1. INTENT:

Bartow County Georgia is soliciting proposals from interested firms for providing Engineering and Planning Services for the conduct of a feasibility study to examine possible locations for the placement of an additional grade separated railroad crossing within the City limits of Cartersville, Georgia.

The primary goal of this study is to alleviate congestion of vehicles on streets impacted by blocked railroad crossings. An additional grade separated railroad overpass for the City of Cartersville will provide emergency responders a reliable response time when a train is blocking the at-grade crossing on Main Street/Georgia Highway 113. The existing at-grade crossing contribute to local travel delay while the gates are closed for a train passing.

State Road (SR) 113 is the primary east-west roadway that connects central Cartersville with I-75. The existing (2015) Average Annual Daily Traffic (AADT) for SR 113 is approximately 16,000 vehicles per day of which 7% is freight traffic. It is anticipated that this roadway will see a decrease in traffic by 13% in 2040 due to the widening of Old Alabama Highway. The roadways currently operate acceptably and are not operating beyond their capacity. The primary needs for the project are to reduce travel delay experienced by motorists, improve safety and decrease emergency response time within the core downtown area of Cartersville.

The goal of this RFP is to develop construction alternatives using engineering principles and public involvement. Recommendations are sought for alternatives to carry forward to further Study.

A. Study Area

The limits of the project study is bounded by South Bridge Street to the south, US 411 to the north, Joe Frank Harris Parkway to the east, and Burnt Hickory Road to the west. The project study area is shown in Figure 1.
2. PROJECT SCOPE:

The project consists of supplying the MPO with the following:

A. Provide existing and projected traffic and volume data on the affected road network.
B. Provide railroad utilization data for the corridors within the study area including frequency, length, and average road travel delays due to blocked crossings.
C. Provide safety information relative to the rail crossings within the study area.
D. Identify restraints due to topography, utilities, flood, soils, other environmental factors, historic properties, and land use.
E. Attend regular and called meetings of the MPO Technical Coordinating Committee (TCC), and Policy Committee (PC) as needed and one meeting with the general public.
F. Contact stakeholders.
G. Present alternatives with future impacts and cost estimates.

The completed study is due no later than ____________

3. ELIGIBILITY CRITERIA:

Firms responding to this RFP:

• Must be a firm in good standing within the State of Georgia; and
• Must have experience in the design of multi-modal transportation improvements;

4. INFORMATION TO BE SUBMITTED FOR EVALUATION:

Proposers should submit a packet containing the following information, at a minimum:
(The format for this information is shown in Section 9, Format of Response.)

A. History of firm and resources. Generally describe the firm’s history and experience, and describe the firm’s staffing, resources, offices and capabilities. Limit to one page.

B. Experience with Similar Projects. Identify similar projects completed by the firm and state whether the project was completed within the original budget, or if it was increased, why it was increased.

C. Scope and Level of service proposed – List all Services to be provided for Project by the firm and by subcontractors.

D. Identification of Specific Staff. Specific staff to be used on the project shall be identified and their background and experience stated in detail.

E. Identification of Consultants/Subcontractors. Identify any consultants/subcontractors you intend to use on the Project, such as mechanical engineers or surveyors.
F. Litigation history. List every time the firm or the principals to be used on the Project have been sued professionally or has had to pay any settlement of a claim of a design defect or negligence relating to engineering and planning services.

G. Errors and Omissions Insurance. State your E & O coverage and your coverage limit. Successful proposers shall have at least $1,000,000 in E & O coverage.

H. Fee. Provide your proposed fee structure and total not-to-exceed fee in a separate, sealed envelope attached to the proposal.

5. QUESTIONS:

Please direct questions, in VIA EMAIL ONLY, about the RFP to:
   Mr. Tom Sills, AICP
   Transportation Planner
   sillst@bartowga.org

The subject line of the email should say “Question RE: MPO Planning RFP.” All questions and responses will be shared with all other firms who submit Attachment A.

6. PROPOSAL REVIEW CRITERIA

6.1 Mandatory Criteria
The following are mandatory requirements and will be reviewed on a pass/fail basis. Responses not clearly demonstrating that they meet them will receive no further consideration during the qualifications review process. Submitting firms:
   • Must have prior experience with transportation planning and project development;
   • Must be in good standing within the State of Georgia;
   • Must have knowledge of railroad design requirements and any other regulatory criteria that apply to the scope of work as described within this RFP.

6.2 Review Criteria
Responses meeting all mandatory requirements will be further assessed against the following desirable criteria.
   • Amount of experience in the development of an MPO LRTP and TIP.
   • Evidence of well-trained staff with experience required in all fields of expertise.
   • Listed reference projects were completed on time and within budget.
   • Record of not being sued by owners or contractors.
   • Positive references from other local government clients.
   • Familiarity/experience with Bartow County and/or surroundings
7. FORMAT OF RESPONSE

The following format and sequence should be followed in order to provide consistency in the Respondent’s submissions and ensure each Response receives full consideration. All pages should be consecutively numbered.

ITEM 1 – History of Firm and Resources.

1. Company Name
2. Company Address
3. Employee Contact
4. Phone Number
5. Company Size (Do Not List Consultants)
   Total normal number of employees:
   Total current number of employees:
Breakdown of Staff:
   a. Number of Principals:
   b. Registered Engineers:
   c. Certified Planners:
   d. Number of Interns, etc.:
   e. Number of Support Employees:
   f. Number of CAD Operators:
   g. Number of Registered Engineers:
   h. Others (Define):
6. Narrative history of firm, familiarity with Bartow County, general reason why your firm is the best choice. (No more than one page). Please specify your location in relation to Bartow County and address any concerns/barriers that your location/distance from the project may pose.
7. Workload and Redesign: List projects with the size and dollar amount you will be working on from 09/01/14 to 03/16/16.

ITEM 2 – Track Record on Similar Size and Scope Projects; References.

List projects of similar size and scope with which your firm has been involved in the past five (5) years. It is critical to demonstrate your ability to successfully complete on time projects consistent with this project scope. Answer the following questions for each of these “example” projects:
   a. Project Name.
   b. Local Government/MPO sponsor.
   c. Local Government/MPO contact information: Contact Name, Mailing address, Telephone Number.
   d. Budget.
   e. Was the project completed within budget?
   f. Was the project completed on time by the contractor?

ITEM 3 – Project Deliverables.

Indicate the products to be provided the CBMPO during the course of the project.
ITEM 4 – Scope of Services.
List all Services to be provided for Project by the firm and by subcontractors.

ITEM 5 – Your Firm’s Team Members on the Project.
List individual team members you will place on this project from your firm. Describe projects in which they have had chief roles.

ITEM 6 - Consultant Team Members.
List each of your consultants or subcontractors. Under each consultant list individuals who will make major contributions to this project. Briefly describe their education and experience. List projects your firm has worked on using these consultants.
Note: Your descriptions of in-house and/or consultant team members should include as a minimum the following parties:
   a. Project Manager
   b. Civil Engineer

ITEM 7 – Litigation History.
We are interested in learning about past disputes with owners and contractors. List all lawsuits which the firm or the Project Principals on this Project have been involved in the past five (5) years that relate to professional services. List all claims paid or settled by the firm, the principals or any insurer relating to professional services, even if no lawsuit was filed.

ITEM 8 – Fees.
Identify your fee and proposed payment schedule in a separate, sealed envelope attached to the proposal.
Please list the reimbursable expenses that would be charged to the County for this project (e.g. Travel, computer, printing, postage) and include your markup on such expenses.

ITEM 9 – Professional Liability Insurance.
State the name and address of your insurance carrier, the total amount of your professional liability coverage and the amount of deductible per claim. A minimum limit of $1,000,000 will be required.

ITEM 10 – Professional Documentation.
All RFPs must have attached the professional certifications of the project engineer(s) and planners who will seal required documents. No RFP will be considered without this data. Failure to provide this information on any principal to be employed on this project could be considered as grounds for elimination of this RFP.

ITEM 11 – Immigration Compliance.
Under state law, any firm proposing must be registered with the Federal E-Verify program and must provide relevant affidavits, and must obtain similar affidavits (forms will be provided) from subcontractors.
ITEM 12 – Tax Compliance.
Any firm proposing, and its principal members, must be current on property taxes and other taxes and fees owed to Bartow County.

ITEM 13 – Certification Statement.
The following statement must appear on submitted proposals.
Mr./Mrs./Ms. (insert NAME) being duly sworn deposes and states that he/she is the (insert POSITION/TITLE) of (insert NAME OF FIRM) and that answers to the foregoing questions and all statements herein contained are true and correct as of (insert DATE).