
	Group Insurance	\$ 0,000.00	
	Retirement Benefits	<u>\$ 0,000.00</u>	
	Subtotal	\$ 0,000.00 = ___%	
	b. Administrative Costs:		
	Administrative Salaries	\$ 0,000.00	
	Officer Salaries	\$ 0,000.00	
	Office Supplies	\$ 0,000.00	
	Rent	\$ 0,000.00	
	Depreciation	\$ 0,000.00	
	Telephone	\$ 0,000.00	
	Taxes	\$ 0,000.00	
	Liability Insurance	\$ 0,000.00	
	Professional Dues	\$ 0,000.00	
	Bonuses	\$ 0,000.00	
	License Fees	\$ 0,000.00	
	Utilities	<u>\$ 0,000.00</u>	
	Subtotal	<u>\$ 0,000.00</u> = ___%	
	TOTAL OVERHEAD	<u>\$ 0,000.00</u> = ___%	

Figure 4

ROCKDALE COUNTY TRANSPORTATION PROGRAM OVERHEAD COSTS

NON-CONFLICT OF INTEREST

CERTIFICATION

I _____ as the legal representative of _____ do certify that we will not perform any type of engineering services for property owners adjacent or contiguous to any road project assigned by Rockdale County, during the active life of such a project. Further, I additionally certify that if we already have an engineering agreement(s) with property owner(s) adjacent or contiguous to any road project assigned by the COUNTY, we will either reject the COUNTY assignment, or cancel the property owner already in effect if so directed by the Rockdale County Board of Commissioners. In no case will our firm utilize our knowledge of the on-going Rockdale County Transportation Improvement Program for professional gain during the active life of such program.

Name

Title

Date

Witness:

Name

Title

Date

1. Design and detailing of storm water detention.
2. Wetlands permitting if individual permit is required rather than a nationwide.
3. Special design retaining walls, including soil investigation and report.
4. Additional surveys which may be requested.
5. Revisions which may be requested as a result of negotiations for right-of-way, other than minor revisions identified in the Final Design and Construction Plans Phase.
6. Written legal descriptions for any and all parcels as requested by the COUNTY. This may occur after the right-of-way negotiations begin or are finalized.
7. Landscaping plans as required.
8. Perform Geotechnical cores of existing pavements and related soil tests with reports to be submitted to GDOT – Pavement Division for approval and so that GDOT can provide a pavement design approval.

9.0 PHASE VI – Right of Way Acquisition Services

Under the terms of the TASK ORDER, the CONSULTANT may be asked to provide right of way services in support of a project. The performance of all right of way services shall be in full compliance with Title 49 Code of Federal Regulations, Part 24, Title 23 Code of Federal Regulations, Part 710, the Federal Uniform Act, all State laws addressed in Georgia Code 22 and 32, and in accordance with the Georgia Department of Transportation Right of Way Manual of policies and procedures.

The work may include any of the following general activities;

Pre – Acquisition

- Pre-acquisition work
- Relocation Package Preparation

Acquisition:

- Acquisition Work
 - Condemnation petition Preparation
 - Property Management
- Final Field Plan Review

10.0 PHASE VII - Construction Engineering and Inspection

C. The **Prime Consultant** **MUST** be prequalified by GDOT in the area classes listed below:

Number	Area Class
8.01	Construction Engineering and Supervision

D. The **Team** (either the Prime Consultant and/or one or more of their sub-consultant team members) **MUST** be prequalified by GDOT in the area classes listed below:

Number	Area Class
8.01	Construction Engineering and Supervision
9.02	Rainfall and Runoff Reporting
9.03	Field Inspection for Erosion Control

1. Scope of Services:

The Consultant **shall** provide Construction Engineering and Inspection (CEI) Services which are required for

contract administration, construction inspection, and materials sampling and testing, documentation, and general contract compliance for highway and bridge projects assigned to the Rockdale County Area. This project will require night and weekend inspections and testing. The projects types may include, but are not limited to widening and reconstruction, rehabilitation of asphalt and concrete pavement, bridge replacement, and resurfacing. CEI Services will be delivered by the following methods:

The Consultant **shall**, at the discretion of the Rockdale County, provide 100% frontline Construction Engineering and Inspection services, on selected projects, required for contract administration, construction inspection and testing, documentation, and general contract compliance for highway and bridge projects. The Consultant **may** provide one (1) to ten (10) staff members per project, including: Project Engineers, Junior Project Engineers, Senior Inspectors, Office Managers, Inspectors, and Inspector Aids who will be assigned to and work under the direct supervision of the Consultant's Construction Project Manager. The Consultant will utilize effective control procedures to assure the Construction of the Project is performed in a reasonably close conformity with plans, specifications, and contract provisions.

The Consultant's Construction Project Manager's responsibilities for day to day management of and decision making for the overall Project to ensure prosecution and progress of the work under this contract is achieved will include, but is not limited to, determining assigned project staffing needs, all Consultant Inspector scheduling/assignments, project control, document control, providing responses to Contractor's Request for Information, quality management, contract administration, contract modifications, coordination with GDOT laboratory and other offices, general contract compliance, and project close-out. (Please note: contract modifications requiring time and/or money will continue to be the purview of the County).

The Construction Project Manager will be responsible for the overall management of the contract, and on selected construction projects, will be responsible for the customary day to day management of the overall Project to ensure prosecution and progress of the work under this contract is achieved.

A. General:

1. The Consultant shall:

- a. Perform to the satisfaction of the County all those construction engineering services necessary or incidental to accomplish the contract consistent with applicable professional standards.
- b. Monitor and inspect the Construction Contract such that the project is constructed in reasonable conformity with the plans, specifications, and special provisions for the Construction Contract.
- c. Furnish all services and labor necessary to conduct and complete the services to accomplish the resulting contract, and shall furnish all materials, equipment, laptops, supplies, transportation, and incidentals other than those designated in writing as to be furnished by the County necessary to perform the services, and check or test them prior to use under this contract. Each inspector will be required to have a vehicle, equipped with an amber strobe light, to be used in fulfilling the transportation needs of their inspection duties.
- d. Perform all services in accordance with the established standard procedures and practices of the County and GDOT. Prior to furnishing any services, the Consultant shall be familiar with those GDOT standard procedures and practices as set forth in The Source and associated documents and with informal procedures and practices including the computer based record keeping system for construction contract administration used by GDOT.
- e. When requested by the County, participate in Concept Meetings, Field Plan Reviews (Preliminary and/or Final), Critical Path Method schedule reviews and assist in Project Close Out. All findings will be reported, in writing, to County.

2. Since the services under the contract are to be paid in whole or in part with federal or state funds, the services shall comply with all applicable federal and state laws and regulations.

3. The Federal Highway Administration (FHWA) may participate in all conferences and reviews. Projects can be selected by FHWA as Project of Division Interest (PoDI). If selected as a PoDI, the Division may prepare a Project Specific PoDI Stewardship & Oversight Plan for each project selected as a PoDI.
4. At the request of the County, the Consultant during the progress of the services shall furnish information or data relating to the services under the contract as may be required by the County to enable it to carry out or to proceed with related phases of the project not covered by this contract, or which may be necessary to enable the County to furnish information to the Consultant upon which to proceed with further services.
5. Prime Consultant shall not perform Field Plan Reviews (Preliminary and/or Final) on any projects for which Prime Consultant was original plan designer. Field Plan Reviews may be performed by other members of consultant team.
6. Compliance with all of the foregoing shall be within the purview of the contract and shall not constitute a basis for additional or extra compensation.

B. Services To Be Performed By The Consultant:

The Consultant agrees to:

1. Observe the Contractor's work to determine the progress and quality of work, identify discrepancies, report significant discrepancies to the County, and direct the Contractor to correct such observed discrepancies.
2. Attend conference(s) required to carry out the contract.
3. Participate in Concept Meetings, Field Plan Reviews (Preliminary and/or Final), as needed. All findings are to be reported to County, in writing, in a timely manner.
4. Become familiar with the standard construction practices of the County and GDOT, the construction plans and contract(s) for the project, and the Contractor's proposed schedule of operations prior to beginning field services under the contract.
5. Upon request by the County, review Contractor provided Critical Path Method (CPM) schedules for compliance with Special Provision 108.03 and deliver to the GDOT CPM schedule comments in a standard format. Reviews include, but are not limited to, baseline submissions and monthly update schedule submissions. Also attend and participate in schedule review and/or construction meetings. When needed, Consultant shall provide to the County independent assessments of the Contractor's delay analysis.
6. Assign a sufficient number of technically qualified and experienced personnel to the project to perform the services required under the contract, in a timely manner to avoid delay to the Contractor.
7. Notify the County immediately of any unanticipated project conditions.
8. Withdraw any personnel or halt any services no longer required, at the request of the County, or within a reasonable time after the lack of need becomes apparent to the Consultant.
9. Perform consultant field operations in accordance with the County and GDOT regulations and accepted safety practices.
10. Provide for Consultant personnel transportation equipped with appropriate safety equipment, communication devices, hard hat, high visibility vests, and incidentals as are needed to accomplish the services required under the contract. Communication devices shall be able to receive and send e-mail, texts, and photos.
11. Provide inspection duties as required as provided in the Specifications, Special Provisions, and The Source of the State of Georgia Department of Transportation.

12. Ensure that test report records or certifications of compliance have been received prior to incorporation of materials into the work, for materials tested off the project site.
13. Sample materials, concrete and asphalt, to be incorporated in the work, and reject Contractor's work and materials not meeting the Specifications, Special Provisions, or the Source of the State of Georgia Department of Transportation.
14. Measure and compute quantities of all materials incorporated into the work and items of work completed, and maintain an item record account.
15. Keep daily diaries, logs and records consistent with the County and GDOT practices as are needed for a record of the Contractor's progress including Project Engineer's diary and Inspectors' diaries.
16. Prepare and submit, such periodic, intermediate and final reports and records as may be required by the County and as are applicable to the project, which may include:
 - a. Traffic Interruption Reports (TIRs)
 - b. TC-1 and EC-1 Reports
 - c. Weekly progress reports.
 - d. Weekly statement of working days.
 - e. Notice of change in construction status.
 - f. Report of field inspection of material.
 - g. Test report record.
 - h. Contractor pay estimates.
 - i. Pile driving data.
 - j. Piling record.
 - k. Final certification of materials.
 - l. Explanation of quantity variation.
 - m. Statement of contract time.
 - n. Intermediate and final estimates.
 - o. Contractor evaluation form.
 - p. Other records and reports as required for the individual project by the Area Engineer.
17. Review Contractor submittals of records and reports required by the County and GDOT as applicable to the project which may include:
 - a. Weekly payroll.
 - b. Statement of wage compliance.
 - c. Disadvantaged Business Enterprise (DBE) compliance.
 - d. Associated paperwork relating to environmental compliance.
 - e. Requests for partial and final payment.
 - f. Other reports and records as required for the individual project by the Area Engineer including, Contractor Equal Employment Opportunity (EEO) compliance.
18. Collect, properly label or identify, and deliver to the County all original diaries, logs, notebooks, accounts, records, reports and other documents prepared by the Consultant in the performance of the contract, upon completion or termination of the contract.
19. Return, upon completion or termination of the contract, all specifications, manuals, guides, written instructions, construction contracts and plans, unused forms and record keeping books, and other documents and materials furnished by the County. The Consultant may be responsible for replacing lost documents or materials at a fair and reasonable price.
20. Prepare and deliver one copy of the "as-built" or "record" plan to the County as defined in the State of Georgia Department of Transportation Construction and Materials Manual.