



ADVERTISEMENT for CONTRACTUAL SERVICE
RFP – ANNEXATION FEASIBILITY STUDY

The City of Clarkston is presently accepting sealed proposals from qualified people, firms, or companies for the above-mentioned solicitation.

There will not be an information conference/pre-proposal meeting for this solicitation.

Proposals will be received no later than Thursday, October 9, 2025, at 5:00 pm (EST) via the BidNet Direct website.

Proposals received after the above date and time, or in any other location other than BidNet Direct unless notified differently, will not be considered.

Timeline

Question, Answer and Clarification Deadline (Submit using BidNet Question & Answers portal - ONLY)	09/19/2025	5:00 pm (EST)
All/Any Addendum(s) published no later than	09/26/2025	5:00 pm (EST)
Received Proposals Opened	10/13/2025	10:00 am (EST)

All minority, woman owned, and small business owners are strongly encouraged to submit a proposal for this solicitation. The contract will be awarded to the most responsive offeror, not always the lowest cost, that is determined to meet the requirements and criteria set forth within the solicitation.

It shall be the person, firm, or company's responsibility to check the BidNet Direct website for all/any bid documents to include published addenda.

The City of Clarkston reserves the right to reject any or all bids based on past performance and to waive technicalities and informalities and re-advertise.

Fax, email or late proposals will not be recognized.



BID INFORMATION

SCOPE OF WORK

PURPOSE

The City of Clarkston (“City”) is requesting proposals from qualified consultants/economists to assist with the annexation feasibility study. The intent is to evaluate locations adjacent to the City limits for feasibility of annexation.

It is the goal of the City to promote local and minority business participation. The Consultant(s) shall make a good faith effort to identify and hire minority prime and/or subcontractors for this project.

THE CITY

The origins of the City of Clarkston date back to the 1830s, when the Georgia Railroad laid tracks through the area, connecting merchants in Athens to outlets in South Carolina and Augusta. The community was officially incorporated in 1882 and renamed Clarkston after W.W. Clark, a director of the Georgia and Covington Railroads.

Today, this 1.8 square mile city is known for its remarkable diversity, with over 60 languages spoken and over 31% of its population born outside the United States. Its youthful demographic (approximately 75% under age 40) contributes to a vibrant community that continues to evolve while honoring its historic roots.

The City operates as a Council-Manager form of government. The City currently employs 50 part-time and full-time employees providing services in the areas of community development, general services, general administration, economic development, parks and recreation, finance and police services. Clarkston is not a full-service city. The City Council priorities include maintaining fiscal stability, improving streets and infrastructure, diversifying for a changing economy, enhancing and expanding public safety, and improving community vibrancy and engagement.

SCOPE of WORK

The City seeks a comprehensive analysis to inform strategic planning and future growth. Specifically, the study should address:

- A. An evaluation of the options, fiscal impacts, and economic advantages and disadvantages of annexing adjacent unincorporated areas.
- B. Strategies to prevent the City from becoming landlocked by neighboring jurisdictions.
- C. Opportunities and approaches for diversifying the City’s tax base.
- D. Methods to achieve a balanced tax digest through an optimal mix of commercial and residential development.

- E. Assessment of services and infrastructure.
- F. Cost analysis of property tax changes.
- G. Impact on the city to issue bonds.
- H. Analysis of land use and zoning considerations,

CONTRACTOR EXPECTATION

The Contractor(s) will be expected to conduct the following tasks, and the City strongly encourages proposers to expand on these tasks, emphasize tasks and to suggest additional tasks not identified in this Request for Proposal (RFP) that may be necessary or beneficial. Sub-Consultant(s) are permitted under this contract.

PROJECT DELIVERABLES

The City values both technical accuracy and usability in submitted proposals. Proposals must clearly address the topics listed under the “Deliverables” section of this RFP and should reference where supporting data, evidence, or policy summaries can be found.

A. Preliminary Fiscal Impact Memo

Provide a background memo outlining key fiscal considerations to support early discussions between the City and DeKalb County regarding potential annexation areas. This memo should highlight important insights and negotiation points for City staff.

B. Fiscal Impact Analysis (FIA)

Conduct a Fiscal Impact Analysis for each annexation area.

1. Detail all expected costs and expenditures following any annexation. Coordinate closely with City staff on impacts to infrastructure, public safety, and other services.
2. Include projected revenues and expenses, along with potential effects on City operations, public services, and infrastructure for different annexation scenarios.

C. Annexation Area Evaluation

Evaluate each proposed annexation area and recommend clearly defined boundaries for consideration, grounded in comprehensive fiscal analysis and informed by community input. The consultant should delineate precise boundary lines that maximize fiscal sustainability and reflect the strongest community and social impacts.

D. Implementation Plan

Create an implementation plan outlining the next steps, associated costs, and key decision points to move annexations forward if approved. Include an analysis of relevant existing or pending policies, laws, and regulations that could impact the process. The plan should also propose a mitigation strategy to minimize potential negative fiscal, social, or service-related impacts on existing and annexed communities.

E. City Council Presentations

Attend at least two City Council meetings to present findings from the Fiscal Impact Analysis and community outreach. These may include regular or special meetings as scheduled in coordination with City staff.

Maps and associated digital data and shapefiles shall be in ArcGIS format and shall be provided to the City's City Administration and the Point of Contact or designee as work is being conducted. All such data, graphics, charts, images, etc. as contained in the final adopted version of the annexation feasibility study as adopted by the Mayor and City Council shall also be furnished and property of the City upon adoption. An editable version of the final document shall also be provided. The selected Consultant(s) shall:

- A. Act in the best interests of the City and use their best efforts to deliver the Project in an expeditious and cost-effective manner consistent with the City's City Administration and the Point of Contact or designee project requirements, time constraints, and budget.
- B. Develop a contractually obligated overall project schedule and will be responsible for coordination of all work, in addition to miscellaneous contracts, if needed, for completion of the project within its predetermined budget limits and schedule. At each biweekly meeting the schedule shall be updated and disseminated to all attendees.
- C. Be responsible for project management to include coordinating regular project meetings with the City, including producing all meeting materials, notices, attendance lists, minutes/summaries, etc. A project timeline to be provided in the proposal and updated as needed during the life of the project.

Upon adoption, the Consultant(s) shall provide thirty (30) printed copies of the final document for distribution to the City Council, Mayor, and City Manager.

In addition, the Consultant(s) should also provide flash drives of all digital products in the following forms as appropriate:

- A. *Microsoft Word and PDF*: Document text as well as notes from public engagement sessions or other workshops.
- B. *Microsoft Excel Spreadsheets*: The tables formatted for Word and PDF conversion.
- C. *Mapping Products and Data*: PDF and ArcGIS (all spatial data delivered as shapefiles)
- D. *Graphics/Icons*: PNG, JPEG, and vector files at all times and project stages.

NONDISCRIMINATION & SMALL FIRM PARTICIPATION

Title VI Nondiscrimination Notification

The City of Clarkston hereby gives public notice that it is the policy of the agency to assure full compliance with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, and related statutes and regulations in all programs and activities.

Title VI requires that no person in the United States of America shall, on the grounds of race, color, sex, or national origin be excluded from the participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity.

The City of Clarkston further assures every effort will be made to ensure non-discrimination in all its programs or activities, whether those programs and activities are federally funded or not. Any person who believes they have been aggrieved by an unlawful discriminatory practice under Title VI has a right to file a formal complaint with the City of Clarkston. Any such complaint must be in writing and filed with the Human Resources Department within one hundred twenty (120) days following the date of the alleged discriminatory occurrence.

Participation with Disadvantaged, Minority-Owned and Women-Owned Business Enterprises (DBE/MBE/WBE). The DBE/MBE/WBE goal is ten (10%) for this project and the City will use DBE/MBE/WBE sub-consultant utilization as an evaluative criterion for all received proposals. The Consultant(s) and sub-consultant shall not discriminate based on race, religion, color, national origin, age, disability or sex in the performance of this contract.

BID SOLICITATION SUBMISSION

Cover Letter

Company Overview

It should contain a brief description of the vendor's company and its qualifications and technical capacity, listing of all sub-consultants, and an explanation of past projects relevant to all phases of the project described in this RFP.

Project Approach

Should include a statement of the project as vendor understands it, and a description of vendor's development process or execution plan (project stages, milestones, and deliverables). It should also describe the vendor's quality control and testing processes and criteria, and a general timeline (number of days to complete project).

Project Experience

Should include examples of similar projects with which vendor has experience.

Project Team

It should list the proposed team (including sub-consultants), their qualifications and roles. The City request identification of a project manager and resumes for all team members.

Project Pricing

It should include fixed-price amount for development, assumptions, and/or terms of payment.

Page Limit

All bid solicitation submissions 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 and fold-out pages are not allowed.

Details to include under each tab are outlined below. This is a time-sensitive project and if the submission does not meet ALL requirements they will be immediately disqualified without exception. Only the items contained under Tabs 1 – 4 will be counted in the twenty-five (25) pages.

Proposal Copies

Five (5) 1½ inch to 2-inch binders, spiral binding or comb binding should be submitted along with one (1) full electronic copy uploaded to BidNet per Envelope 1 and 2 descriptions. Both will be accepted no later than Thursday, October 9, 2025, at 5:00 pm (EST). Proposals received after the above date and time or in any other location will not be considered.

Mark one (1) binder with the Cost Proposal inserted in a separate envelope “Original” and the remaining four (4) binders can be marked Copy with the Cost Proposal inserted in a separate envelope. Offers should use a wet signature, preferably blue ink, on all documents submitted in the original bid package binder.

Delivery Location

Proposals will be received no later than Thursday, October 9, 2025, at 5:00 pm (EST) via BidNet Direct

Tab 1 – Introduction

The Introduction should demonstrate the primary Consultant's overall qualifications to fulfill the requirements of the scope of work.

Tab 2 - Team Qualifications

This tab should elaborate on the general information presented in the introduction, to establish the credentials and experience of the consultant to undertake this type of effort. The following must be included:

- A. Identify recent, similar projects the firm, acting as the prime contractor, has conducted, which demonstrates its ability to conduct and manage these projects. Provide a synopsis of each project and include the date completed and contact person.
- B. If sub-consultant(s) are involved, provide corresponding information describing their credentials and experience as requested in the above bullet.

Tab 3 - Team Experience

This tab must provide the names, classifications, and location of the firm’s employees and resources to be assigned to the advertised work; and the professional credentials and experience of the people assigned to the project, along with any unique qualifications of key personnel.

Note: If a project team or sub-consultant encounters personnel changes, or any other changes of significance dealing with the company, the City should be notified immediately.

Tab 4 - Technical Approach

The Consultant(s) shall provide information on their understanding of, and approach to, accomplishing this project, including their envisioned scope for the work, any innovative ideas/approaches.

Tab 5 - Cost Allocation

The Consultant(s) shall identify the costs and man-hours for each labor classification for those tasks identified in the RFP section Scope of Work. The Cost Proposal shall be included in the proposal submittal.

Tab 6 – Additional Documents

EVALUATION & SELECTION PROCESS

The City will establish a review committee to evaluate all eligible proposals and select the most responsive firm(s). In-person interviews may be conducted at the discretion of the City. Once completed, the committee will select a final firm based on the submitted document and interview performance.

Based on the evaluation of all eligible and received proposals, the most qualified firm(s) may be invited for an interview. The exact number of interviews, if applicable, will be determined based on the quality, diversity, and responsiveness of the proposals received.

The evaluation of firms submitting a bid solicitation for this service will be based on the following, but not limited to:

Criteria	Weight
Relevant company experience and expertise in the Atlanta Metropolitan area including demonstrated experience in performing similar work	35%
Professional qualifications of the Project Team(s)	25%
Demonstrated ability to adequately staff the projects to meet the time schedule and demands including contract understanding and approach	30%
Participation with Disadvantaged, Minority Owned and Women-Owned Business Enterprises (DBE/MBE/WBE)	10%

ADDITIONAL INFORMATION

- A. No bid bonds are required, however; a Certificate of Insurance (COI) should be included in your bid package.
- B. The City shall not be liable for any costs incurred by bidders in responding to this RFP, preparing, or completing the proposal package, or for the performance evaluation, if required, and shall in no way assume any other liability of bidders in responding to this RFP.