



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

RFP 2019-052

Heard Road Extension Preliminary Design

THE PROJECT: The Cherokee County Board of Commissioners Purchasing Department (County) is requesting competitive sealed ☐ Bids or ☒ Proposals in support of engineering design services for the Heard Road Extension - as described herein.

There ☐ will be ☒ will not be a mandatory meeting to review the requirements.

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

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

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

Incorporated herein by this reference are Cherokee County's Standard Solicitation Terms and Conditions.

SCHEDULE:

Issued	May 13, 2019
Questions Due	May 20, 2019 by 4:00 PM
Answers Due	May 22, 2019
Bids/Proposals Due	May 27, 2019 at 10:00 AM
Anticipated Award Date	June 18, 2019

THE EXPECTED PERIOD OF PERFORMANCE IS:

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

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

1. ☐ NO PHYSICAL ITEMS ☒ PHYSICAL DELIVERY REQUIRED:

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

☐ Warranty Term Requested: _____

2. ☐ NO SERVICES REQUIRED ☒ PERFORMANCE OF SERVICES:

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

Services Term:

- ☐ One Year
☒ Two Years
☐ Three Years
☐ Other: _____

3. ☐ OPTION GRANT:

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

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

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

Notes:

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

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

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

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

EVALUATION CRITERIA:

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

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

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

30 %

Project understanding & Scope of work

Demonstrated understanding of project based on proposed scope of work, methodology and proposed project schedule. Firm shall identify potential areas of concerns, alternative approaches, and approach to avoiding unnecessary change orders. Provide project approach for developing and completing transportation engineering design of the Heard Road Extension, to determine the right of way and environmental needs of the long range project. Provide methodology and approach for evaluating the needs of the County and providing deliverables based on those needs through preliminary plans and right of ways plans. Each firm shall describe how their proposed methodology and approach will provide the best direct connection between Bluffs Parkway and the Cherokee County Airport.

25 %

Schedule & Similar project experience

Firm shall provide proposed project schedule detailing major milestones. Firm shall provide previous experience with concept validation, database preparation, environmental studies, preliminary design, and right of way plans. This includes relevant experience and qualifications of the principal design professional(s) and lead staff, and evidence of relevant competencies for this project. The County may contact both the references provided as well as other companies/agencies, as deemed necessary. Provide information on the firm's experience on similar projects. Provide any information that may serve to differentiate the firm from other firms in suitability for the project.

15 %

Qualification of team and key personnel

Prime Consultants are defined as the firm submitting the Statement of Qualifications and the firm with whom Cherokee County will contract. The Team is defined as the Prime Consultant and their sub-consultants, who are considered team members. The Prime Consultant must be prequalified by the Georgia DOT. The sub-consultant team members must also be prequalified by the Georgia DOT. The Prequalification Expiration Date must be current by the deadline stated for this RFP. Proposers should provide evidence of such GDOT prequalification.

30 %

Price

To include a breakdown by task and a lump sum total. Pricing should be submitted by the consultant on company letterhead.

100% TOTAL

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

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

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

HOW AND WHERE TO SUBMIT BIDS AND PROPOSALS:

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

A. Electronic Submissions Only:

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

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

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

AND/OR

B. Physical Submissions Only:

☐ Bids and/or Proposals are to be submitted on-time and ONLY in physical (paper) form and delivered to Cherokee County Procurement Department, Solicitation #2019-013, 1130 Bluffs Parkway, Canton GA 30114. On-line submissions are not to be tendered without the advanced approval of the Purchasing Director.

Number of Submittals: 1 Original and 2 Copies

QUESTIONS/ADDENDA: Only written inquiries will be permitted during the solicitation period.

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

STATEMENT OF WORK:

Background

The Cherokee County Roadway Capital Program Management Division is requesting proposals for the transportation engineering design of the Heard Road Extension, to determine the right of way and environmental needs of the long range project.

Cherokee County desires to provide a more direct connection between Bluffs Parkway and the Cherokee County Airport. A Conceptual Design for the proposed Heard Road Extension project was completed in May 2018 illustrating five phases for constructing a two-lane, new location roadway from Bluffs Parkway to Airport Drive. The County desires to proceed with the implementation of two construction projects generally based on the Conceptual Layout: Phase 1 - from Bluffs Parkway to Heard Drive/Fate Conn Road and Phases 4 and 5 - from Airport Road at its intersection with Wes Walker Memorial Drive to Bishop Road.

The intent of the project is to take the designs through the preliminary plans and the right of way plans to establish the right of way needs for the projects. The project will also determine the environmental permitting needs of the project.

The intent of Cherokee County will be to use the information and right of way limits generated as a result of the transportation engineering design in order to begin programming local County SPLOST funds in order to complete some right of way purchases for the project within the next two to five years. The information will also be used to determine the environmental permitting for the project when the phases go to construction.

Scope of Services

The transportation engineering design shall include the following:

A. Concept Validation:

1. Conduct a site visit;
2. Review previous studies and collected data;
3. Update conceptual databases with current GIS data;
4. Meet with the County and key stakeholders regarding the alignment and design of the project;
5. Obtain traffic counts, estimate design year traffic volumes by reviewing current and future land uses, current counts, historic counts, ARC travel demand models, and County growth rates; perform operational analysis on alternative intersection controls, and provide a summary of analysis and recommendations in menu form for the County to select the preferred control at each intersection;

6. Refine the concept typical sections, layout, profiles, cross-sections and design criteria based on input from the County and key stakeholders;
7. Submit concept typical sections, layout, profiles, cross-sections and design criteria to the County for review and revise per comments from the County, following AASHTO guidelines and conforming with GDOT Design Policy Manual. It is anticipated the multiple concepts will be prepared for the phases, particularly Phase 5, to arrive at the Preferred Alternative.

B. Database Preparation:

1. Establish survey control and provide Survey Control Package;
2. Incorporate current aerial photography and LIDAR DTM data, obtained by the Cherokee County;
3. Perform field run surveys and prepare topographic mapping, utility (no underground utilities, except for gravity sewer lines with inverts) and property databases in accordance with GDOT guidelines.
4. Provide database files in MicroStation and/or InRoads formats;
5. Provide property owner data and copies of deeds and plats;
6. Enhance utility database by performing SUE QL-C record plan research and approximating the horizontal locations of underground utilities in the database, correlating this information with record plans and surface features;
7. Design engineers will perform a field review of the database files and prepare the files for design and plan presentation.

C. Environmental Studies:

1. Perform background research regarding jurisdictional waters and threatened and endangered species;
2. Perform ecology resource field surveys including identification of federally jurisdictional waters' and state waters subject to buffering;
3. Perform desktop review and brief site visit for potential historic resources;
4. Prepare environmental resource delineation database for design and plan presentation;
5. Identify environmental impact permits that we be required to construct the project and estimate mitigation costs.
6. Participate and coordinate a pre-application meeting with USACE, USFWS and GAEPD to clarify the requirements for water quality treatment.

D. Preliminary Design:

1. Perform pavement design for new location roadway and submit pavement recommendations to the County.
2. Assess the potential for downstream risks with increases stormwater runoff, provide pre- and post-data, and discuss the assessment with the County.
3. Provide plans and assist as needed during utility coordination to be performed by the County.
4. Prepare design checks for potential roundabouts.
5. Prepare Separate Preliminary Plans for each Phase including:
 - a. Cover, index and general notes
 - b. Typical sections

- c. Roadway plans, profiles and cross-sections
 - d. Special grading plans (at potential roundabouts)
 - e. Driveway profiles
 - f. Drainage layout and profiles
 - g. Maintenance of traffic/staged construction plans where required
 - h. Existing utility plans
 - i. Signing and marking plans (graphic markings only for preliminary plans)
 - j. Lighting layout at potential roundabouts
 - k. Erosion, sedimentation and pollution control plans (perimeter BMP's only for preliminary plans)
- 6. Prepare preliminary detailed construction cost estimate.
 - 7. Submit Preliminary Plans to the County, participate in PFPR and respond to PFPR comments.

E. Right of Way Plans

- 1. Prepare Right of Way Plans and legal descriptions.
- 2. Revise Right of Way Plans per the County's review.

Deliverables

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

- A. Preliminary Roadway Design Plans, including cost estimates.
- B. Right of Way Plans, including legal descriptions.

All work shall be in accordance with the current edition of the GDOT Plan Development Process (PDP), Electronic Data Guidelines (EDG), Plan Presentation Guide (PPG), GDOT Standard Specifications and Standards & Details, GDOT Bridge Manual, Environmental Procedures Manual (EPM) and GDOT Design Policy Manual.

All work shall be in accordance with the latest MUTCD standards and specifications.

Environmental document and studies shall be in accordance with National Environmental Policy Act (NEPA) requirements.

Any cost estimates will be based upon latest Georgia Department of Transportation construction cost data.

Prime Consultants are defined as the firm submitting the Statement of Qualifications and the firm with whom Cherokee County will contract. The Team is defined as the Prime Consultant and their subconsultants, who are considered team members. The Prime Consultant must be prequalified by the Georgia DOT in the Area Classes identified below in Section A. The Prime Consultant or subconsultant team members must be prequalified by the Georgia DOT in the Area Classes identified below in Section B. Respondents should submit a summary form which details the required area classes for the Prime Consultant and all subconsultants or joint-venture of consultants on the team listed in the Statement of Qualifications. The area classes listed on the summary form must meet all required area classes or the

team will be disqualified. The Prequalification Expiration Date must be current by the deadline stated for this RFP.

- A. The Prime Consultant and any subconsultants MUST be prequalified by GDOT in the area classes listed below:

<u>Number</u>	<u>Area Class</u>
1.06a	NEPA Documentation
1.10	Traffic Analysis
3.01	Two-Lane or Multi-Lane Rural Roadway Design
3.02	Two-Lane or Multi-lane Urban Roadway Design
3.06	Traffic Operations Studies
3.07	Traffic Operations Design
3.12	Hydraulic and Hydrological Studies (Roadway)
4.01a	Minor Bridges Design

There are four attachments as part of this proposal:

1. Cherokee County Standard Terms and Conditions
2. Standard Professional Services Agreement
3. Heard Road Extension Technical Memorandum
4. Heard Road Extension Technical Memorandum Appendices

END OF STATEMENT OF WORK