

CITY OF CLARKSTON, GEORGIA

## **REQUEST FOR PROPOSALS**

***“PROFESSIONAL ENGINEERING DESIGN SERVICES***

***FOR***

***VARIOUS PEDESTRIAN ENHANCEMENTS”***

**RFP # SPLOST-04**



**Date of RFP Issuance: July 12<sup>th</sup>, 2018**

CITY OF CLARKSTON, GA  
CITY HALL ANNEX  
1055 ROWLAND STREET  
CLARKSTON, GA 30021  
[www.cityofclarkston.com](http://www.cityofclarkston.com)

REQUEST FOR PROPOSAL  
*Professional Engineering Design Services*  
*for*  
*“Various Pedestrian Enhancements”*  
CITY OF CLARKSTON, GEORGIA

The City of Clarkston is seeking proposals from qualified civil engineering design firms for the following scope of work: “Provide engineering, surveying, design, construction plan development, specifications and related services for pedestrian and beautification enhancements including a trailhead”, at various locations in the city.

Project is funded through the city funding allocation from the DeKalb 2017 SPLOST program, Community Development Block Grant and potential state funding for pedestrian signal crossing improvements.

Sealed technical and fee proposals (separate envelopes placed in the same package submittal), plainly marked “RFP – City of Clarkston Various Pedestrian Enhancements – SPLOST 04” on the outside of the envelope, shall be addressed to the Dan Defnall; Finance Department, City of Clarkston Annex, 1055 Rowland Street, Clarkston, Georgia 30021. Proposals will be accepted until 4:00 PM on August 8<sup>th</sup>, 2018. Proposal received after that date will not be accepted and will not be returned to the proposer.

The process for selection of engineering firms will be Qualification-Based (QBS). A Recommendation Committee will identify the short-listed firms based on the technical proposals submitted. Once the firms are technically ranked, the fee proposal will be opened and incorporated into a ranking matrix.

A non-mandatory pre-proposal meeting is scheduled for July 24<sup>th</sup>, 2018 at 1:00 PM at the City Annex; 1055 Rowland Street, Clarkston, Georgia 30021. All proposers will have an opportunity to ask questions at this meeting.

The Request for Proposal (RFP) is available on the city web site; [www.cityofclarkston.com](http://www.cityofclarkston.com). Addenda to this proposal, if any, including any responses to questions, will be posted on the city web site. Questions regarding this RFP shall be addressed to the cities Project Engineer, Larry Kaiser, P.E. at [kaiser@co-infra-services.com](mailto:kaiser@co-infra-services.com). The deadline to submit questions is 5:00 PM; July 27<sup>th</sup>, 2018. The City will respond to questions and/or issue addendum no later than 5:00 PM; August 1<sup>st</sup>, 2018. The City Project Engineer will not accept questions via phone calls. No contact shall occur with City of Clarkston staff, administration or elected officials regarding this project. Any form of contact may result in disqualification from submittal of this RFP.

The City of Clarkston reserves the right to reject any or all proposals, to waive technical or legal deficiencies, and to accept any proposal that it deems to be in the best interest of the City.

The design professional must ensure that all employees and applicants for employment are not discriminated against because of their gender, race, color, genetic information, religion, national origin, political affiliation, age, handicapped status, sexual orientation or sexual preference. The selected design professional will be required to adhere to the City’s “Fair Hiring Practices” ordinance. The city provisions of the Disadvantaged Business Enterprise Program shall apply. The DBE goal for this Project is 12%.

Any requests for reasonable accommodations required by individuals to fully participate in any open meeting, program or activity of the City of Clarkston, Georgia government should be directed to Keith Barker, City Manager, 404 -296-6489.

The City of Clarkston is an Equal Opportunity Employer.

**CITY OF CLARKSTON  
REQUEST FOR PROPOSAL**

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## **SECTION I – INTRODUCTION & OVERVIEW**

### **A. Purpose of the RFP and Overview**

The purpose of this Request for Proposal (RFP) is to solicit proposals for the purposes of entering into a contract through competitive negotiations for the services of a Professional Engineering firm, authorized to do business in the State of Georgia, that will lead to the design development and construction drawings and specifications for various pedestrian enhancements, beautification and a trailhead. The selected firm will have successful and quantifiable experience in the projects included in this RFP. This RFP describes the project in general, the required scope of services, the selection process, the minimum information that must be included with the submittal and various other items. The firm shall provide the tasks and deliverables as described in Section II of this RFP

The City is seeking to implement various pedestrian and beautification improvements, including a trailhead, that will compliment the infrastructure that is rather existing, under-construction or will be built in the future within the city limits. Each project will further set the stage and advance the long term goals for beautification and economic development initiatives for downtown revitalization and surrounding areas within the City limits.

Due to the existing conditions and state of improvements of the Stone Mountain Trail PATH project, the city would strongly encourage all proposers to visit the project to understand fully the project limits. This includes a thorough understanding of the project design elements included in the attached Exhibit.

### **B. Funding Background**

The City received an allocation of 2017 DeKalb SPLOST funding which will fund the right-of-way acquisition (1 parcel) and construction improvements identified herein. The City also received CDBG funding from DeKalb County to partially or wholly fund the Design Phase of Project ID # D.

The City will likely request state funding to partially offset the cost of the off-system proposed rectangular rapid flashing beacons identified in this RFP; Project ID # A. The PATH Foundation will pay for 50% of the cost of the improvements. Any remaining costs will be funded by the city SPLOST.

Project ID # B & C is funded by the City SPLOST.

The conceptual construction cost and associated budget allocated for the scope defined in this RFP is estimated to be \$2,550,000. This cost estimate excludes right-of-way acquisition and engineering design services.

The project design details are described in Exhibit D. Additional details are further described in Section I. C of this RFP.

### **C. Information Available & Project Limits**

Each proposer should be familiar with the following relevant information resources. These documents are included as standalone Exhibits that are to accompany this RFP. These Exhibits can be downloaded from the City web site. The Exhibits are as follows:

- EXHIBIT F - *Stone Mountain PATH Project Presentation* – sections B & D and E-1 are completed or will be accomplished by others and is not included in this design scope. The PATH Trail in Section C is constructed.

The Trailhead; section C, is included in this design scope, including sections E-3 & E-4; identified as Project ID #'s A, B, & C.

- EXHIBIT G - *“Pedestrian Crossing Study – North Indian Creek @ Rowland Street” Wolverton Study* – the recommendations identified in this study replaces the schematic diagram in section E-3 of the Stone Mountain PATH Project presentation
- EXHIBIT H - *East Ponce de Leon/Church Street Pedestrian Improvements Schematic Diagram and Probable Estimate of Construction Cost*
- EXHIBIT I – Kaizen Collaborative, Inc.; Construction Plans for the Lovejoy Trail and trailhead
- Survey performed by the city on Rowland Street between Market St & Hill Street to identify existing ROW. Courthouse research provided herein – city will provide research and deeds to the contracted firm

### **TABLE A**

<b>PROJECT ID</b>	<b>PROJECT DESCRIPTION</b>
<b>A</b>	<ul style="list-style-type: none"> <li>• Rowland Street @ North Indian Creek Rectangular Rapid Flashing Beacon &amp; Right-In/Right-Out concrete island installation</li> <li>(NOTE: This project is included in the Stone Mountain PATH in section I. C of the RFP)</li> </ul>
<b>B</b>	<ul style="list-style-type: none"> <li>• Rowland Street Road Diet/”Green Street” from Lovejoy Rd to Market Street</li> <li>NOTE: This project is included in the Stone Mountain PATH in section I. C of the RFP</li> </ul>
<b>C</b>	<ul style="list-style-type: none"> <li>• PATH Trailhead (Church @ Northern Ave)</li> <li>NOTE: This project is included in the Stone Mountain PATH in section I. C of the RFP</li> </ul>
<b>D</b>	<ul style="list-style-type: none"> <li>• East Ponce de Leon/Church Street @ CSX Sidewalks, ADA and related improvements (includes CSX permitting)</li> </ul>

Note: City Request GDOT funding for the RRFB

## **SECTION II – SCOPE OF WORK**

### **A. Tasks and Deliverables**

The City of Clarkston, Georgia is requesting proposals from qualified firms for the engineering design and plan development, surveying, specifications, right-of-way acquisition and related services for various pedestrian enhancements and a trailhead.

The project limits are depicted on TABLE A in SECTION 1. . The Consultant’s role will be to carry out the scope of work generally described below. The Consultant may modify the desired scope presented below if, based on their professional expertise and knowledge, they can provide an approach that will more effectively address the goals of this project. No GDOT funding, other than potentially for the RRFB, is included in these projects. As such the PDP process is not required in the development of the design and construction plans. The GDOT design elements are to be utilized where possible but the city is willing to consider alternative design elements and scope development if cost savings can be incurred without sacrificing public safety.

The Consultant shall prepare two (2) final construction plan sets for each of the four (4) Projects; Project ID# A, B, C, and D. The following details and services are required

- ✓ Database Preparation
  - ✓ Concept Plans
- 2.

- ✓ Preliminary Design Plans (75% )
- ✓ Right-of-Way and Easement Acquisition
  - (a) Project ID# A – plats and legal descriptions , which includes metes and bounds and narrative, are required – assume 2 parcels
  - (b) Project ID# D – plats and legal description , which includes metes and bounds and narrative, are required; one (1) parcel at proposed bus pull-off area
- ✓ Construction Plans (90%)
- ✓ Biddable Plan Set
- ✓ Specifications (RRFB)
- ✓ Schedule of Bid Items
- ✓ Landscaping and stormwater bio-retention cell (for Project ID# B)
- ✓ Public Information Meetings (PIOH and other community meetings)
- ✓ Estimate of Probable Construction Costs at each of the three phases of plan development for **EACH** project.

The Consultant shall prepare a Concept Plan, Preliminary Plan (75%), Construction Plans (90%) and a Biddable Set of plans.

The various Design Elements to be included in each Project Plan Set are shown in Exhibit D.

Additional required tasks set forth by the City are as follows:

Task #1: Permit Applications & City Project Reviews

Develop and prepare all necessary permit applications including, although not limited to; the following issues;

- (a) Notice of Intent (NOI) to satisfy the regulations of the National Pollutant Discharge Elimination System (NPDES) Phase I Program as applicable for **EACH** project.
- (b) CSX permitting and deliverables including CSX review fees (no mark-up of review fees) for Project ID# D.
- (c) City Project Engineer review of plans at the following stages of plan development;
  - ✓ Concept
  - ✓ Preliminary
  - ✓ Final

Task #2: Cost Estimates

The Consultant shall prepare, during the concept, preliminary and final construction phases of the plan development, construction cost estimates for **the following 4 projects:**

- Project ID# A
- Project ID# B
- Project ID# C
- Project ID # D

The City intends to advertise to-bid each of the four (4) projects separately. Refer to Table B – Design Implementation Schedule.

### Task #3: Attendance at Meetings

The scope of services requires the selected Consultant to work closely with staff and the cities Project Engineer in completing the various pedestrian improvement projects. The Consultant will budget (at a minimum) attendance at the following meetings over the duration of all four (4) projects:

- 1 kick-off meeting with the project engineer, city staff & PATH representatives
- 4 scoping meeting sessions
- 15 monthly status meetings
- 3 presentations to City council
- 5 public/community meetings (PIOH)
- 3 meetings with business community

### Task #4: Project Materials

The City firmly believes in the use of visual presentation materials and a variety of graphics to communicate design ideas. The Consultant team is required to provide powerful visuals that effectively complete and enhance meetings and the project process. Any and all materials developed for this project will become the property of the City. Additional deliverables as required include: (a) monthly progress reports, (b) development of minutes from each meeting and disseminated to all parties, and (c) presentation boards and power point presentations for various City and public outreach meetings. Meeting materials include agendas, minutes, presentations, supplementary handouts. All display boards, minutes from meetings and agendas shall be submitted to the Project Engineer for approval prior to meetings and/or dissemination.

### Task #5: Miscellaneous Responsibilities of Consultant

The Consultant shall be responsible for preparing agendas, responses to comments from public meetings and public meeting handouts. The printing and mailing costs associated with neighborhood communications (surveys and meeting announcements) shall also be the responsibility of the Consultant.

Given the unique demographics of the Clarkston Community, the City will provide the resources necessary for outreach to this diverse community. This will include any translation services as necessary.

## **B. Design Implementation Schedule**

The following is the City's proposed design schedule for project implementation:

# TABLE B

## DESIGN IMPLEMENTATION SCHEDULE

<b>TASK</b>	<b>SCHEDULE</b>			
	<b>PROJECT</b>			
	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
Kick-Off Meeting	9/14/2018	9/14/2018	9/14/2018	9/14/2018
Concept Plan Submittal	10/26/2018	10/26/2018	10/26/2018	10/26/2018
Public Information Meeting	11/6/2018	11/6/2018	11/6/2018	11/6/2018
Preliminary Plan Submittal	11/13/2018	1/22/2019	1/27/2019	2/6/2019
Final Construction Plans	11/22/2018	3/28/2019	2/17/2019	9/6/2019
City Advertise To-Bid	12/4/2018	4/22/2019	3/11/2019	11/6/2019
City Let To Construction	2/2019	7/2019	5/2019	2/2020

### III. SECTION III – RFP SUBMISSION INFORMATION

#### **A. Submission Details**

Three (3) copies of the technical proposal, sealed and plainly marked “**RFP – City of Clarkston Various Pedestrian Enhancements – SPLOST 04**” on the outside of the envelope, shall be submitted to the attention of Dan Defnall, Finance Department, City of Clarkston Annex, 1055 Rowland Street, Clarkston, Georgia 30021. Proposals will be accepted until 4:00 PM on August 8<sup>th</sup>, 2018. Technical & fee proposals shall be in separate sealed envelopes.

Proposals shall include the following information in the order detailed:

- III.A.1 Title Page: List the RFP subject, the name of the firm including all proposed sub-Consultants, name of contact person and the date.
- III.A.2 Table of Contents: Include a clear identification of the material included in the proposal by page number
- III.A.3 Letter of Transmittal: Limited to 2 pages. Express a commitment to perform the required work within the time frame identified in Table 1. If time frame is not feasible, explain why and provide rationale. Also give the name (s) of the person (s) who will be authorized to represent the firm, their title, email and telephone number (cell and office).
- III.A.4 Statement of Qualifications of Project Team:



A.4.1 Name, address and telephone numbers (cell and office) of the lead firm's owner (s) and full information about the corporate structure of the submitting lead firm including financials and/or audit of the firm's financials (3 pages maximum)

A.4.2 Location of the firm's primary place of business for legal purposes and any subsidiary offices, years of business and types of services offered (1 page maximum)

A.4.3 Names and qualifications of personnel to be assigned to the project design (no maximum)

A.4.4 List of **all** projects performed for city/county entities or state/federal agencies in the State of Georgia in the past two (2) years (no maximum)

A.4.5 Provide four (4) relevant pedestrian and trailhead projects within the past ten (10) years, including the names and contact information of the client. Identify the design "start" and "completion" dates, short narrative of the project, the construction bid amount awarded and the firm's contract design fees and final design fees upon project design completion (4 pages maximum)

A.4.6 The Project Manager assigned to this project shall be identified and a description of his/her relevant previous/present projects listed. This includes a list of past relevant projects, which proposed project staff have played a central role in designing shall also be provided (2 pages maximum)

A.4.7 Current and projected workload of assigned Project Manager and supporting staff shall be identified including the percentage of time assigned to this project. **Include a statement of the firm's commitment to perform the scope of services in accordance with the Design Implementation Schedule - Table B.** (1 page maximum)

A.4.8 A list of all lawsuits in which the lead firm and sub-Consultants have been involved in over the past five (5) years including all settlements or arbitrations (no maximum)

III. A.5 Statement of Project Understanding and Approach: The Consultant shall state in succinct terms their understanding of what is required by the Scope of Work, including providing a narrative of the Consultant's approach and technical plan for accomplishing the work herein. The Consultant is encouraged to elaborate and improve on the tasks listed in the RFP. Specific illustrations of former or current pedestrian enhancement and trailhead design projects shall be submitted and why your firm's past experiences are relevant to the city hiring your firm (5 pages maximum)

III.A.6 Time Schedule: The Consultant shall state whether the City's Proposed Schedule (as shown in Section II.B – Table B.) is workable and if not, explain why including your proposed revised schedule (1 page maximum)

III.A.7 Intangibles: The Consultant may include any other information that they believe will strengthen their position as the firm of chose (2 pages maximum)

III. A.8 Attachments: Attachments (Section V) that require signatures and/or completed information shall be included in the proposal submittal.

III. A.9 **Contract Fees: Fees SHALL be included with the Technical Proposal submittal (separate sealed envelopes)**

The scope and fees will be negotiated with the firm selected for this work.

The firms requested to submit a fee will be required to provide man-hours broken down by type of personnel and itemized per **PHASE** and **TASK** for **EACH** of the four (4) PROJECTS

Hourly rates for each billing class shall also be provided. An estimate of reimbursable expenses shall also be included. Overhead factors and other multipliers shall be identified. The hourly rates, multipliers, overhead and profit shall not be increased during the duration the work scope.

The compensation for professional services will be an “Hourly Rate Not-to-Exceed” for **EACH** Project.

**B. Selection Process & Fee-Scope Negotiations**

The Selection process is primarily Qualifications-Based where the technical skills, experience and the interview process are the most significant components of the evaluation process. The following outlines the process to be utilized by the Recommendation Committee.

III.B.1 The Recommendation Committee will review the Technical Proposals of the firms who submit for this project

III.B.2 The highest ranked technical proposals (no defined number) will be defined as the “short list”

III.B.3 The “short-listed” firms will be notified by the Recommendation Committee. The list of short-listed firms will also be posted on the City web site.

III.B.4 The fee proposal score will be added to the technical proposal score to develop a cumulative score. The rankings of the short-listed firms and the Recommendation Team’s “highest ranked firm” will be presented to City Council for approval. City Council has the final authority for selection of the highest ranked firm.

III.B.5 Once the ranking is identified and confirmed by council, fee and scope negotiations will commence immediately with the selected firm.

III.B.6 Negotiation of the terms, conditions, scope and fees related to the contract for design services shall be limited to five (5) days following the commencement of negotiations. If an agreement cannot be reached within that time frame, negotiations with the next top-ranked short-listed firm.

**C. Selection Criteria**

Proposals will be evaluated according to the criteria:

(a) Responsiveness to the submission requirements – **0 to 10 points**

(b) Qualifications of the firm and project team members. Particular attention will be given to the experience and demonstrated ability of the project manager to lead effective public meetings, proactively complete all tasks, quantifiable skill set in successfully negotiating with GDOT and CSX on design and constructability issues that required “outside the box

- thinking” (specific examples), and delivering projects of similar scope on time and within budget - **0 to 25 points**
- (c) Demonstrated understanding of the project scope and other relevant issues – **0 to 25 points**
- (d) References from current and former clients – **0 to 10 points**
- (e) Willingness and demonstrated ability to meet deadlines/Workload of Project Manager and Team – **0 to 5 points**
- (f) Time Schedule and intangibles – **0 to 5 points**
- (g) Fee – **0 to 20 points (if short-listed)**

**D. Clarification of Request for Proposal**

Requests for clarification of any items or requirements in the RFP must be received via email no later than 5:00 PM on July 27<sup>th</sup>, 2018. All requests for clarification shall be directed to Larry Kaiser at [kaiser@co-infra-services.com](mailto:kaiser@co-infra-services.com). Mr. Kaiser will acknowledge receipt of the email within one (1) hour of receiving it. If he does not acknowledge receiving it within one (1) hour, it is incumbent of the respective firm to contact Mr. Kaiser to ensure it was received.

Any Addendum or “Response to Questions” will be posted on the city web site by no later than 5:00 PM on August 1<sup>st</sup>, 2018.

**All Addendum and/or “Response to Questions” must be acknowledged by each firm when the Technical Proposal is submitted. This acknowledgment shall be in the form of submitting the actual city’s responses and/or addendum.**

**E. Contact Execution Schedule**

**TABLE B**

**CONTRACT EXECUTION SCHEDULE**

Legal Ad Posting	July 12 <sup>th</sup> , 2018
Non-Mandatory Pre-Proposal Meeting	July 24 <sup>th</sup> , 2018; 1:00 PM (1055 Rowland Street – City Annex)
Deadline for Request for Information/Questions	July 27 <sup>th</sup> , 2018; 5:00 PM
Deadline for City to Post Response to Questions and/or Addendum	August 1 <sup>st</sup> , 2018; 5:00 PM
Technical & Fee Proposals Due	August 8 <sup>th</sup> , 2018; 4:00 PM
Qualifications-Based Firm Selection	August 10 <sup>th</sup> , 2018
Fee and Scope Negotiations	August 14 <sup>th</sup> , 2018
Firm Recommendation to City Council	August 28 <sup>th</sup> , 2018
Execution of Contract	September 6 <sup>th</sup> , 2018
Issuance of NTP	September 12 <sup>th</sup> , 2018

## **F. Issuance of Request for Proposal**

The selected Consultant shall be expected to begin work within one (1) weeks of contract signing. The Consultant is also expected to meet the Project Design Implementation schedule provided herein. Certain reasonable allowances for satisfying the project completion date will be allowable with respect to permitting and other tasks not within control of the Consultant.

## **G. Contact Information & Project Administration**

The City's representation, Collaborative Infrastructure Services, Inc (CIS), will be responsible for administering the project and overseeing the design and construction activities for this project. Specifically, Larry Kaiser, P.E., with CIS will be the point of contact. Mr. Kaiser can be reached at 404-909-5619 or [kaiser@co-infra-services.com](mailto:kaiser@co-infra-services.com).

## **H. Indemnification and Insurance Requirements**

The consulting firm shall acquire and maintain statutory workman's compensation insurance, automobile bodily injury and property damage liability insurance, and comprehensive general liability insurance. The consulting firm shall also provide professional liability insurance coverage for errors and omissions of not less than \$1,000,000 per occurrence and \$3,000,000 aggregate. The consulting firm shall provide certificates of such insurance to the City prior to performing the work. If unable to provide these certificates, the City will undertake contract negotiations with the next ranked firm.

In recognition of the relative risks and benefits of the project to the City, the City's Representative (CIS) and the consulting engineer, the City agrees to limit the consulting firm's liability to the City and their Representative due to the consulting firm's professional negligent acts, errors and omissions to the extent of coverage provided for in the above paragraph. The City shall require its contracts for this project with its construction contractors and any subcontractors to include this same limitation of consulting firm's liability with respect to each of the City's contractors and subcontractors.

## **I. Special Conditions**

- III. I.1 This RFP does not commit the City to procure or award a contract for work
- III.I.2 This RFP does not commit the City to defray any costs incurred in responding to or preparing the RFP
- III.I.3 All information submitted in response to this RFP shall become the property of the City, and as such, may be subject to public review as public record
- III.I.4 The City reserves the right to cancel, alter or amend this RFP
- III.I.5 The City reserves the right to request clarifications from any or all members of submitting consultants, however, the City shall not be required to request missing information from the submittal which may cause the Consultant to be considered non-responsive.

- III.I.6 The City shall provide the release of all public information concerning the project including selection announcements and contract awards. Those consulting firms desiring to release information to the public must receive prior written approval through the City.
- III.I.7 Members of the consultant teams, their agents, lobbyists, attorneys, members of boards or agencies for the City and others shall not contact members of the City Council or any employee and of the City with regard to this project, process or any other question in reference to this project. Any such contact may result in automatic disqualification of the consultant team submittal.

#### **SECTION IV – CONTRACT DOCUMENT**

The City of Clarkston will utilize a standard form of contract for this professional services agreement. This contract will be provided to the selected consulting firm when fee and scope negotiations commence.

The contents of this RFP, of a proposed submitted in response thereto, and of the City's official response to questions, request for clarifications or interpretations regarding the RFP, addendum, and any exception to the RFP submitted by the successful proposer and accepted by the City, shall become part of the contractual obligation and shall be deemed incorporated into the ensuing contract

**SECTION V - EXHIBITS**

**EXHIBIT A**

**CONFLICT OF INTEREST  
CERTIFICATION**

I, \_\_\_\_\_, as the legal representative of \_\_\_\_\_, do certify that this proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the Proposal is genuine and not collusive or sham; that \_\_\_\_\_ has not directly or indirectly colluded, conspired, connived, or agreed with anyone else to put in a sham proposal, or that anyone shall refrain from proposing; that \_\_\_\_\_ has not in any manner, directly or indirectly sought by agreement, communication or conference with anyone to fix the proposal price, or to secure any advantage against or with the public or private body awarding the contract of anyone interested in the proposed contract; that all statements contained in the proposal are true; and further, that \_\_\_\_\_ has not, directly or indirectly, submitted his/her price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay any fee to any corporation, partnership, company, association, organization, or to any member or agent thereof, to effectuate a collusive or sham proposal. If applicable, \_\_\_\_\_ shall disclose all public and private sector clients, including authorities, which may exist within incorporated City of Clarkston, Georgia at the time the Contract is executed. In addition, \_\_\_\_\_ will be required for the duration of the Contract to continue this disclosure throughout the project duration, and if any conflict or potential conflict of interest occurs during the project duration, \_\_\_\_\_ shall disclose conflict or potential conflict as soon as it is known. No gift, gratuity or monetary contribution has been provided to any City of Clarkston government employee, any member of the City of Clarkston City Council or consultant under contract with the city to provide Project Engineering Services on this project from \_\_\_\_\_ as a corporate entity or employee of

\_\_\_\_\_.

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

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

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

# EXHIBIT B

## ACCEPTANCE FORM

Sealed technical proposals, plainly marked *“RFP – City of Clarkston Various Pedestrian Enhancements – SPLOST 04”* on the outside of the envelope, shall be addressed to the Finance Department, City of Clarkston Annex, 1055 Rowland Street, Clarkston, Georgia 30021. Proposals will be accepted until 4:00 PM; August 8<sup>th</sup>, 2018. Technical proposals received after that date will not be accepted and will not be returned to the proposer. The process for selection of an engineering firm will be Qualification-Based (QBS). A Recommendation Committee will identify the short-listed firms.

In compliance with this Request for Proposal dated July 12<sup>th</sup>, 2018, which includes the Table of Contents and all provisions, appendices and exhibits attached and referenced therein, and subject to all the terms and conditions set forth herein, the undersigned offers and agrees to furnish the services described in the RFP

Cited above and submit this signed technical proposal which includes this completed and signed page and other data as required by the RFP. It is understood that this proposal and the scope of services may be modified, by mutual agreement in subsequent negotiations if short-listed and identified to be the highest ranked firm.

NAME AND ADDRESS OF FIRM:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DATE: \_\_\_\_\_

By: \_\_\_\_\_  
(signature)

\_\_\_\_\_  
(print)

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

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

EIS # : \_\_\_\_\_

**EXHIBIT C**  
**E-VERIFY AFFIDAVITS**

City of Clarkston, Georgia  
**CONTRACTOR AFFIDAVIT AND AGREEMENT**

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 the City of Clarkston 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 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.

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 the City of Clarkston, contractor will secure from such contractor(s) similar verification of compliance with O.C.G.A. 13-10-91 on the Subcontractor Affidavit provided in 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 the City of Clarkston at the time the subcontractor(s) is retained to provide the service.

\_\_\_\_\_  
EEV/ Basic Pilot Program\* User Identification Number

\_\_\_\_\_  
BY: Authorized Officer or Agent

\_\_\_\_\_  
COMPANY

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title of Authorized Office or Agent

SUBSCRIBED AND SWORN

BEFORE ME ON THIS THE

\_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_\_\_

Notary Public

My Commission Expires:

\_\_\_\_\_  
\*As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the "EEV/Basic Rule Pilot Program" operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in Conjunction with the Social Security Administration





## EXHIBIT D

The pedestrian enhancements and trail head project is generally defined by the following project design elements and are to be included in the project scope. The selected design firm is encouraged to present to the city recommendations for enhancement of these design elements

**TABLE 1**

PROJECT ID #	REQUIRED DESIGN ELEMENTS (minimum)
<b>A</b>	<ul style="list-style-type: none"> <li>• Refer to the Wolverton Study for the recommended RRFB design and associated pedestrian and traffic operational modifications to this existing un-signalized intersection</li> <li>• The construction plan set shall include all project elements necessary to have an operational RRFB and the associated Rowland Ave access modifications that will tie-into Project ID #B. Potential ROW/easements may be required at the radii on all 4 corners to provide the necessary lane widths on Rowland as the raised RT IN/RT OUT is incorporated as an operational modification. This project will need to function as a stand-alone project until which time Project ID #B is constructed.</li> </ul>
<b>B</b>	<p><u>Rowland Street from Lovejoy to North Indian Creek</u></p> <ul style="list-style-type: none"> <li>• Existing granite curb line to remain in-place</li> <li>• Road to be milled (2 inches) and resurfaced with 1.5 inches 12.5 mm and 1.5 inches 9.5 mm Type II</li> <li>• PATH Foundation to restripe and sign for Bike Lanes</li> <li>• Multi-way stop sign at Wagoner to be removed</li> </ul> <p><u>Rowland Street from North Indian Creek to Market Street</u></p> <ul style="list-style-type: none"> <li>• Refer to the PATH Foundation schematic developed by Kaizen Collaborative &amp; Associates</li> <li>• Bioswale and beautification between the parking lot and Rowland Street</li> <li>• Tree plantings within ROW</li> <li>• Mill and resurface – same resurfacing section as above</li> <li>• Change alignment of road to provide a more conducive pedestrian environment (pedestrians and vehicles to share the same travel path). The use of other traffic calming systems/designs (i.e. Norman Road and the Streetscape Project) may be considered in</li> </ul>

	<p>lieu of modifying the footprint of the existing granite curb. Reduce speed limit to 15 MPH within the Rowland Street Corridor (North Indian Creek to Market Street).</p> <ul style="list-style-type: none"> <li>• Reset existing granite curb to provide greater visibility of the curb line regardless of whether the curb line is modified.</li> <li>• Coordination of project with International Bible School. School has purchased all land on both sides of Rowland from North Indian Creek to Hill Street; including all land on both sides of Hill Street. The interaction and coordination between the school’s creation of campus environment and city’s planned infrastructure is critical to maximum the pedestrian environment. Interfacing with the International School’s design firm as the school’s and city’s projects move forward will be required</li> <li>• Coordinate with city on tie-into the streetscape project under construction at Market &amp; Rowland. The city will be issuing a scope change to the streetscape design to convert Rowland Street; from Norman to Market, from the existing two-way street to a 100% bike/pedestrian path. Bollards will be sued at each end of Rowland to allow this conversion to occur. Expect formal submittal to GDOT for this project scope change within 2 months.</li> </ul>
<b>C</b>	<ul style="list-style-type: none"> <li>• Addition of design elements suitable for a trailhead and to complement the existing infrastructure</li> <li>• Increasing existing grade on a portion of the trailhead site is acceptable</li> <li>• Incorporate placards/kiosk at trailhead depicting the GA Power Trolley line that existed where new PATH Trail now exists. City discovered during construction of trail a section of a steel rail that supported the trolley. This should be incorporated into the trailhead design. City has route also received documents from Ga Power identifying the trolley and various pictures of the “Clarkston” Trolley. The city desires that these documents also be incorporated into the trailhead design</li> </ul>
<b>D</b>	<ul style="list-style-type: none"> <li>• Refer to the project description and schematic diagrams in the city’s CDBG proposal to DeKalb County – Attachment A - EXHIBIT H</li> </ul>

# **EXHIBIT E**

## **VENDOR AFFIDAVIT OF COMPLIANCE WITH CITY OF CLARKSTON FAIR HIRING PRACTICES**

**STATE OF GEORGIA**  
**COUNTY OF DEKALB**

**VENDOR AFFIDAVIT OF COMPLIANCE WITH**  
**CITY OF CLARKSTON FAIR HIRING PRACTICES**

COMES NOW \_\_\_\_\_, (“Affiant”).  
Affiant hereby declares the following under oath:

- 1) Affiant is an owner, principal, manager or agent authorized to bind the vendor doing business as \_\_\_\_\_ (“Vendor”).
- 2) For so long as Vendor and the City are engaged in a “Covered Contract” as defined by the City’s Fair Hiring Practices Ordinance (#16-401), Vendor agrees to:
  - a. Omit from any printed or on-line employment application used by Vendor any inquiry regarding the criminal history of the applicant;
  - b. Refrain from making any inquiries regarding an applicant for employment’s prior criminal arrests or convictions until and unless Vendor makes a contingent offer of employment to such applicant;
  - c. Refrain from publishing any information regarding a job that states or implies that an individual’s criminal history automatically disqualifies him/her from consideration for the job;
  - d. Consider all applicants for employment, regardless of criminal history; and
  - e. Refrain from taking any adverse employment action against an individual based on his/her criminal history unless Vendor simultaneously notifies the individual in writing that such adverse action was based on his/her criminal history.
- 3) Vendor agrees to submit a copy of its employment application form to the City prior to beginning work under the “Covered Contract.”
- 4) Vendor agrees to submit a sworn written affirmation of compliance with the City’s Fair Hiring Practices Ordinance to the City along with each invoice or application for payment under a “Covered Contract.”

FURTHER AFFIANT SAYETH NOT.

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

**VENDOR:**

\_\_\_\_\_

Title \_\_\_\_\_

WITNESS:

\_\_\_\_\_  
Notary Public

# ATTACHMENT A

***NOT INCLUDED AS AN ATTACHMENT TO THIS RFP. EACH DOCUMENT WILL BE POSTED AS A SEPARATE DOWNLOADABLE FILE***

***THE FILES TO BE DOWNLOADED ARE AS FOLLOWS:***

- *Stone Mountain PATH Project Presentation and Construction Plans; EXHIBIT F*
- *“Pedestrian Crossing Study – North Indian Creek @ Rowland Street”; Wolverton Study; EXHIBIT G*
- *East Ponce de Leon/Church Street Pedestrian Improvements CDBG Project Description, Schematic Diagrams and Probable Estimate of Construction Cost; EXHIBIT H*
- *Kaizen Collaborative, Inc. Construction Plans for the Lovejoy Trail and trailhead – EXHIBIT I*