1. INTENT:

Bartow County Georgia is soliciting proposals from interested firms for providing Engineering and Planning Services for the development of the initial Long-Range Transportation Plan (LRTP) and Transportation Improvement Program (TIP) for the recently-designated Cartersville-Bartow County Metropolitan Planning Organization (CBMPO).

2. PROJECT SCOPE:

The project consists of supplying the MPO and the Georgia Department Transportation (GDOT) with the following:

A. A socio-economic data table developed using Year 2010 information (Baseline Data) at the Traffic Analysis Zone (TAZ) level. The data table will need to include the information and be in the format required by the Georgia Department of Transportation (GDOT) for input into their transportation demand model of Bartow County. Bartow County has 210+ TAZ established by GDOT staff. The Baseline data will be required by September 30, 2014.

B. The information in Item One will then be projected into the years 2015, 2030, 2040 and 2050. These projections by TAZ will be controlled in each plan year by the county totals for the same item. The completed tables for these plan years will be furnished to the MPO by February 4, 2019.

C. Coordinate modeling activities with the GDOT Planning Office staff.

D. Work with the MPO and GDOT to develop a project list that meets state and local performance targets along with updated project cost estimates for transit, pedestrian, automotive, and aeronautic projects in a format suitable for inclusion in the Long-Range Transportation Plan. The draft list of new projects is due July 1, 2019 and a completed, cost-constrained list by August 7, 2019.

E. Attend regular and called meetings of the MPO Technical Coordinating Committee (TCC), and Policy Committee (PC) as needed and no more than two meetings per calendar year with the general public as needed during the period of this contract, February 1, 2019 through February 28, 2020.

The ability to coordinate with the MPO and GDOT in a timely manner is an essential element of this proposal as the LRTP and TIP are due to be fully adopted by February 2, 2020.

3. ELIGIBILITY CRITERIA:

Firms responding to this RFP:

- Must be a firm in good standing within the State of Georgia;
- Must have knowledge of the MPO planning processes within Georgia;
- Must have experience in the design of multi-modal transportation improvements;
- Must be familiar with air quality conformity processes. Experience with this issue will be considered a plus.

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 MPO planning 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

6.3 Review Process.
The MPO will open all sealed proposals on **Friday, July 25, 2014 at 11:00 AM** in the **Zoning Hearing Room** located on the bottom floor of the Bartow County Administration Building at 135 West Cherokee Avenue, Cartersville, GA. A list of proposers and their proposed fees will be made public thereafter. A Review Committee will review proposals. A short list of firms may be selected for personal interviews. The Committee will make a recommendation to the MPO Policy Committee who will ultimately select the design professional or firm which best meets the needs of the Cartersville-Bartow County Metropolitan Planning Organization.


The successful Bidder must comply with all provisions of the "Georgia Security and Immigration Compliance Act" of 2007 and 2010.

The successful Bidder must also comply with Title VI of the Civil Rights Act of 1964 to ensure that no person on the grounds of race, color, sex or national origin be excluded from participation in, or be otherwise subjected to discrimination during the course of this project. The Owner reserves the right to reject any or all Bids, to waive any or all informalities or technicalities and to re-advertise if deemed necessary.

### 7. RELEVANT DATES FOR THIS PROPOSAL:

<table>
<thead>
<tr>
<th>ITEM</th>
<th>DATE</th>
</tr>
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<tbody>
<tr>
<td>A. Notice for the need of Engineering &amp; Planning Services:</td>
<td>July 11, 2014</td>
</tr>
<tr>
<td>B. Request for Proposal Due:</td>
<td>July 25, 2014 at 11:00 a.m.</td>
</tr>
<tr>
<td>C. Review Committee to review RFPs, conduct interviews:</td>
<td>July 25 – August 5, 2014</td>
</tr>
<tr>
<td>D. Notification of Decision:</td>
<td>August 6, 2014</td>
</tr>
<tr>
<td>E. Contract issuance and commence:</td>
<td>August ?, 2014</td>
</tr>
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<td>(Dates in c, d and e subject to change.)</td>
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</tbody>
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### 8. PROPOSAL INSTRUCTIONS AND GENERAL INFORMATION

A. Furnish seven (7) sealed copies of the complete Proposal to the following address:

Mr. Tom Sills, Transportation Planner
BARTOW COUNTY COMMUNITY DEVELOPMENT OFFICE
B. Organization: Proposals should be responsive to the requirements and questions within the RFP. (PLEASE ORGANIZE YOUR PROPOSAL ACCORDING TO THE ENCLOSED EXHIBIT FORMAT).

C. Upon completion of reading this Request for Proposals, please complete the Receipt Confirmation Form provided as Attachment A and fax to 770-387-5644.

D. Reservations: The CBMPO reserves the right to reject any and all proposals, to negotiate changes in the scope of the work or services to be provided, to negotiate with any firm, and to otherwise waive any and all technicalities.

E. Method of Selection: The award of a contract will be made by the Cartersville-Bartow County Metropolitan Planning Organization (CBMPO) after receipt of a recommendation from the Review Committee. After analysis of all information, the CBMPO will select the most qualified, responsive and suitable firm in order to start contract negotiations. If successful negotiations cannot be reached, the CBMPO reserves the rights as indicated in the reservations above.

F. Compensation: Compensation of services shall be on a fee percentage basis and shall be within general industry practices for the type of project. Interested firms shall be prepared to respond promptly to formal and informal inquiries regarding fees and reimbursable expenses.

G. Bartow County is an equal opportunity employer and does not discriminate against any party on the basis of race, creed, color, national origin, gender or handicapped condition.

9. 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:
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.
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).
Attachment A

RECEIPT CONFIRMATION FORM

Bartow County
CBMPO PLANNING SERVICES
Request for Proposals

Closing Date: JULY 25, 2014 at 11:00 am

For any further distributed information about this Request for Proposals, please return this form by fax as soon as possible to:

Mr. Tom Sills, Transportation Planner
FAX: 770-387-5644

COMPANY:

STREET ADDRESS:

CITY: STATE: ZIP CODE:

MAILING ADDRESS, IF DIFFERENT:

FAX NUMBER: PHONE NUMBER:

CONTACT PERSON:

TITLE:

E-MAIL ADDRESS:

Please send us any further correspondence about this Request for Proposals by:
___ Fax ___ E-Mail (default if no box checked)