

REQUEST FOR PROPOSAL
Professional Civil Engineering Conceptual Design Services
for
NORMAN RD DAM
(at Clarkston Estates Lake)
REHABILITATION/REPLACEMENT PROJECT

The City of Clarkston is seeking proposals from qualified civil engineering design firms for the following scope of work: ***“civil engineering conceptual design services for the rehabilitation or replacement of the Norman Road Dam at Clarkston Estates Lakes”***.

Project is funded through the City SPLOST II Capital Improvement Program. The City of Clarkston will be responsible for all phases of project implementation.

Sealed technical proposals, plainly marked “RFP – Professional Civil Engineering Conceptual Design Services for the Norman Road Dam Rehabilitation/Replacement Project” on the outside of the envelope, shall be addressed to City Manager ChaQuias Miller-Thornton, City of Clarkston, 736 Park North Boulevard; Suite 120, Clarkston, Georgia 30021. Proposals will be accepted until 3:30 PM on October 14, 2025. Proposals via email or fax will not be accepted. Technical proposals received after 3:30 PM, October 14, 2025, will not be accepted and will not be returned to the proposer. Fee Proposal shall not be included with the proposal submittal.

The process for selection of engineering firms will be Qualification-Based Selection (QBS). A Recommendation Committee will identify the short-listed firms based on the technical proposals submitted. These short-listed firms may be required to attend an interview.

A **non-mandatory** pre-proposal meeting on October 9, 2025 at 9:00 AM at the Norman Road Dam project site. 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, Georgia Procurement Registry and Bid.net. Addenda to this proposal, if any, including any responses to questions, will be placed on Bid.net. Deadline to submit questions via Bid.net is October 9, 2025 at 5:00 PM. Questions regarding this RFP shall be addressed to the cities Project Engineer, Larry Kaiser, P.E. at kaiser@co-infra-services.com via Bid.net. Phone calls will not be accepted. 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.

Refer to the RFP document for specific dates for questions and addendum deadlines.

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.

GDOT pre-Qualified Disadvantaged Business Enterprise (DBE) and Woman Business Enterprise (WBE) firms are encouraged to apply. The selected firm will be required to comply with all Equal Employment Opportunity (EEO) laws and regulations, including nondiscrimination under Title VI of the Civil Rights Act.

The City of Clarkston is an Equal Opportunity Employer.



REQUEST FOR PROPOSAL (RFP)

**PROFESSIONAL CIVIL ENGINEERING CONCEPTUAL DESIGN
SERVICES**

**NORMAN RD DAM
(at Clarkston Estates Lake)
REHABILITATION/REPLACEMENT PROJECT**

RFP Issue Date: September 10, 2025

RFP Submission Deadline: October 14, 2025 at 3:30 PM

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CONCEPT DESIGN TECHNICAL PROPOSAL

1.0 INTRODUCTION

The City of Clarkston, Georgia is soliciting proposals for civil engineering conceptual design services for the rehabilitation or replacement of the Norman Road Dam at Clarkston Lakes. Norman Road dam is owned and maintained by the city and classified as Exempt by the Georgia Department of Natural Resources. Clarkston Lakes privately owned and maintained by the Clarkston Shores Homeowners Association. No records exist on the construction of the dam or the lake. Refer to Exhibit A – Location Map.

2.0 BACKGROUND

2.1 Background Information

Norman Road, a city owned and maintained roadway, crosses at the Clarkston Lakes embankment and acts as the crest of an earthen dam. This earthen dam was built in approximately 1926 to impound water for a dairy farm owned by Mr. Prather. Since the early 90's, the earthen dam has experienced numerous minor repairs. The dam is considered to be in poor condition with the following deficiencies noted:

- (a) Steep downstream slopes with sloughs and washout's observed with repairs consisting of grouted rip rap and granite in a "stepped" configuration occurring in the 90's
- (b) The south lane of Norman Road at the crest of the dam has a longitudinal crack with the pavement exhibiting settlement over the past 2 years.
- (c) Upstream slope has numerous depressions/voids with visible signs of fence movement (due to upstream slope movement) towards the lake
- (d) An emergency spillway exists at the crest of the dam. Signs of movement and cracking of the concrete spillway is observed
- (e) On the left abutment of the upstream side is the principal spillway which consists of a 60 inch metal culvert that collects and carries water under Norman Rd to the downstream channel
- (f) On the right abutment of the lake consists of a 24 inch metal culvert that conveys water from the upper lake during specific rain events
- (g) Seepage observed at several locations on the downstream slope
- (h) Grouted and loosely placed granite retaining wall along the downstream stream channel at the toe of the downstream slope has partially collapsed
- (i) Retaining wall on the south side of the downstream stream channel exhibits horizontal movement towards the channel and washout on the park side of the wall. A subsurface investigation was performed for the pedestrian bridge foundation system in conjunction with the City Streetscape project in 2016.

Borings occurred at several locations along the toe and slope of the downstream embankment. Report provided as an Exhibit B herein.

2.2 Pre-Proposal Conference

Each consultant must completely satisfy themselves as to the exact nature and existing conditions of the requirements and for the extent and quality of work to be performed. Failure to do so will not relieve the successful Proposer of their obligation to carry out the contract requirements.

Proposers are welcome to attend a voluntary Pre-Proposal Conference to be held at the Norman Road dam project site on October 9, 2025 at 9 AM. The Project Engineer for the City will prepare an agenda and be on-site to address any questions pertaining to the project. In the event of inclement weather, the pre-proposal meeting will be held at in the City of Clarkston Training Room; 736 Park North Boulevard; Suite 120, Clarkston, GA 30021.

Note: Individual guided tours with city staff of the dam will not be undertaken.

3.0 SCOPE OF WORK

The overall project will be divided into two phases:

Phase I: Concept Design Phase

Phase II: Final Design/Biddable Set of Construction Plans/Technical Specifications

For the purpose of this RFP, the general scope of work for Phase 2 is included for proposers as information only. A technical proposal for Phase II is **NOT** to be provided at this juncture. The scope of this RFP is to provide a Concept Design **ONLY** and the associated deliverables.

During the Concept Design Phase the consultant is to provide a minimum of three (3) potential approaches for the rehabilitation or replacement of the dam. Sufficient data will need to be collected at this stage to allow the Consultant to develop reasonable recommendations for the presentation of three (3) concepts. The following sections of this RFP outline the technical requirements to develop these recommendations. Based on the Consultants analysis for identifying the three concepts, the City's Design Review Committee, consisting of the City Engineer, City Manager, Assistant Public Works Director and Planning and Economic Development Director, will present the findings to City Council, and subsequently identify two (2) Concept Designs that will address, at a minimum, the following:

- (a) Rehabilitate existing dam without impacting the pedestrian bridge allowing Norman Road to remain open to traffic during construction
- (b) Replace existing dam without impacting the pedestrian bridge allowing Norman Road to remain open to traffic during construction

The City will require the consultant to provide a concept design report for both concepts which includes a Probable Estimate of Construction Cost, impacts to the

surrounding neighborhoods for accessibility during construction (Norman Road is classified as a minor collector road serving an elementary school and shortest route for fire service accessibility), risk assessment, construction schedule, environmental impacts, regulatory approval review and permitting. All other requirements set forth in the RFP as outlined below are to be included in the proposal submittal.

Upon obtaining additional clarity from the Design Consultant, the Design Review Committee will present to City Council the two concepts for purposes of final concept design approval.

Proposers shall be aware that the City of Clarkston may choose to utilize ASDSO Peer Review during Phase I – Concept Design.

Upon Council approval of a final concept option, the selected Consultant will proceed with the remaining deliverables for the Concept Plan development

Proposers shall be aware that the City of Clarkston may choose to utilize ASDSO Peer Review during Phase II – Final Design/Biddable Set of Construction Plans/Technical Specifications.

4.0 LIFE CYCLE APPROACH

The City of Clarkston desires a solution with the lowest life cycle cost. Based on the nature and complexity of the assignment, proposers should generally outline in their proposals an appropriate approach and level of effort to achieve this objective in the Concept Phase. Any revisions to the life cycle analysis will be addressed during the Final Design Plan Development

5.0 CONCEPTUAL DESIGN PHASE - CONSULTANT ACTIVITIES AND DELIVERABLES

5.1 Overall Project Administration / Management

The successful consultant shall be responsible for all aspects of coordination and project management and shall designate, in writing, a project manager. All coordination of services shall occur between the City of Clarkston's Project Engineer and the selected consultant's project manager.

The primary purpose of project manager is to keep the project within scope, budget, and on schedule and to ensure that appropriate quality control & quality assurance practices are used to provide the best possible solution for the City of Clarkston.

5.1.1 Activities include:

- (a) Confirm client requirements and objectives at project outset;
- (b) Initiate meetings;
- (c) Maintain all project documentation;

- (d) Throughout the entire project, provide written project updates to the City of Clarkston Project Engineer on a monthly basis throughout the project duration. The updates are to include specific status updates on schedule and budget. In Gantt chart format the project progress is to be tracked against the original schedule;
- (e) Assume a total of ten (10) Project Update meetings assuming 50% virtual and 50% in-person at 3 hours per meeting
- (f) Schedule, facilitate and record meetings with the City of Clarkston's Project Engineer and relevant stakeholders throughout the concept design process. The purpose of the meetings will be to review and update work progress (i.e. scope, schedule & budget) and to review and update project management plans. These meetings are included in the 10 identified above; and
- (g) Identify & manage risks associated with the project; and
- (h) Proactive and thorough communication with the City of Clarkston's Project Engineer throughout the duration of the project;
- (i) Manage overall project scope, schedule, budget & quality control;
- (j) Ensure all project changes are discussed with the City's Project Engineer in advance of proceeding with the work.

5.1.2 Key deliverables include:

- (a) All recorded information including project reports, project CD, templates, surveys, calculations, sketches, plans, meeting minutes & correspondence;
- (b) Regular written project updates outlining progress for the review period. The updates are to be reviewed/signed by the consultant's quality assurance representative for the project;
- (c) At project outset develop risk management plan including all mitigative measures used to manage project risks;
- (d) Documentation of any project changes (scope, schedule, budget & quality impacts) including correspondence reflecting the City of Clarkston's approval prior to proceeding with the proposed changes.

5.2 Concept Design Details

5.2.1 Background Information and Data Gathering

The purpose of this task will be to gather all available design studies, reports, land ownership, and other relevant information

- (a) *Activities include:*
 - i. Interview City Project Engineer and Asst. Public Works Director
 - ii. Review land ownership and right-of-way and/or easements adjacent to and within the potential work zone
 - iii. Compile all available relevant data to obtain all current analytical data

from pertinent sources before design work begins. Any claim by the consultant of lack of information provided by the City of Clarkston will not be regarded as sufficient reason for non-completion or delay of the work.

- vi. Ground run topographic survey of sufficient detail for each concept design option that encompasses the potential work zone areas
- vii. Utilities affected that will require relocation for each of the four design options

(b) Deliverables include:

- i. Indexed list of information and location of the information to be incorporated into a concept design report.

5.2.2 Hydrologic /Hydraulic Assessments

The purpose of these assessments will be to assess the proper footprint and dimensions of the selected concept.

(a) Activities include:

- i. Carry out hydrologic modeling of the watershed
- ii. Discussions with EPD to identify potential downstream base flow requirements
- iii. Carry out high level analysis of possible floods/downstream impacts of the dam structure on existing water courses
- iv. Perform a dam breach analysis to identify downstream properties that could be inundated by a breach
- v. Assess the potential for loss of life, property and economic impacts if a dam breach occurs

(b) Deliverables include:

- i. Incorporate the findings of the hydrologic/hydraulic assessments into the concept design report.
- ii. Technical memo identifying opportunities and constraints for each concept

5.2.3 **Concept Design**

The purpose of the concept design will be to establish the final design criteria and provide an overview of the potential concept design options (minimum of 3). The concept design options for a new or rehabilitated dam are to reflect the hydrologic/hydraulic assessments of the watershed, identified potential uses in association with the dam (depending on options presented), as well as physical and system constraints.

(a) *Activities include:*

- i. Identify a ***minimum*** of three (3) possible concepts for a new and/or rehabilitated dam.
- ii. A review of various applicable dam types and constructability options to be presented and discussed for each location. This review will include assessment of operation and maintenance requirements, risk of overtopping, failure modes and downstream impacts, anticipated lifespan, life cycle costs, maintenance of traffic (MOT) during construction and public safety.
- iii. Identify and provide rationale for the regulatory (ACOE, EPD, Fish & Wildlife, FEMA, DNR, Ga. Safe Dam Program) and design standards and criteria to be used in the design of the new or rehabilitated dam.
- iv. Identify land ownership or property rights issues associated with the potential concept design options.
- v. Provide subsurface investigation work scope for the concept design options.
- vi. Provide subsurface recommendations on the suitability for each concept
- vii. Develop Probable Estimate of Construction Costs with supporting documentation and details used to develop the cost estimates.
- viii. For each Concept, a discussion of the following issues shall include, but not be limited to:
 - a) Environmental constraints
 - b) Preliminary geotechnical concerns
 - c) Constructability and accessibility for the traveling public
 - d) Land ownership
 - e) Regulatory approvals
 - f) Capital cost
 - g) Others
- ix. Assess the environmental impacts to Clarkston Lake and the accompanying upstream forebay if one or several of the options requires a partial or complete drawdown of the water level
- x. Include an analysis of the various dam options and positive/negative impacts to Milam Park

(b) *Key Deliverables:*

- i. Concept Design Report that summarizes the four options with recommendation of the dam type and footprint

- ii. The findings, analyses and conceptual design options for a new or rehabilitated dam will be submitted to City in the form of a Concept Design Report. In addition to the Concept Design Report, the Consultant will orally present the findings and concept design to the City staff and to City Council at work session. Consultant shall assume a total of three (3) rounds of edits to the report by City staff and Project engineer.

5.2.4 Public Engagement and Stakeholder Plan

The purpose of the Public Engagement and Stakeholder Plan will be to identify all stakeholders associated with this project (public, private, government, regulatory, etc.) and indicate the level and timelines of engagement for each party in the Concept and Final Design. The Consultant will be provided the names of the City Project Team that will make-up the final Project Management Team (PMT). The stakeholder team for Phase I and II will be identified and finalized during the Concept Phase. Concept work will begin and at some point during PH I the Stakeholder Team will be introduced to the project and frequency and dates/times of meetings established. Concept designs will not be finalized until the Stakeholder Team is actively involved with the project. Final design will not begin until a Stakeholder Team is established. The same or different Stakeholder Team members can be used in both Phases of work.

(a) Activities include:

- i. Outline the regulatory approvals process and timelines involved with each potential dam option during the concept design phase.
- ii. Liaison with pertinent regulatory agencies to fully identify regulatory requirements and the approvals process.
- iii. Review concept designs with identified regulatory agencies and include impact of discussions in final concept design report.
- iv. Identify and minimize project risks (costs and schedule) associated with external agency involvement by fully detailing regulatory requirements prior to Detailed Design. The successful Proposer will be tasked to develop a concept-level schedule outlining approval stages during concept design, final design and construction.
- v. A total of two public information open house meetings (PIOH) are anticipated during Phase I for purposes of discussing the overall project, present the concept design options and gather public feedback. It is anticipated that the consultant will lead the PIOH meetings with support from City staff and Project Engineer. The consultant will be expected to review and comment on issues that arise during the PIOH meetings. The Consultant will also respond in writing to all written comments received from the public. The City will review written responses and upon approval will mail or email the responses.

(b) Key Deliverables:

- i. Stakeholder Consultation Plan that identifies all project stakeholders, regulatory approvals, level and timeline for engagement throughout the entire project from concept design to construction.
- ii. Stakeholder Consultation Report that summarizes findings from the

PIOH and all stakeholder team meetings and provides comment on the impact to the concept designs.

5.2.5 Geotechnical Investigation

The purpose of this task is to undertake an appropriate subsurface investigation so as to support and optimize the concept design process and help refine conceptual cost estimates. The geotechnical investigation during the concept design phase will be preliminary in nature, but will help provide information on existing soil conditions for a minimum of four (4) concept design options and will help minimize the risks associated with encountering unforeseen conditions during the final design phase.

For the purposes of this proposal, proposers are instructed to provide a geotechnical plan as part of their proposal response which would outline the scope of services and the proposed fee. The fee and on-site geotechnical plan and tasks are to be included in the Concept Design Fee Proposal. Based on the results from the concept phase, any additional geotechnical work and associated fees will be incorporated into the Final Design Plan phase.

(a) Activities include:

- i. Subsurface investigation fee, scope and field tasks

(b) Key deliverables include:

- i. Concept Phase Geotechnical Report (electronic and hard copies)

6.0 Final Design/Technical Specifications (info. only – no proposal submittal)

The information below in Section 5.5 is provided to all proposers to assist in the preparation of their respective proposals in Phase II.

Following completion of the concept design phase, the City of Clarkston may choose to negotiate final design fees and scope with the Consultant selected in the Concept Phase. The City also reserves the right to engage a Consultant for final design using a public bidding process.

The Concept Phase Consultant or a Consultant selected in the public bidding process is required to list the members of the proposed final design team, provide resumes and related experience details, and include a brief approach and methodology for final design in their Proposal. The anticipated level of effort for final design based shall be based on the estimated construction cost of this project for the selected concept design option.

Note: The City, at its sole discretion, may choose to modify the draft scope of work and deliverables as described below for Phase II: Final Design/Biddable Set of Construction Plans/Technical Specifications. Any modifications to the following will occur prior to scope and fee negotiations with the firm selected for Phase I or, as described in the aforementioned, with another firm that submitted a Phase I

proposal; or the City may elect to publically advertise for PH II services.

6.1 Approvals

The purpose of this task is to ensure all pertinent permitting is followed and the necessary approvals are in place in a timely manner.

(a) Activities include:

- i. Identify & obtain the appropriate approvals required for this project. Scope to include: compilation of permitting applications and approvals
- ii. Consult with all relevant approval authorities to ensure the approval requirements are incorporated into the design in the most cost-effective manner;
- iii. Meet with all approval agencies as needed.

(b) Key deliverables include:

- i. Documented permit applications and required for this project;
- ii. Final approval certificates or authorizations from the relevant approval authority including all supporting documentation (environmental mitigation plans, drawings, reports, etc).

6.2 Survey

The purpose of this task is to locate features within the project site for preliminary design, detailed final design plans, record information and / or legal documentation purposes.

(a) Activities include:

- i. Legal survey (in area of proposed dam location)
- ii. Topographical survey (in area of proposed dam location)
- iii. Bathymetric survey (in area of proposed dam location)

(b) Key deliverables include:

- i. Electronic and hard copies of all surveys;
- ii. Written legal surveys and plats for easements and fee simple acquisitions, if applicable, for all property parcels impacted.

6.3 Public Engagement and Stakeholder Plan

The purpose for the Public Engagement and Stakeholder Plan will be to continue to outreach efforts as undertaken in the Conceptual Phase with additional refinement of the project details for presentation to the Public and at Stakeholder Engagement meetings

- (a) Anticipate two (2) in-person Public Information Open Houses where the plans will be presented for public comments

- (b) Anticipate two (2) Stakeholder Engagement meetings with the stakeholder committee members for purposes of discussing the final design and receiving feedback
- (c) Provide two (2) project summary information documents to the city communications office for the city newsletter and web site purposes

6.4 Geotechnical

The purpose of this task is to undertake an final subsurface investigation tasks that are necessary to optimize the final design and minimize the risk of additional costs due to unforeseen being identified at the construction phase. The geotechnical investigation during the detailed design phase will be a more thorough investigation of the selected concept design.

(c) *Activities include:*

- i. Subsurface investigation

(d) *Key deliverables include:*

- i. Geotechnical report (electronic and hard copies)

6.1 Detailed Design/Construction Plans

The purpose of this component is to complete the detailed design to support the City of Clarkston advertising to-bid for construction the selected design option. The engineering design shall meet the minimum requirements of all the effected regulatory agencies; from which approval may be necessary.

(a) *Activities include:*

- i. Detailed design review process completed in full consultation with the City Project Engineer
- ii. City review of the final detailed design report. Prepare the design drawings & documents; including a Technical Specification Manual (including detailed engineering drawings, specifications & detailed cost estimate)

NOTE: City may choose to procure the services of a peer review consultant to offer an analysis of the final design plans and construction bid package

- iii. Revise drawings and specifications as necessary, as part of the City review process.

(b) *Key deliverables include:*

- i. Detailed design report including:
 - a) Expansion on the concept design report for the single preferred dam location, configuration with typical sections, details, costing and design rationale
 - b) Identification and rationale for the regulatory and design standards

- and criteria to be used in the design of the new or rehabilitated dam.
- c) Include hydrologic and hydraulic modeling and analyses that were part of the concept design.
 - d) Include a final risk management plan which would identify the major project risks and mitigated measures on:
 - o Environmental constraints
 - o Geotechnical concerns
 - o Constructability
 - o Maintenance of Traffic (MOT) plan
 - o Land ownership
 - o Regulatory approvals
 - o Capital/Operating costs.
 - ii. Detailed design drawings, specification
 - iii. Cost estimate based on the detailed design.

7.0 INFORMATION FOR PROPOSERS (Concept Design Only)

7.1 Final Proposal Submittal Details

The details are as follows for submission of the Proposal:

Page Limit

All proposals are limited to TWENTY-FIVE (25) pages or less, inclusive of the cover sheet and shall be typed on 8-1/2" x 11" sheets, single-spaced, one-sided. Fold out pages are not allowed. To reduce costs and to facilitate recycling, binders, dividers, tabs, etc. are prohibited. One staple in the upper left-hand corner is preferred. RFPs containing more than TWENTY-FIVE (25) pages will not be considered.

Proposal Copies

FIVE (5) total hard copies of the RFP should be submitted along with one electronic copy on a flash drive, in pdf format. Firms submitting RFPs are encouraged to carefully check them for conformance to the requirements stated above. If RFPs do not meet ALL these requirements they will be disqualified. No exception will be granted.

RFP Delivery

RFPs SHALL be received BY MAIL OR HAND-DELIVERY no later than 3:30 PM on Monday, October 14, 2025. Proposals received after this deadline will not be considered.

Address for mailings or hand deliveries is:

City of Clarkston
ATTN: City Manager ChaQuias Miller-Thornton
736 Park North Boulevard
Suite 120
Clarkston, GA 30021

The City reserves the right to accept or reject any or all responses with or without cause. Issuance of this RFP does not commit the City to award a contract, to pay any costs incurred in preparation of a proposal, or to procure or contract for related services.

7.2 Submission Schedule and Key Dates

RFP Schedule	Date	Time
RFP Release	September 10, 2025	NA
On-Site Non-Mandatory Pre-Proposal Meeting (Norman Rd dam)	October 9, 2025	9:00 AM
Deadline for Proposer submittal of written questions and clarifications	October 9, 2025	5:00 PM
City Issuance of Final Addendum	October 10, 2025	5:00 PM
Deadline for RFP Submission	October 14, 2025	3:30 PM
Interviews	TBD if applicable	TBD
Contract Negotiations	TBD	TBD
Firm Selection and Notification	TBD	TBD
Present Highest Ranked Firm to City Council	October 28, 2025	7:00 PM
Present Negotiated Fee and Scope of Selected Firm to Council	November 4, 2025	7:00 PM
Issue Notice-to-Proceed to Selected Firm (estimated)	November 10, 2025	NA

7.3 Submission Questions

Questions concerning this RFP should be directed, in writing, via Bid.net

Responses to questions will be issued in the form of an RFP addendum, available to all interested parties and posted on the city web site and Bid.net.

Questions must be submitted by the Proposer no later than Monday, 5:00 PM on October 9, 2025. The last addendum will be issued by the City no later Friday, 5:00 PM on October 10, 2025.

8.0 RFP Response (Concept Design ONLY)

The response to this RFP shall be submitted using the **two-envelope system** as follows:

- The technical proposal shall include a searchable PDF electronic file, the hard copy original, bound clearly marked “original”, and five (5) additional bound copies of the proposal. All copies of the technical proposal are to be clearly marked as “**TECHNICAL**”. The fee **shall not** be included in the Technical portion of the submission.
- The fee proposal shall be submitted in a separate, sealed envelope (one copy only) and clearly labeled “**FEE PROPOSAL**”, when requested by the City. The City will only request a Fee Proposal from the highest Ranked firm (s).

8.1 **Technical Proposal Format & Criteria**

The Proposal shall include the following; 8.2, 8.3, 8.4 and 8.5, as a minimum. Failure to do so may be cause for rejection of the proposal.

8.2 **General**

Consultant shall provide the name of the firm, office address, telephone number and facsimile number.

8.3 **Project Understanding and Implementation Plan**

The proposal shall include a section that clearly demonstrates the Proposer's understanding of the assignment and the deliverables requested. **Note:** The City of Clarkston does not want to see submissions that simply rewrite the content of this RFP. Proposals shall include as a minimum:

- The Proposer's understanding of the activities and deliverables quoted in the RFP and for the nature of the work required to meet the project objectives.
- The proposed approach / methodology to be used to meet the project objectives and deliverables.
- The proposed work program and schedule that identifies start and end times and key milestones (a Gantt chart). The consultant is expected to propose a schedule that they feel is realistic and achievable.
- A Time Task Matrix showing the breakdown of activities and associated resource hours for each team member including all sub-consultant team members. (Note: **NO** cost information shall be shown in the Time-Task matrix submitted in the **TECHNICAL** proposal. Costs may only be shown in the **FEE** proposal. Failure to adhere to this requirement will be grounds for disqualification of the proposal.)

8.4 **Company Experience and Project Team Qualifications**

The technical proposal shall include information on the key project resources including:

- Identification of a Project Manager and provide resume. Provide brief explanation as to why this person is appropriate for this role including recent project management experience.
- A list of all other project resources complete with **resumes** for key resources.
- Names of sub-consultant firms to be retained to complete this

assignment including a description of the merits of their participation and a description of their qualifications.

- A list of the sub-consultant personnel and associates that will be performing various tasks for this assignment. Provide resumes for key sub-consultant resources.
- A project team organizational chart that identifies the lead resource for each component of the project.
- For each of the key resources provide, on a quarterly basis breakdown, the hours currently committed to other duties and the hours proposed to be allocated to this project.
- A minimum of three (3) reference projects. At a minimum the reference information for each project is to include all of the following information:
 1. project description;
 2. a contact person and phone number for the owner of the project;
 3. the value of the original consultant fee contract and the final consultant fee;
 4. the estimated construction cost at time of tender, the awarded tender value, and the final construction cost; and
 5. the key project schedule dates (complete design, completed substantial construction) stated in the original consultant proposal/contract and the actual dates achieved.

Proposers should assume that all references will be contacted.

Specific to this assignment, the project team for this assignment shall consist of personnel skilled and experienced in the evaluation and design of dam structures. The proposal shall make every effort to highlight the project's team experience in this type of work.

The proposal must outline the resources to be used for this assignment, provide an explanation of the project resources' direct experience with the skills noted above, and identify specific projects and dates in which these skills were demonstrated. Curriculum vitae / resumes for the identified project resources may be submitted as part of the attachments / appendices.

In the event there would be a change in the personnel named and assigned to perform the services under the contract, the consultant shall be required to submit, for approval to City of Clarkston, the credentials and resumes of the alternate personnel the consultant proposes to use in the performance of the contract. Substitutions of personnel from those identified in the response to the RFP must have like qualifications of the listed personnel. Changes must be submitted in writing by the Proposer and approved in writing by City of Clarkston.

8.5 Project Management During Design

The proposal shall include information to help City of Clarkston understand and evaluate the Proposer's approach to managing projects including:

- Approach to project planning and control.
- Approach to management of the project scope, schedule and cost.
- Approach to quality management.
- Approach to communication management within the overall project team and with external stakeholders. If part or all of the team is remote from Clarkston, provide specifics as to how this will be managed.
- Approach to risk management.

8.6 Insurance

Unless otherwise agreed in writing, the Engineer will carry professional liability insurance covering the services described in the agreement and the insurance policy is to provide coverage for an amount not less than \$2,000,000. Coverage will be maintained continuously from the commencement of the Services until completion or termination of the Services and, subject to availability at reasonable cost, for two (2) years after the later of: (a) termination of the Services or (b) Substantial Completion.

8.7 Acknowledgement

A complete acknowledgement, in the form set forth in **Proposer Submission Sheet** confirming that the Proposer acknowledges and agrees to all the conditions of participation in the RFP.

8.8 **Assumptions**

The Proposer shall clearly identify all assumptions made in the preparation of the proposal. Additionally, the Proposer is encouraged to outline other work considered essential to the successful completion of this project that was not identified by City of Clarkston in this RFP.

8.9 **Fee Proposal**

Proposers shall **NOT** submit a Fee Proposal until requested to do so from the City. The Qualifications-Based Election Process will be used to identify the “Highest Ranked Technical Firm”. Only this firm will be requested to submit a Fee Proposal.

The Fee Proposal submitted by the highest ranked technical firm will consist of major components of the assignment and the associated subtasks for each component.

The Fee Proposal must clearly provide the following:

- For each component and associated subtasks identify the individuals proposed to accomplish the work, their associated hours, hourly rates and Project Title/Role.
- Total all-inclusive Concept Design Fee for the project including billable expenses shall be broken down into three components:
 - Concept Design Plans
 - Geotechnical Investigation
 - Survey Services
 - Stakeholder and Public Engagement Plan

8.10 Address for Submission

The Concept Design technical proposal shall be delivered in a sealed envelope marked “Request for Proposals – Professional Civil Engineering Conceptual Design Services – Norman Rd Dam Rehabilitation/Replacement”:

City of Clarkston
ATTN: City Manager
Cha Quias Thornton-Miller
737 Park North Boulevard
Suite 120
Clarkston, GA 30021

Under no circumstance will proposals received after the Submission Closing Date be accepted.

8.11 Hard Copies

All proposals must be in hard copy form. No facsimile transmissions will be accepted. However, amendments to the original document will be accepted by facsimile, if received before the Submission Closing Date. Originals must be forwarded to City of Clarkston so that they may be attached to the original hard copy for validity.

8.12 Late Submissions

The date and time of receipt of a Proposal shall be the date and time indicated by City of Clarkston’s date and time stamped on the Proposal.

8.13 Addendums to the Request for Proposal

All revisions to this RFP will be posted in the form of an addendum to the City of Clarkston web site. Prior to the Submission Closing Date, City of Clarkston may revise any provision or part of the RFP. **Proposer shall identify and acknowledge date of addendum issuance and include copies of the addendum in the proposal submittal.**

8.14 Request for Clarification

Any Proposer who has questions as to the meaning or intent of any part of this RFP or of the project, or who believes this RFP contains an error, inconsistency or omission, should submit a request for clarification. All requests for clarification or inquiries concerning this RFP should be forwarded in writing by email no later than one week prior to the Submission Closing Date, to the City of Clarkston representative identified below:

City of Clarkston
ATTN: City Manager
Cha Quias Thornton-Miller
737 Park North Boulevard
Suite 120
Clarkston, GA 30021

All clarifications to this RFP will be posted to the City of Clarkston Web Site.

City of Clarkston will assume no responsibility for oral instructions or suggestions. City of Clarkston hours of operation are Monday to Friday, 8:30 am to 4:30 pm.

8.15 Period of Submission Validity

Proposals will be binding for sixty (60) Days: Unless otherwise specified, all formal proposals submitted shall be irrevocable for sixty (60) Calendar days following proposal opening date, unless the Proposer(s), upon request of City of Clarkston, agrees to an extension.

8.16 Proposal Evaluation

Proposals will be evaluated on the basis of all information provided by the Proposer. Each proposal will be reviewed to determine if the proposal is responsive to the submission requirements outlined in the RFP. Failure to comply with these requirements may deem the proposal non-responsive.

In recognition of the importance of the procedure by which a Proposer may be selected, the following criteria outline the primary considerations to be used in the evaluation and consequent awarding of this project (not in any order). See table below.

It is the goal of the City to promote local and minority business participation. Therefore, in accordance with the City of Clarkston's MBE/DBE Policy, the Consultant shall make a good faith effort to identify and hire minority prime and/or subcontractors for this project.

Selection of a proposal will be Qualifications-Based Selection process as outlined in the City Procurement Policy. This process will be a technical ranking of the top firm. The highest ranked firm will be asked to submit a fee proposal. The City may choose to negotiate a fee and scope. If negotiations occur and deemed to ultimately be unsuccessful, the City may choose to select the next highest ranked technical firm and initiate the same process of fee and scope negotiations. This will continue until a final selection is made and a recommended firm submittal to City Council.

Criteria	Weight	Score
<i>Technical</i>		
Project Understanding and Implementation Plan	25%	
Project Team Qualifications	25%	
Demonstrated Dam Design Experience	25%	
Reference Projects	10%	
Project Management	10%	
MBE/DBE Participation	5%	
<i>Subtotal - Technical</i>		
Total	100%	

Proposers are reminded that the negotiated fee with the firm identified as the highest ranked technical proposal will be a Unit Price Not-to-Exceed basis.

8.17 Evaluation Team

An Evaluation Team comprised of City of Clarkston representatives will evaluate responses to the Technical Concept Design RFP. Proposers may be invited to make a presentation to the Evaluation Team. Proposers must be prepared to make a presentation and must have members of the proposed project team participate in the presentation. The Evaluation Team may use this opportunity to discuss the submitted proposal and request clarification of information provided in the proposal submission. Proposers are encouraged to provide any additional information that may be relevant in the evaluation of their proposal.

8.18 Award

Provided that at least one of the received proposals meets the approval of the Evaluation Team, a recommendation on Contract award will be made on the basis of the final negotiated scope and fee with the firm with the highest ranked technical proposal. All awards are subject to the recommendation of Senior Management to the City Council. Funding for the Conceptual Design has been budgeted for in the City's SPLOST II Capital Project Program.

Written communication to the Successful Proposer of notification of award before the time of expiration specified by City of Clarkston shall result in a binding Contract without further action by either party.

City staff will prepare an Agreement upon City Council approval of the selected Consultant.

9.0 PROJECT ADMINISTRATION

9.1 Payment

The consultant shall submit an invoice for consultant services provided to:

City of Clarkston will pay the Consultant monthly for the work performed as shown on invoices provided by the Consultant. The Consultant's monthly invoices must include as a minimum:

- Project status report for the period of time in which the invoice is submitted
- Breakdown by task and for each task include a list of team members, their hours and their hourly rates;
- Percentage calculation of the work completed; and
- Expenses and applicable taxes included as separate line items.

Invoices beyond the original agreed on value will not be accepted unless written consent from City of Clarkston is obtained. Invoices for extra work must be submitted separately and must be accompanied by a written justification of the work. (Note: Written authorization from City of Clarkston is required prior to proceeding with any extra work.)

The submission of the required written project updates are a mandatory project requirement. City of Clarkston will withhold invoice payment if these updates are not provided.

Payment shall be made upon receipt of a proper invoice from the consultant and authorized by the head of the department or designee. Normal payment terms for the City of Clarkston are forty-five (45) days from receipt of the invoice.

SECTION 10.0
BACKEND DOCUMENTS
REQUIRES SUBMISSION WITH TECHNICAL PROPOSAL



Vendor Questionnaire

1. Offeror has previously conducted business with Clarkston _____
2. Is the offeror's physical location within the corporate city limits of Clarkston? _____
3. Is your company a certified minority-owned business? _____

If yes, indicate category letter(s) and include a copy of current certificate(s)

A "Minority Business Enterprise" (MBE) is a business which is an independent and continuing operation for profit, performing a commercially useful function, which is owned and/or controlled by one or more minority group member(s).

a.	African American Business Enterprise (AABE)	d.	Hispanic Business Enterprise (HBE)
b.	Asian Business Enterprise (ABE)	e.	Minority Veteran (MV)
c.	Female Business Enterprise (FBE)	f.	Native American Business Enterprise (NABE)

An "Owned" is a minority or female owner which possesses an ownership interest 51% of the business.

A "Controlled" is a minority or female which possess and exercise the legal authority and power to manage business assets, good will and daily operations of the business and actively and continuously exercise such managerial authority and power in determining the policies and directing the operations of the business.

1. Has a person, firm or company ever been debarred from doing business with any federal, state, or local agency? _____

If yes, on a separate sheet of paper, provide details including agency name, date(s) and reason for debarment.

Vendor Contact Name (print)

Title

Vendor Contact Signature

Date



Contractor's Code of Ethics

The City of Clarkston ("City") is committed to a procurement process that fosters fair and open competition, is conducted under the highest ethical standards and enjoys the complete confidence of the public.

To achieve these purposes, the City requires each vendor who seeks to do business with the City to subscribe to this Contractor's Code of Ethics.

The Contractor affirms, they will:

1. Offer a proposal competitive, consistent, and appropriate to the bid documents.
2. Complete all aspects of any contract awarded to it at the contracted price pursuant to the terms set forth in the contract.
3. Submit timely, accurate, and appropriate invoices for goods and/or services performed under the contract.
4. Disclose to the City any direct or indirect personal interests a City employee or City official holds as it relates to a vendor contracted by the City.
5. Comply with all applicable laws, codes or regulations of the countries, states and localities in which they operate. This includes, but is not limited to, laws and regulations relating to environmental, occupational health and safety, and labor practices.
6. Request their suppliers including temporary labor agencies to do the same.
7. Conform their practices to any published standards for their industry are in compliance with laws, regulations and practices include, but are not limited to the following:
 - a. Obtaining and maintaining all required environmental permits. Further, the Contractor will endeavor to minimize natural resource consumption through conservation, recycling, and substitution methods.
 - b. Providing workers with a safe working environment, which includes identifying and evaluating workplace risks and establishing processes for which employees can report health and safety incidents, as well as providing adequate safety training.
 - c. Providing workers with an environment free of discrimination, harassment, and abuse, which includes establishing a written anti-discrimination and anti-bullying/harassment policy, as well as clearly noticed policies pertaining to forced labor, child labor, wage and hours, and freedom of association.

The Contractor affirms, they will not:

1. Discuss or consult with other competitors intending to bid on the same contract or similar City contract for the purpose of limiting competition. The vendor will not make any attempt to induce any individual or entity to submit or not submit a bid or proposal.
2. Disclose the terms of their bids or proposal, directly or indirectly, to any other competing company prior to the bid or proposal closing date.
3. Change the official bid solicitation documents, in any manner. When discovered, the entire bid solicitation package will be rejected.
4. Offer or give any gift, item or service of value, directly or indirectly, to a City employee, City official, employee family member or other vendor contracted by the City.
5. Cause, influence or attempt to cause or influence any City employee or family member or City Official or family member, which might tend to impair his/her objectivity or independence of judgment; or to use, or attempt to use, his/her official position to secure any unwarranted privileges or advantages for that vendor or for any other person.

SIGNATURE: _____ DATE: _____

DISCLAIMER: This Code of Ethics is intended as a reference and procedural guide to contractors. The information it contains should not be interpreted to supersede any law or regulation, nor does it supersede the applicable contractor contract. In the case of any discrepancies between it and the law, regulation(s) and/or contractor contract, the law, regulatory provision(s) and/or vendor contract shall prevail.



Reference Request

The City of Clarkston requests the offeror provides between three (3) to five (5) "dam" client references to be potentially contacted for this proposal. The offeror's references can consist of current and/or past government agencies, educational institutions, and/or commercial accounts of similar size and scope for this proposal from within five (5) years of this bid solicitation.

The City of Clarkston requests the offeror's references list not consist of any work performed and completed on behalf of the City of Clarkston; nor should the offeror's references be current of former City of Clarkston employees.

<u>REFERENCE # 1</u>	
Name of Company/Entity:	
City/State:	
Contact Person:	
Contact Email:	
Contact Phone:	
Date(s) Work Performed:	
<i>Brief</i> Narrative of Work:	

<u>REFERENCE # 2</u>	
Name of Company/Entity:	
City/State:	
Contact Person:	
Contact Email:	
Contact Phone:	
Date(s) Work Performed:	
<i>Brief</i> Narrative of Work:	

<u>REFERENCE # 3</u>	
Name of Company/Entity:	
City/State:	
Contact Person:	
Contact Email:	
Contact Phone:	
Date(s) Work Performed:	
<i>Brief</i> Narrative of Work:	

<u>REFERENCE # 4</u>	
Name of Company/Entity:	
City/State:	
Contact Person:	
Contact Email:	
Contact Phone:	
Date(s) Work Performed:	
<i>Brief</i> Narrative of Work:	

<u>REFERENCE # 5</u>	
Name of Company/Entity:	
City/State:	
Contact Person:	
Contact Email:	
Contact Phone:	
Date(s) Work Performed:	
<i>Brief</i> Narrative of Work:	



Non-Collusion

By signing below, I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a bid and is in all respects fair and without collusion or fraud. I understand that collusive bidding is a violation of State and Federal law and can result in fines, prison sentences, and civil damage awards. I agree to abide by all conditions of this bid and certify that I am authorized to sign this bid for the bidder.

In addition, the selected company will be required to comply with all existing State and Federal laws, including applicable equal opportunity employment provisions. The Contract between the company and the City shall be construed and governed in accordance with the law of the State of Georgia and the City of Clarkston. The company, at its own expense, shall secure all occupational and professional licenses and permits necessary for the fulfillment of its obligations under this contract.

It shall be unethical for any City Employee or City Official to transact any business or participate directly or indirectly in a procurement contract when the City Employee or City Official knows; the City Employee or City Official or immediate family of such has a substantial interest pertaining to the procurement contract, except that the purchase of goods and services from businesses, which a member of the city council or other City Employee has a substantial interest is authorized as per O.C.G.A. § 36-1-14, or the procurement contract is awarded pursuant to O.C.G.A. § 45-10-22 and § 45-10-24, or the transaction is excepted from said restrictions by O.C.G.A. § 45-10-25, interpreting such statutes as if they were applicable to a municipality.

Vendor Name:

Physical Address:

City, State, Zip

Phone:

Fax:

Signature:

Date:



Primary Contractor E-verification Affidavit

The Clarkston contract holder, signed below, confirms, and verifies its compliance with Georgia law (*See* OCGA § 13-10-91), and affirmatively states that the business (Sole Proprietor, Partnership, Corporation, Non-Profit, LLC Corporation, or LLC Partnership) which performs services for the Clarkston: (*check and complete #1 or #2 below*)

____ 1. Has registered with, is authorized to use, and uses the federal work authorization program commonly known as “E-Verify”, or any subsequent replacement program. Furthermore, the undersigned will continue to use the federal work authorization program throughout the contract period. The undersigned will contract for the physical performance of services for the contract only with subcontractors who present an affidavit to the contract holder with the information required by OCGA § 13-10-91, as amended. The undersigned hereby attests that its federal work authorization user identification number and date for authorization are as follows:

Federal Work Authorization User Identification Number (*not Taxpayer ID*)

Date of Authorization

Legal Business Name of City of Clarkston Contract Holder/Applicant

____ 2. Employees no employees or otherwise does not fall within the requirements of OCGA § 13-10-91.

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, 20____ in _____ (city) _____ (state)

Signature of Authorized Owner/Officer

Printed Name and Title of Authorized Owner/Officer

NOTARY PUBLIC

My Commission Expires: _____



Subcontractor

I will / will not propose to subcontract some of the work on this project? _____
(response)

I propose to subcontract work for the following:

	Subcontractor Print Name	Brief Description of Work to be Performed by Subcontractor	Percent of Work	DBE (Y/N)
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Vendor Contact Name (print)

Title

Vendor Contact Signature

Date

Note:

1. **The City of Clarkston requires the (primary) consultant to complete no less than fifty-one (51%) percent of the proposed project.**
2. It shall be the responsibility of the selected bidder to ensure that all subcontractors comply with the same insurance requirements referenced above.

Subcontractor Affidavit

Under O.C.G.A. § 13-10-91(b)(3)

By executing this affidavit, the undersigned subcontractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract with _____ (name of subcontractor) on behalf of THE CITY OF CLARKSTON, GEORGIA has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned subcontractor will contract for the physical performance of services in satisfaction with such contract only with sub-subcontractors who present an affidavit to the subcontractor with the information required by O.C.G.A. § 13-10-91(b). Additionally, the undersigned subcontractor will forward notice of the receipt of an affidavit from a sub-subcontractor to the contractor within five business days of receipt. If the undersigned subcontractor receives notice of receipt of an affidavit from any subcontractor that has contracted with a subcontractor to forward, within five business days of receipt, a copy of such notice to the contractor. The subcontractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number (*not Taxpayer ID*)

Date of Authorization

Name of Contractor

Name of Project

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, 20____ in _____ (city) _____ (state)

Signature of Authorized Owner/Officer

Printed Name and Title of Authorized Owner/Officer

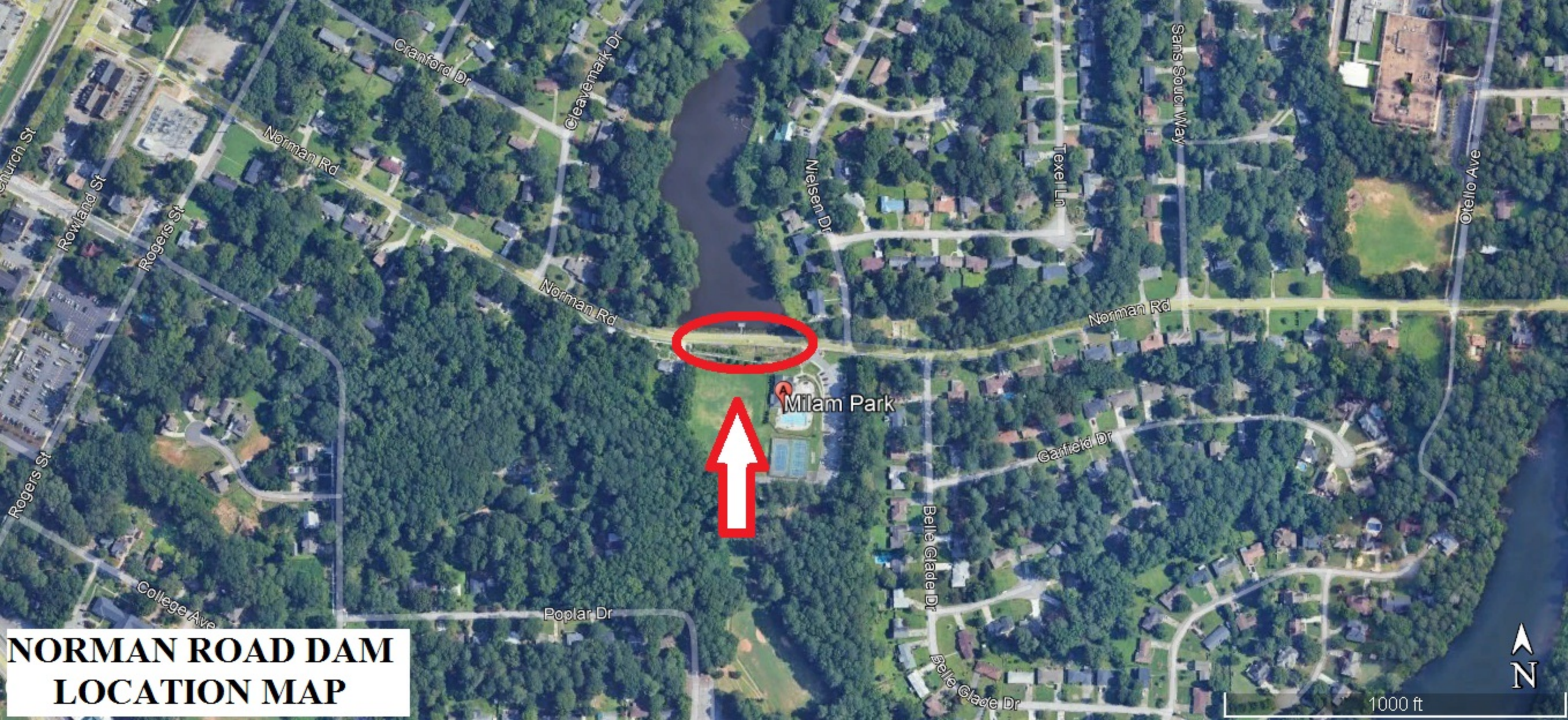
NOTARY PUBLIC

My Commission Expires: _____

11.0 PRIOR REPORTS AND LOCATION MAP

EXHIBIT A – LOCATION MAP

EXHIBITS B-1, B-2, B-3 & B-4 (PREVIOUS STUDIES)



**NORMAN ROAD DAM
LOCATION MAP**

1000 ft

