



REQUEST FOR PROPOSALS (RFP)

TABLE OF CONTENTS

<u>Topic</u>	<u>Section Reference</u>
INTRODUCTION	1.0
Purpose of Procurement	1.1
Basic Guidelines for Request for Proposals	1.2
Restrictions on Communications with Staff	1.3
DESCRIPTION OF REQUIREMENTS	2.0
Introduction	2.1
Scope of Work	2.2
PROPOSAL SUBMISSION AND EVALUATION	3.0
Organization of Proposals	3.1
Evaluation of Proposals	3.2
Submission of Proposals	3.3
Selection Criteria and Process	3.4
TERMS AND CONDITIONS	4.0
RFP Addenda	4.1
Proposal Withdrawal	4.2
Contract	4.3
Payment for Services	4.4
Conflict of Interest	4.5
Confidentiality Requirements	4.6
Georgia Open Records Act	4.7
Policy on Drug-Free Workplace	4.8

Exhibit:

Exhibit A: Map

Exhibit B: Cost Proposal

Exhibit C: Sample Contract

3.0 PROPOSAL SUBMISSION AND EVALUATION

3.1 Organization of Proposals

To secure information in a form which will ensure that Proposals can be properly evaluated, you are asked to submit your Proposal in the format listed below:

Title page should include the Proposal subject, the firm's name, address, phone number, email address, and contact person, date of the Proposal.

Table of Contents with page numbers.

To aid in thorough and consistent review, the proposal shall be organized and numbered to correspond to Section I through Section VI, with particular emphasis given to Section II:

SECTION I: COVER LETTER - Each proposal shall include a cover letter with the Proposer's address, telephone number, e-mail address. The cover letter should be signed by the Proposer or an authorized representative of the Proposer.

SECTION II: PROJECT APPROACH AND UNDERSTANDING – Provide a statement addressing the number of years in business. Firms shall demonstrate an understanding of the project objectives. The firm must also demonstrate an understanding of the City's goals, the project issues and challenges and how they may affect project delivery.

SECTION III: PROJECT EXPERIENCE AND REFERENCES- Please provide a description of a minimum of three (3) projects completed in the past five (5) years that involve requirements similar to the requirements specified in the Scope of Work for this project. For each of the representative project include:

1. Project Location
2. Project Description
3. Date Completed
4. Client Information: Name & Address
5. Client Reference: Name, Telephone Number and Email address

SECTION IV: PROJECT TEAM - Each proposer shall provide an organization chart of the project and resumes of the key personnel.

SECTION V: PROJECT SCHEDULE - Each proposer shall submit a proposed project schedule.

Proposals shall be limited to twenty-five (25) single sided 8 ½" x 11" (One 11" x 17" Organizational Chart or Schedule will be allowed as part of the 25 pages). Required forms will not be counted as part of the page limit.

3.2 Evaluation of Submittals

Proposals must meet certain mandatory criteria in order to qualify for further evaluation. Any "no" answer to the first and last questions will disqualify the Proposal. A "yes" answer to the second and third question will require a written explanation, and may disqualify the Proposal.

- 1 Is the Consultant properly licensed?
- 2 Has disciplinary action been taken or is pending against the Consultant?

- 3 Has the Consultant been barred from providing work on federal, State or City construction projects?
- 4 Is the Consultant using E-Verify in compliance with State and City laws?

Proposals will be reviewed using the following technical criteria. Proposals should address each question.

- ii. Does the Consultant have a quality control program to help ensure adherence to high professional standards, if yes, please provide.
- iii. Does the Proposal fully respond to the needs of City of Brookhaven?
- iv. What is the timeframe the Consultant will be able to complete the services requested?
- v. Is the Consultant's professional personnel to be assigned to the engagement and the Consultant's management support personnel available for technical consultation adequate?
- vi. Has the Consultant performed similar services for other local governments, or has there been experience working with the City of Brookhaven and DeKalb County? If so, please list the references for local government experience and indicate if we may contact them.
- vii. Does the Proposal adequately describe in a clear, concise, and understandable manner the procedures to be used for completion of the project?

Signature Requirements

Proposals must be signed by a duly authorized official of the responder. Consortia, joint ventures, or teams submitting Proposals, although permitted and encouraged, will not be considered responsive unless it is established that all contractual responsibility rests solely with one contractor or one legal entity which shall not be a subsidiary or affiliate with limited resources. Each Proposal should indicate the entity responsible for execution on behalf of the Proposal team.

3.3 Submission of Proposals

The Proposal package should be sealed in a separate envelope and identified as follows:

RFP 18-153 North Druid Hills Road Corridor Study. Your firm name and address should be placed on the envelope.

Your fee Proposal should be in a separate sealed envelope with "Fee Proposal" on the outside of the envelope.

3.4 Selection Criteria and Process

Based on the proposals submitted in response to this RFP, the Selection Committee will identify the most qualified firm. The Committee will evaluate all submittals deemed responsive and each evaluator will assign points using the criteria identified as follows:

Bid Evaluation Scoring

NO	CRITERIA	POINTS
1	Project Approach and Understanding	40
2	Project Experience and References	25
3	Project Team	25
4	Schedule	10
	Total	100

The points assigned to each criterion will be totaled for each evaluator and a rank will be determined. The firm(s) with the highest rankings determined by using the sum of scores will be determined to be the most qualified firm(s).

After reviewing the qualifications, staff may, at its discretion, invite to interview (at proposer's expense at the City's site) one or more of the top ranked firms. Interview responses along with the written proposal, will become part of proposer's submission to be evaluated pursuant to the evaluation criteria.

*Consultant shall submit their fee Proposal in a seal separate envelope. Fee shall be negotiated with the awarded vendor if it is in the best interest of the City to do so. Fee Proposals will **not** receive an evaluating score.

**Affidavit Verifying Status
for City Public Benefit Application**

By executing this affidavit under oath, as an applicant for a City of Brookhaven, Georgia Business License or Occupation Tax Certificate, Alcohol License, Taxi Permit or other public benefit as referenced in O.C.G.A. Section 50-36-1, I am stating the following with respect to my application for a City of Brookhaven, Business License or Georgia Occupational Tax Certificate, Alcohol License, Taxi Permit or other public benefit (circle one) for _____.

[Name of natural person applying on behalf of individual, business, corporation, partnership, or other private entity]

1) _____ I am a United States citizen

OR

2) _____ I am a legal permanent resident 18 years of age or older or I am an otherwise qualified alien or non-immigrant under the Federal Immigration and Nationality Act 18 years of age or older and lawfully present in the United States.*

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of Code Section 16-10-20 of the Official Code of Georgia.

Signature of Applicant: Date

Printed Name:

SUBSCRIBED AND SWORN

BEFORE ME ON THIS THE

____ DAY OF _____, 20__

* _____

Alien Registration number for non-citizens

Notary Public

My Commission Expires:

*Note: O.C.G.A. § 50-36-1(e)(2) requires that aliens under the federal Immigration and Nationality Act, Title 8 U.S.C., as amended, provide their alien registration number. Because legal permanent residents are included in the federal definition of “alien”, legal permanent residents must also provide their alien registration number. Qualified aliens that do not have an alien registration number may supply another identifying number below:
