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**REQUEST FOR PROPOSALS (RFP)**  
**RFP 10312022**

**CLARKSTON GREENWAY  
FEASIBILITY STUDY**

**ISSUE DATE & TIME:** MONDAY, OCTOBER 31, 2022

**ISSUED BY:** CITY OF CLARKSTON  
CITY MANAGER'S OFFICE  
1055 ROWLAND ST  
CLARKSTON, GA 30021

**INQUIRIES:** SHAWANNA QAWIY, MSCM, MPA  
CITY MANAGER'S OFFICE  
[sgawiy@cityofclarkston.com](mailto:sgawiy@cityofclarkston.com)  
CITY HALL ANNEX  
1055 ROWLAND ST  
CLARKSTON, GA 30021

**WRITTEN  
QUESTIONS (E-MAIL)  
DUE:** TUESDAY, NOVEMBER 15, 2022  
3:30pm, Local Time

**PROPOSALS DUE:** WEDNESDAY, NOVEMBER 30, 2022  
3:30 pm, Local Time

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## **REQUEST FOR PROPOSALS (RFP)** **RFP 10312022**

### **CLARKSTON GREENWAY FEASIBILITY STUDY**

October 31, 2022

NOTICE IS HEREBY GIVEN that Requests for Proposals (RFP) will be received by the City of Clarkston (CITY) until **3:30 pm, Local Time, Wednesday, November 30, 2022**, to provide a greenway feasibility study.

#### **Background:**

The City of Clarkston is 1.8 square miles, located in DeKalb County, Georgia (U.S. state), and United States. The population was 7,554 during the 2010 census, but with two annexations in 2015 and 2016 and other pertinent factors the population has increased to 14,756. With its rich history, Clarkston has both an aging housing stock along with new developments, that do not have access and/or connection to a park or trail within the city limits.

Despite Clarkston's convenient access to public transportation and major highways as well as a diverse housing market with a wide variety of homes ranging from multi-family and cottages to large single-family homes, previous residents continued relocating farther out from the Atlanta urban core..

Citizens enjoy Clarkston's commitment to being a walking and biking community. The city fosters outdoor activities through our newly renovated Milam Park with all new playground equipment, an ADA walking trail, a new swimming pool complex, newly resurfaced tennis courts, bike paths, a dog park, and a Wildlife Nature Preserve and Twin Lakes.

The City has made tremendous strides over the past decade in providing pedestrian accessibility citywide. Although sidewalk connectivity remains a work-in-progress, the accomplishments to-date have been a tremendous benefit to our residents. Given the demographic makeup of the city with over 50% of the residents unable to afford a vehicle or without the proper licensing requirements, the improvements to the pedestrian access/connectivity to infrastructure, parks and trails, and other amenities, has taken on even greater importance. The Stone Mountain Trail was also completed after 20 years of being the last segment of PATH to be constructed in the area providing recreational opportunities for the biking community across Atlanta.

Over this time period, the city has also dramatically improved its city park system which includes a wildlife sanctuary, aquatic pool, and numerous facilities for children and adults to enjoy.

The missing element for the city is equitable and meaningful alternate regional transportation connectivity for its pedestrian-bound residents. The city is strategically located between two



major interstate systems - I-285 and US Hwy 78 - for vehicular accessibility. However, pedestrian movements are limited from a regional perspective.

The opportunities to introduce and plan for regional connectivity can be accomplished by the Clarkston Greenway Feasibility Study. The proposed “Clarkston Greenway Feasibility” project will connect neighborhoods and, more importantly, provide access to regional /commercial corridors and other popular destinations. This planning/study work shall reveal the need for regional non-motorized connectivity and equally equitable and social infrastructure – all of which remains the missing element within the city.

This Clarkston Greenway Feasibility Study will introduce environmental benefits, promote, and preserve local ecology while giving public access to natural land, and promote cultural vibrancy by increasing equitable access to city and regional parks, nature, and the community at-large.

A goal of the study shall present proven technology to enhance the user’s experiences and where possible, introduce innovative and innovative tools to create a “smart” trail that is equitable and socially relevant to all its residents in our culturally diverse city environment.

Responses must be in accordance with the provisions, specifications, and instructions set forth herein and will be received by the City until the above noted day and time, when they will be publicly acknowledged and accepted.

This Request for Proposals is available for download at [www.clarkstonga.com](http://www.clarkstonga.com).

Please read the entire document (RFP information) and submit the response per the instructions. This document (less this invitation and the instructions) and any required documents, attachments, and submissions will constitute the response.

All questions or concerns regarding this RFP should be submitted, in writing, to Shawanna Qawiy, at [sqawiy@cityofclarkston.com](mailto:sqawiy@cityofclarkston.com).

All written questions or requests for clarification are due by November 15, 2022, at 3:30 p.m. Written responses will be provided to all written questions and requests for clarification received before the deadline established as an addendum and posted with the RFP documents on the City’s website.

## **INSTRUCTIONS**

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1. **VENDOR QUESTIONS:** All questions regarding the contents of this solicitation, and solicitation process (including requests for ADA accommodations), shall be directed solely to the Contact listed on Page One (1). Questions should be submitted in writing via email.
2. **ADDENDA/CLARIFICATIONS:** Any changes to the specifications will be in the form of an addendum. Addenda are posted on the city website and will be submitted to anyone requesting



such addenda or having submitted their contact information expressing interest in this RFP. Vendors may review the City's website for addenda and any clarifications prior to submitting their response. The city will not be held responsible for any vendor not receiving any addenda.

**3. DUE DATE & TIME FOR SUBMISSION OPENING/REVIEWING:**

Due Date: November 30<sup>th</sup>, 2022

Submission Opening/Review: December 2, 2022

Time: 10:00 am (local Clarkston time)

**4. SUBMIT RESPONSES TO:**

[clarkstongreenway@cityofclarkston.com](mailto:clarkstongreenway@cityofclarkston.com)

**Zoning RFP 10312022 Clarkston Greenway Feasibility Study**

**Attention: Shawanna Qawiy, City Manager's Office**

Responses will be received electronically at this e-mail address only. Respondents may electronically (E-mail) respond. **Facsimile (fax) submissions will not be accepted.**

No responsibility will attach to the City of Clarkston, its employees, or agents for premature opening of a response that is not properly addressed and identified.

**5. LATE RESPONSES:** The respondent assumes responsibility for having the response delivered on time at the place specified. All responses received after the date and time specified shall not be considered and will not be returned to the respondent. The respondent assumes the risk of any delay in the electronic mail or in the handling of the electronic mail by employees of the City of Clarkston, it shall not be sufficient to show that the respondent electronically mailed or commenced delivery before the due date and time. All times are Clarkston, Georgia, local times. The respondent agrees to accept the time received in the in box of the City of Clarkston's RFP electronic mail addresses as the official time.

**6. LOBBYING PROHIBITION:** Any communication regarding this solicitation for the purpose of influencing the process or the award, between any person or affiliates seeking an award from this solicitation and the city, including, but not limited to the City Council, employees, and consultants hired to assist in the solicitation, is prohibited.

This prohibition is imposed from the time of the first public notice of the solicitation until the City cancels the solicitation, rejects all responses, awards a contract, or otherwise acts which ends the solicitation process. This section shall not prohibit public comment at any City Council committee meeting, Council work session, and/or Council meeting.

This prohibition shall not apply to communication with the contact(s) identified in the solicitation or City-initiated communications for the purposes of conducting the procurement including, but not limited, to clarification of responses, presentations if provided in the



solicitation, contract negotiations, protest/appeal resolution, or surveying non-responsive vendors.

Violations of this provision shall be reported to the City Manager. Persons violating this prohibition may be subject to a warning letter or rejection of their response depending on the nature of the violation.

7. **RESPONSIBILITY TO READ AND UNDERSTAND:** Failure to read, examine, and understand the solicitation will not excuse any failure to comply with the requirements of the solicitation or any resulting contract, nor shall such failure be a basis for claiming additional compensation. If a vendor suspects an error, omission, or discrepancy in this solicitation, the vendor must immediately and in any case not later than seven (7) businesses days in advance of the due date notify the contact on Page One (1). The city is not responsible for and will not pay any costs associated with the preparation and submission of the response. Respondents are cautioned to verify their responses before submission, as amendments to or withdrawal of responses submitted after time specified for opening of responses may not be considered. The city will not be responsible for any respondent errors or omissions.
8. **FORM AND CONTENT OF RESPONSES:** The designated number of copies of each response are required. Responses including modifications must be submitted by e-mail typed and signed by an authorized company, firm, or other representative. The city requires electronic copies of all responses to be submitted. The response must provide all information requested and must address all points. The city does not encourage exceptions. The city is not required to grant exceptions and depending on the exception, the city may reject the response.
9. **DEBARMENT DISCLOSURE:** If the respondent has been debarred, suspended, or otherwise lawfully precluded from participating in any public procurement activity, including being disapproved as a (sub)contractor with any federal, state, or local government, or if any such preclusion from participation from any public procurement activity is currently pending, the respondent shall include a letter with its response identifying the name and address of the governmental unit, the effective date of this suspension or debarment, the duration of the suspension or debarment, and the relevant circumstances relating to the suspension or debarment. If suspension or debarment is currently pending, a detailed description of all relevant circumstances including the details enumerated above must be provided. A response from a respondent who is currently debarred, suspended, or otherwise lawfully prohibited from any public procurement activity may be rejected.
10. **RESERVATIONS:** The City reserves the right to reject any or all responses or any part thereof; to reissue the solicitation; to reject non-responsive or non-responsible responses; to reject unbalanced responses; to reject responses where the terms and/or awards are conditioned upon another event; to reject individual responses for failure to meet any requirement; to award by part or portion, or total; to make multiple awards; to waive minor irregularities, defects, omissions, technicalities, or form errors in any response. The city may seek clarification of the response



from respondent at any time, and failure to respond is cause for rejection. Submission of a response confers on respondent no right to an award or to a subsequent contract. The city is responsible to make an award that is in the best interest of the city. The lowest price proposal will not guarantee an award recommendation. Proposals shall be ranked and evaluated based upon the selection criteria. All decisions on compliance, evaluation, terms, and conditions shall be made solely at the City's discretion and made to favor the City. No binding contract will exist between the respondent and the city until the City executes a written contract or purchase order.

11. **OFFICIAL SOLICITATION DOCUMENT:** Changes to the solicitation document made by a respondent may not be acknowledged or accepted by the City. Award or execution of a contract does not constitute acceptance of a changed term, condition, or specification unless specifically acknowledged and agreed to by the City. The copy maintained and published by the City shall be the official solicitation document.
12. **ETHICS:** It is the intention of the city to promote courtesy, fairness, impartially, integrity, service, professionalism, economy, and government by law in the procurement process. The responsibility for implementing this policy rests with each individual who participates in the procurement process, including respondents and contractors. The City of Clarkston hereby notifies all interested parties that it will affirmatively assure that in any contract entered into pursuant to this advertisement, disadvantages business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin on consideration for an award. The city will require a minimum of 12% MBE/DBE participation.

To achieve the purpose of this Article, it is essential that respondents and contractors doing business with the City also observe the ethical standards prescribed herein. It shall be a breach of ethical standards to:

- a. Exert any effort to influence any City employee or agent to breach the standards of ethical conduct.
  - b. Intentionally invoice and/or request any amount greater than provided in the agreement/contract or to invoice and/or request for Materials or Services not provided.
  - c. Intentionally offer or provide sub-standard Materials or Services or to intentionally not comply with any term, condition, specification, or other requirement of a City Contract.
13. **GIFTS:** The City will accept no gifts, gratuities, or advertising products from respondents or prospective respondents and affiliates.
  14. **PROTESTS AND APPEALS:** If a respondent believes there is a mistake, impropriety, or defect in the solicitation, believes the City improperly rejected its response, and/or believes the selected response is not in the City's best interests, the respondent may submit a written protest to the City of Clarkston. Protests based upon alleged mistake, impropriety, or defect in a solicitation that is apparent before the opening must be filed with the City Manager no later than





five (5) business days before the opening. Protests that only become apparent after the opening must be filed within five (5) business days following the opening.

15. **EVALUATION PROCESS:** Responses will be reviewed by an evaluation committee comprised of City employee and/or authorized agents. City staff may or may not initiate discussions with respondents for clarification purposes. Clarification is not an opportunity to change the response. Respondents shall not initiate discussions with any City employee or official.
  
16. **BUDGET ESTIMATE:** The total budget for this project is \$340,000. Monthly progress reports will be required to be submitted along with monthly invoices for work completed. Reports and invoices will be due by the 5<sup>th</sup> of the month for the prior months’ work. All work must be completed by October 31, 2024. This study is contingent upon funding from the Atlanta Regional Commission.
  
17. **CRITERIA FOR EVALUATION AND AWARD:** The City evaluates three (3) categories of information: responsiveness, responsibility, and the technical response. All responses must meet the following responsiveness and responsibility criteria.
  - a) **Responsiveness.** The City will determine whether the response complies with the instructions for submitting responses including completeness of the response which encompasses the inclusion of all required attachments and submissions. The city must reject any responses that are submitted late. Failure to meet other requirements may result in rejection.
  - b) **Responsibility.** The city will determine whether the respondent is one with whom it can or should do business. Factors that the City may evaluate to determine “responsibility” include, but are not limited to: past performance, references (including those found outside the response), compliance with applicable laws, respondent’s record of performance and integrity, i.e., has the respondent been delinquent or unfaithful to any contract with the City, whether the respondent is qualified legally to contract with the City, financial stability, and the perceived ability to perform completely as specified. A respondent must at all times have financial resources sufficient, in the opinion of the City, to ensure performance of the contract and must provide proof upon request. The city will determine whether any failure to supply information, or the quality of the information, will result in rejection.
  - c) **Technical Response.** The City will determine how well responses meet its requirements in terms of the response to the solicitation and how well the offer addresses the needs of the project. The city will rank offers using a point ranking system (unless otherwise specified) as an aid conducting the evaluation.

The criteria that will be evaluated and their relative weights are:

<b><u>Evaluation Criteria</u></b>	<b><u>Points</u></b>
Relevant Experience of Project Team/Firm	25
Public Outreach Process	30
Understanding the Issues	20



Proposed approach/Timeline	20
Cost	5

**18. CONTRACT NEGOTIATIONS AND ACCEPTANCE:** Respondent must be prepared for the City to accept the response as submitted. If respondent fails to sign all documents necessary to successfully execute the final contract within a reasonable time as specified, or negotiations do not result in an acceptable agreement, the City may reject response or revoke the award, and may begin negotiations with another Respondent. Final contract terms must be approved or signed by the appropriately authorized City official. No binding contract will exist between the respondent and the City until the City executes a written contract or purchase order.

**19. NOTICE OF INTENT TO AWARD:** Notices of the City’s intent to award an Agreement/Contract will be posted on the City’s website available for the general public to view.

- 20. RFP TIMELINE:** All dates are tentative and subject to change.
- Release RFP: October 31, 2022,
  - Advertise Champion News: November 3, 2022,
  - Response Due: November 30, 2022,
  - Review & Select Interviewees: December 5, 2020-December 6, 2022,
  - Conduct Interviews: December 19, 2022 – December 20, 2022
  - City Council Authorization: January 3, 2023
  - Contract Begins: February 6, 2023

## **DETAILED SPECIFICATIONS**

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- 1. PROJECT MISSION.** The City of Clarkston is dedicated to continuing providing the most exceptional municipal services to all its customers to continue improving the quality of life and public safety of all Clarkston residents, businesses, and visitors. The city is looking for vendors who share that similar dedication and will help the city achieve those goals.
- 2. INTRODUCTION.** The selected consultant will conduct an extensive public outreach process to conduct a connectivity feasibility study for the City of Clarkston greenway connectivity project. It is anticipated that the consultant will work with the staff and community to develop a phased study plan that will incorporate connectivity strategies and innovative technologies with new and established neighborhoods in collaboration with the city to develop standards and strategies that support walkable, trailed, and pathed areas of the city.
- 3. BACKGROUND.** The city has made tremendous strides over the past decade in providing pedestrian accessibility citywide. Although sidewalk connectivity remains a work-in-progress, the accomplishments to-date has been a tremendous benefit to our residents. Given the demographic makeup of the city with over 50% of the residents unable to afford a vehicle





or without the proper licensing requirements, the improvements to the pedestrian access/connectivity to infrastructure, parks and trails, and other amenities, has taken on even greater importance.. The Stone Mountain Trail was also completed after 20 years of being the last segment of PATH to be constructed in the area providing recreational opportunities for the biking community across Atlanta.

**4 SCOPE OF SERVICES.** The selected consultant will conduct an extensive public outreach process with strategies and processes to accomplish a phased Clarkston Greenway Feasibility Study for the City of Clarkston. It is anticipated that the consultant will work with the staff and community to develop a connectivity study that will connect the underserved and mostly populated areas of the city to its parks, trails, and nature areas within the city.

The City of Clarkston along with the selected consultant will develop the Greenway Feasibility Study. The purpose of this study is to develop a concept plan for the greenway identified within the 2015 Clarkston LCI Plan. The anticipated outcomes are to;

1. Provide an updated implementation strategy that reflects the current city conditions.
2. Develop a phased framework of policies guidelines, resources, and programs to assist with the proposed vision of the project.
3. List and prioritize implementation strategies.
4. Develop transportation investments that provide connection its parks, trails, and nature areas for the safe movement of pedestrians and bicyclists in the LCI area.



### **Task 1 – Existing Conditions & Technical Analysis:**

The focus of the assessment will include the following:

- An examination of existing conditions of potential greenway locations identified in the 2015 Clarkston LCI Plan.
- Survey existing conditions of potential greenway locations including significant old growth trees, topography, ROW dimensions, and road crossings.
- Identify physical constraints such as topography, lack of right-of-way, impacts to potentially historic properties, environmental features, and locations of utilities.

### **Task 2 – Public Engagement:**

The goal of this task is to develop a local planning outreach process that promotes the involvement of all stakeholders in the study area, with efforts and accommodations made to include low to moderate income, minority, and elderly or disabled citizens. The subgrantee will conduct an outreach process that promotes the involvement of all stakeholders in the study area.

The Sponsors must comply with the following:

- ARC Project Manager must be notified of all meetings taking place.
- Project information shall be uploaded to the subgrantee website to provide basic project information to the public along with project materials and meeting summaries.
- A Project Management Team shall be formed with representatives from the Sponsor and ARC.
- The subgrantee and consultant team will seek input and comments from a Project Advisory Group of major stakeholders.

The subgrantee will schedule at least two public open engagement opportunities in a format determined by the project team. The following topics/milestones should be covered by the public engagement activities (at a minimum):

- Provide an overview of the study process, the goals of the study, key dates, and opportunities for public input.
- Solicit opinions on goals and objectives of the study, community needs, strengths, weaknesses, opportunities, and threats related to the potential greenway locations in the LCI area.
- Seek input and consensus on the preferred concept, typical sections, or improvements.
- Seek approval of final plan documents and concepts.

Virtual meetings and/or digital engagement activities can be used to meet the above activities.

*Final Plan Review and Transportation Coordination Meetings*

A transportation project coordination meeting is required to be conducted prior to finalizing the LCI plan recommendations. To ensure the transportation projects are feasible, the coordination meeting should include all affected organizations (GDOT, DeKalb County, etc.) to discuss potential projects prior to the transportation improvement list being finalized.

The final plan review is to be at the ARC offices to discuss the plan process, issues, or unique activities that occurred, and future projects that are needed to implement the plan once the plan is complete.

### **Task 3 – Conceptual Plan and Analysis Report Development:**

Prepare a concept layout, typical sections and cost estimates based on the existing conditions, and technical analysis. Specific elements shall include:

- Alternative alignments and typical sections for the greenways and connections.
- Development of crossing plans of roadways with concepts and costs.
- Public space placemaking elements and strategies, including but not limited to public art, wayfinding, and safety and decorative lighting.
- Preparation of analysis of alternatives report, which includes analysis of potential environmental impacts, transportation impacts, ROW, utility conflicts, equity impacts, and overall cost estimates.
- Opportunities for the incorporation of green infrastructure and smart technology within the transportation elements.
- Conceptual renderings of the greenways, connections, and crossings.
- Temporary and interim transportation improvements recommendations.

### **Task 4 – Prepare Project Deliverables**

The goal of this task is to compile the results of the overall work effort, the study process, relevant findings, and recommendations into a final study/plan document. The final study document shall include the following (not necessarily in this order):

- **Summaries of the plan development process:**
  - A description of the study process and methodology, data gathering techniques and findings, and general outcomes.
  - A description of the public participation process used to achieve a community-supported program of improvements.
- **Draft Concept Plans and thematic concept(s)**
  - An area plan map outlining the type of elements and strategies to be installed at recommended locations. The summaries of these strategies written in a cohesive, user-friendly format.
  - A preferred layout and typical section of the greenways.
  - Conceptual renderings that illustrate the street level improvements, green infrastructure, and placemaking elements.
- **Implementation Strategy**



- A 100-day Action Plan shall be developed to include no-cost or very low-cost actions and organizational steps needed to keep momentum going and the stakeholders involved and sharing responsibility for the plan's success. This action plan should identify short term creative placemaking measures and temporary transportation installations that the City of Clarkston can undertake to test out concepts in a lighter, cheaper, faster manner.
- Changes to the City of Clarkston's applicable ordinances and guidelines for code adherence and if necessary, recommendations for regulatory reform to implement the plan.
- A phasing program based on the priority and implementation schedule of the various project elements to be undertaken in the project area.
- A work program to implement the recommendations.
- Cost estimates for all project components.

*Format of Deliverables*

- PDF file of the document, any appendices, concept plans, and typical sections.
- Electronic files in their original formats with supporting graphics and GIS or other data files (Excel, InDesign, etc.).

**TASK 5. Executive Summary Report:** Executive summary describing recommendations and a supporting document describing the process, meeting attendance, and stakeholder interviews.

**TASK 6 Presentations:** Minimum Four. At least one of the four presentations shall include an informal, interactive session. Two (2) presentations shall be made to the Mayor and City Council . One (1) presentation shall be made to the Planning and Zoning Board .

**4. QUALIFICATIONS.** Respondents must demonstrate the necessary ability, financial resources, and relevant experience to perform the work in a satisfactory manner. A minimum of five (5) years' experience in planning and zoning services or similarly related services is required.

**5. INSURANCE REQUIREMENTS.** Selected respondent shall, at their own cost and expense, acquire and maintain (and cause any subcontractors, representatives, or agents to acquire and maintain) during the term with the City, sufficient insurance to adequately protect the respective interest of the parties. In addition, the City has the right to review the Contractor's deductible or self-insured retention and to require that it be reduced or eliminated.

Specifically, the selected respondent must carry the following minimum types and amounts of insurance on an occurrence basis or in the case of coverage that cannot be obtained on an





occurrence basis with a minimum three (3) year tail following the termination of the agreement.

- a. Commercial General Liability Insurance coverage, including but not limited to, premises, operations, products, products liability, contractual liability, advertising injury, personal injury, death, and property damage in the minimum amount of \$1,000,000 (one million dollars) per occurrence and \$2,000,000 (two million dollars) general aggregate.
- b. Commercial Automobile Liability Insurance coverage for any owned, non-owned, hired, or borrowed automobile is required in the minimum amount of \$1,000,000 (one million dollars) combined single limit.
- c. Unless waived the State of Georgia, statutory Workers' Compensation Insurance coverage and Employer's Liability Insurance in the minimum amount of \$100,000 (one hundred thousand dollars) per each employee each accident.
- d. Professional Liability Insurance coverage appropriate for the type of business engaged with minimum limits of \$1,000,000 (one million dollars) per occurrence.

The above insurance limits may be achieved by a combination of primary and umbrella/excess liability policies.

## **RESPONSE FORMAT**

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1. **RESPONSE SUBMISSION**- Proposals must be clearly marked.

**City of Clarkston**

**Attention: Shawanna Qawiy- City Manager's Office**

**[clarkstongreenway@cityofclarkston.com](mailto:clarkstongreenway@cityofclarkston.com)**

**RFP # 10312022 Clarkston Greenway Feasibility Study**

Vendor shall submit one (1) electronic copy of the proposal and all documentation. Any changes or corrections must be initialed by the person signing the proposal documents.

2. **RESPONSE FORMAT** – The documents shall be submitted electronically. All information shall be assembled and indexed in the order indicated below, including text, graphics, charts, photographs, and documents. Any tabbed or similar separator pages, cover page, table of contents, and back pages must be labeled. Company/ Firm Information must be completed and submitted as the first page of the bid fee proposal. If the firm has branch offices, state the office that will have management responsibility for the work to be conducted.

**TAB 1 Letter of Interest** Cover letter should briefly introduce firm, organization, and consultant and also include:

- A statement confirming that all information contained in the response is complete and accurate.



- Signature from the firm’s owner/principle/chief executive certifying that sufficient resources in personnel, equipment, and time are available and will be committed to the agreement.
- Contact information for the firm’s owner/principle/chief executive including email address and phone number. If the firm has branch offices, state the office that will have management responsibility for the work to be carried out.

**TAB 2 Work Plan & Technical Approach to Manage and Provide the Services for the Clarkston Greenway Feasibility Study** Provide a detailed work plan describing the firm’s proposed activities and over-all strategies and understanding of the services and approach to the project. Describe the firm’s understanding of the scope of work and the ability to perform the services as outlined in this RFP including its design and implementation. Outline a detailed proposed project schedule to complete the services with a detailed breakdown of all zoning rewrite project costs. Provide any and all additional items/information that the firm believes is relevant to this RFP but not explicitly included.

**TAB 3 Experience and Qualifications of Firm and Staff** Describe the firm’s background, experience, and qualifications of key personnel proposed to work on the project; include resumes for key team members (including subcontractors) demonstrating specific planning and zoning projects relative to the scope of work. Also include information/details for at least two (2) projects preferably within the last 5 years for which the firm provided similar services. Include the expected amount of involvement for each team members. Any changes in key personnel after the agreement/contract award must be approved by the City.

**TAB 4 Other Forms.** The following forms listed below and in **Attachment A** with supplemental documents should be completed and signed and submitted with this RFP:

- a. Company/Firm Information Form
- b. Response Certification Form
- c. Copy of the Firm’s current Georgia Secretary of State, Division of Corporations corporation document registration (if firm is a corporation)
- d. W-9 Form
- e. Bidder Information
- f. Bidder Qualification Form
- g. List of Subcontractors
- h. Bidder Minority Participation Goal
- i. Financial and Legal Stability Statement
- j. Insurability Statement
- k. Georgia Security and Immigration
- l. Compliance Act Affidavit
- m. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion
- n. Non-Collusion Affidavit





## COMPANY/FIRM INFORMATION

Company Legal/Corporate Name: \_\_\_\_\_

Doing Business as (if different than above): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Website: \_\_\_\_\_

Remit to Address (if different than above)

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### **Contact for Questions about this response:**

NAME: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Day-to-Day Contact (if awarded):

NAME: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

\_\_\_\_\_ Certified Small Business; Certifying Agency: \_\_\_\_\_

\_\_\_\_\_ Certified Minority, Woman, or Disadvantaged Business Enterprise

Certifying Agency: \_\_\_\_\_



## RESPONSE CERTIFICATION

By Signing and Submitting this Response, the Company/Firm certifies that:

- a. It is under no legal prohibition to contract with the City of Clarkston.
- b. It has read, understands, and is in compliance with the specifications, terms and conditions stated herein, as well as its attachments, and any referenced documents.
- c. It has no known, undisclosed conflicts of interest.
- d. No offer of gifts, payments, or other consideration were made to any City employee, officer, elected official, or consultant who has or may have had a role in the procurement process for the services and/or goods/materials covered by this agreement/contract.
- e. It understands the City of Clarkston may copy all parts of this response, including without limitation any documents and/or materials copyrighted by the respondent, for internal use in evaluating respondent's offer, or in response to a public/open record request pursuant to Georgia Code and/or Federal Freedom of Information Act.
- f. Respondent hereby warrants to the City that the respondent and each of its subcontractors will comply with and are contractually obligated to comply with all Federal Immigration Laws and regulations that related to their employees.
- g. Respondent certifies that they have not been debarred by any Federal or public agency.
- h. It is current on any and all obligations due the city.
- i. It will accept such terms and conditions in a resulting agreement/contract if awarded by the City.
- j. The signatory is an officer or duly authorized agent of respondent with full power and authority to submit binding offers for the services specified herein.

### ACCEPTED AND AGREED TO:

Company Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_