



# Whitfield County

## Board of Commissioners

Board Members  
Jevin Jensen, Chairman  
Barry W. Robbins  
Greg Jones  
John Thomas  
Robbie Staten

**DATE: March 12, 2024**  
**TO: Planning Consultants**  
**SUBJECT: 75500-24-RFP-Greater Dalton MPO MTP Update**

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You are invited to submit a proposal to provide consultant services to update the Greater Dalton MPO Metropolitan Transportation Plan (MTP) to the 2050 horizon year for the Whitfield County Board of Commissioners.

Inquiries regarding proposals should be made to Brian McBrayer, CGFO, Staff Accountant, (706) 275-7504 or [bmcbrayer@whitfieldcountyga.com](mailto:bmcbrayer@whitfieldcountyga.com). Technical questions may be directed to Jacob Bearden at (706) 876-2592 or [jbearden@whitfieldcountyga.com](mailto:jbearden@whitfieldcountyga.com).

A pre-proposal conference to respond to all inquiries, with regards to this project, will be held March 28, 2024, at 2:00 P.M., in the Whitfield County Administrative Building, located at 201 S. Hamilton Street in Dalton, Georgia. Potential offerors are strongly encouraged to attend.

The estimated cost of this project is not to exceed \$300,000.

Attached hereto is the Request for Proposal (RFP) instruction document. The written requirements contained in this RFP shall not be changed or superseded except by written addendum from Whitfield County Board of Commissioners Finance Department. Failure to comply with the written requirements for this proposal may result in rejection of the proposal by the Whitfield County Board of Commissioners.

**One (1) USB flash drive with a copy of the Proposal, Three (3) paper copy(s), and One (1) separately sealed paper copy of the price proposal schedule**, must be submitted. Proposals are to be sealed, marked with the offeror's name and address and labeled, "**75500-24-RFP-Greater Dalton MPO MTP Update**" and delivered to:

The Whitfield County Board of Commissioners  
Finance Department  
201 S. Hamilton Street, 4<sup>th</sup> Floor  
Dalton, Georgia 30720

Not later than **April 11, 2024 at 2:00 P.M.**

Hand delivered copies may be delivered to the above address ONLY between the hours of 8:00 A.M. and 5:00 P.M. E.T., Monday through Friday, excluding holidays observed by the Whitfield County Board of Commissioners.

The Whitfield County Board of Commissioners reserves the right to reject any and all proposals, to waive any technicalities or irregularities, and to award the contract based on the highest and best interest of the Greater Dalton Metropolitan Planning Organization.

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# **I. REQUEST FOR PROPOSAL SUBMISSION INSTRUCTIONS**

ALL PROPOSALS RECEIVED WILL BECOME A PART OF THE OFFICIAL CONTRACT FILE AND MAY BE SUBJECT TO DISCLOSURE.

**A complete signed proposal must include the documents listed below:**

**PROPOSAL FORMAT:** Offerors are expected to examine the specifications, price schedule, and all instructions. Failure to do so will be at the offeror's risk. Each offeror shall furnish the information required by the solicitation. *The proposal and price schedule must be signed by an officer of the company, who is legally authorized to enter into a contractual relationship in the name of the offeror.*

**All proposals received will become a part of the official contract file and may be subject to disclosure.**

**PROPOSAL FORMAT:** All proposals should include the information outlined below and **in the following order:**

1. **Cover Letter:** A brief cover letter of introduction and interest.
2. **Table of Contents:** Including all sections and subsections.
3. **Business Information:** State the full name and address of your organization and the branch office or subordinate element that will perform the services described in this proposal. Include a telephone number, the point of contact and official signature of an authorized company representative. Indicate whether you operate as a single proprietorship, partnership, or corporation. Include the state(s) in which you are incorporated and/or licensed to operate.
4. **Qualifications and Experience:** Include an organization chart and summary resumes of key personnel proposed for the project, including designations of the team leader, the consultant responsible for design, the project architect, the person responsible for all proposed communications with the owner and all proposed sub-consultants and a description of their roles.
  - a) **Current Project Assignments:** Identify the current project assignment(s) and the currently identified completion date(s) for projects currently being managed by the key individuals proposed for our project.
  - b) **Understanding of the Project:** Statement of the firm's understanding of the project and proposed approach for providing requested services.
  - c) **Additional Services Required:** Based on the firm's understanding of the project, identify any additional services that might be required for a successful program.
5. **References:** Include a minimum of three references for contracts of a similar nature, preferably public sector references. Include the name, address, telephone number, point of contact, and description of the contract for each reference. Examples of no more than three "reference projects" which represent the design teams approach to design solutions for projects of similar scale and complexity, and the information on these projects must indicate the contributions of proposed key personnel in the design and development of the "referenced projects" cited in the submittal.

6. **Financial Information and Documentation:** Provide relevant information regarding organizational stability and strength. Documentation may include:
  - a) A statement of organizational structure (e.g., sole proprietorship, partnership, corporation, joint venture, etc.), information regarding the make-up of that structure (e.g., owner, partners, board of directors joint venture partners, etc.), a listing of financial references.
  - b) Failure to Complete Prior Projects - disclose whether the Offeror (or any general partner or joint venture of the Offeror) has ever failed to complete a similar project. If so, list the date of commencement of the project and the entity for which the project was to be performed, and explain why the project was not completed.
  - c) Disclose information and provide an explanation regarding any contracts involving the offeror or joint venture firm within the last three years which exceeded initial program or project budget, exceeded initial schedule, and any contract penalties or damages assessed.
7. **Time/Cost Procedures:** A statement discussing your firm's procedures for controlling project time and cost during the design and construction phase.
8. **CADD Capabilities:** Consultant shall describe their in-house computer aided design and drafting (CADD) capabilities.
9. **Other Relevant Information:** Include any other relevant information concerning the project in this section.

**Does not include mandatory submission.**

**SUBMITTAL FORMAT:** ALL proposal copies must be submitted in a sealed envelope or container with the **OUTERMOST** container stating the company name, address, telephone number, the RFP number and TITLE (**75500-24-RFP-Greater Dalton MPO MTP Update**). If you have a Vendor Number please include it on the sealed envelope or container.

- ☐ **One (1) USB flash drive with a copy of the Proposal**
- ☐ **Three (3) paper copies of the signed proposal**
- ☐ **One (1) paper copy of the price proposal schedule.**

Offerors are responsible for informing any commercial delivery service, if used, of all delivery requirements and for ensuring that the required address information appears on the outer wrapper or envelope used by such service. No responsibility shall attach to the Whitfield County Board of Commissioners for the premature opening of a proposal not properly addressed and identified, and/or delivered to the proper or improper address. **Proposals via facsimile will NOT be considered.**

**ALL DOCUMENTS SUBMITTED ON USB FLASH  
DRIVE MUST BE IN A SINGLE PDF FILE.**

## II. REQUEST FOR PROPOSAL OVERVIEW AND PROCEDURES

### A. Introduction

**Purpose:** The Whitfield County Board of Commissioners desires to solicit competitive proposals from responsible vendors to provide transportation planning services for the Engineering Department, Greater Dalton Metropolitan Planning Organization (MPO) to develop the 2050 Metropolitan Transportation Plan and associated materials.

The contractor will provide services per the scope of services as indicated in Section III of this request for proposal (RFP).

### B. RFP Timetable

The anticipated schedule for the RFP and contract approval is as follows:

Proposal Documents Available.....March 12, 2024

Pre-Proposal Conference.....March 28, 2024

Deadline for submission of questions.....April 4, 2024

Deadline for receipt of proposal.....April 11, 2024

### C. Contact Person

The contact person for this RFP is Brian McBrayer, CGFO, Staff Accountant, (706) 275-7504 or [bmcbrayer@whitfieldcountyga.com](mailto:bmcbrayer@whitfieldcountyga.com). Technical questions may be directed to Jacob Bearden at (706) 876-2592 or [jbearden@whitfieldcountyga.com](mailto:jbearden@whitfieldcountyga.com).

Offerors are encouraged to contact only the contact persons stated above to clarify any part of this RFP. Any such unauthorized contact shall not be used as a basis for responding to this RFP and also may result in the rejection of the offeror's submittal.

### D. Minimum Proposal Acceptance Period

Proposals shall be valid and may not be withdrawn for a period of 90 days from the date specified for receipt of proposals.

### E. Additional Information/Addenda

The Whitfield County Board of Commissioners will issue responses to inquiries and any other corrections or amendments it deems necessary in written addenda issued prior to the proposal due date. Offerors should not rely on any representations, statements, or explanations other than those made in this RFP or in any addendum to this RFP. Where there appears to be a conflict between the RFP and any addenda issued, the last addendum issued will prevail.

Request for additional information or clarifications must be made in writing no later than the date specified in the RFP Timetable. The request must contain the offeror's name, address, phone number, and fax number, and email address.

**Offerors must acknowledge any issued addenda. Proposals which fail to acknowledge the offeror's receipt of any addendum will result in the rejection of the proposal if the**

**addendum contained information which substantively changed the Owner's requirements.**

Offerors who obtain this Request for Proposal from Georgia Procurement Registry or Whitfield County Board of Commissioners website or from other than the Finance Department are advised to re-visit the above websites to obtain any addenda which may be issued prior to the proposal closing date. The Whitfield County Board of Commissioners assumes no responsibility for Offerors' failure to acknowledge any addenda issued.

**F. Late Proposals, Withdrawals, Modifications, and Rejections**

Proposals shall not be modified, withdrawn, or canceled by the offeror for a period of **90 days** following the time and date designated for the receipt of proposals, and each offeror so agrees in submitting the proposal. Negligence on the part of the Offeror in the preparation of the proposal shall not be grounds for the modification or withdrawal of a proposal after the time set for proposal closing. Proposals received after the proposal due date and time are late and will not be considered. Modifications received after the proposal due date are also late and will not be considered.

**G. Proposal Closing**

Proposal schedule prices will not be opened or read aloud publicly. A list of names of firms providing proposals may be obtained via email request to E-Mail: [jbearden@whitfieldcountyga.com](mailto:jbearden@whitfieldcountyga.com) after the proposal due date and time stated herein. A tabulation of prices may be obtained upon award.

**H. Non-Collusion Affidavit**

By submitting a proposal, the offeror represents and warrants that such proposal is genuine and not sham or collusive or made in the interest or on behalf of any person not therein named and that the offeror has not directly or indirectly induced or solicited any other offeror to put in a sham proposal, or any other person, firm or corporation to refrain from proposing and that the offeror has not in any manner sought by collusion to secure to that offeror any advantage over any other offeror.

By submitting a proposal, the offeror represents and warrants that no official or employee of the Whitfield County Board of Commissioners has, in any manner, an interest, directly or indirectly in the proposal or in the contract which may be made under it, or in any expected profits to arise therefrom.

**I. Georgia Security and Immigration Compliance Act Affidavit**

By submitting a proposal and executing the attached Affidavits, the offeror verifies its compliance with O.C.G.A. §13-10-91. The offeror further agrees to maintain records of such compliance and shall provide a copy of each such verification to the Whitfield County Board of Commissioners, at the time the subcontractor(s) is retained to perform such services.

**J. Cost Incurred by Offerors**

All expenses involved with the preparation and submission of proposals to the Whitfield County Board of Commissioners, or any work performed in connection therewith shall be borne by the offeror(s). No payment will be made for any responses received or for any other effort required of or made by the offeror(s) prior to the commencement of work as defined by a contract approved by the governing body of the Whitfield County Board of Commissioners.

**K. Minority Business Enterprise Policy Statement**

It is the policy of the Whitfield County Board of Commissioners that no person or business shall be excluded from participation, denied the benefits of, or otherwise discriminated against in relation to the award and performance of any contract or subcontract on the grounds of race, color, creed, national origin, age, or sex.

**L. Hold Harmless and Indemnification**

The Offeror agrees, insofar as it legally may, to indemnify and hold harmless the Whitfield County Board of Commissioners, its officers, employees and agents from and against all loss, costs, expenses, including attorneys' fees, claims, suits and judgments, whatsoever in connection with injury to or death of any person or persons or loss of or damage to property resulting from any and all operations performed by Offeror, its officers, employees, and agents under any of the terms of this contract.

**M. Site Visit**

Offerors are urged and expected to inspect the site where services are to be performed and to satisfy themselves regarding all general and local conditions that may affect the cost of contract performance, to the extent that the information is reasonably obtainable. In no event, shall failure to inspect the site constitute grounds for a claim after contract award.

**N. Award of Contract**

This is a past performance/technical/price trade-off source selection in which competing offeror's past and present performance history and technical ability will be evaluated on a basis approximately equal to price. Award will be made to the responsible offeror whose proposal represents the best value after evaluation in accordance with the factors listed in Section IV herein. The Whitfield County Board of Commissioners may reject any or all proposals if such action is in the Board of Commissioners' interest.

**O. Multiple Awards**

The Whitfield County Board of Commissioners reserves the right to make multiple awards or to award a contract by individual line items or alternatives, by a group of line items or alternatives, or to make an aggregate award, whichever is deemed most advantageous to the Board of Commissioners. If the Whitfield County Board of Commissioners determines that an aggregate award to one offeror is not in the Board of Commissioners' best interest, "all or none" offers shall be rejected.



**P. Place of Performance**

The Whitfield County Board of Commissioners will not contemplate traveling outside the Whitfield County to the contractor's facility. The offeror shall insert in the spaces provided in the price schedule the address of the plants or facilities location(s) that he intends to use.

**Q. Qualification of Offerors**

The Whitfield County Board of Commissioners may make such reasonable investigations as deemed proper and necessary to determine the ability of the offeror to perform the work and the offeror shall furnish to the Board of Commissioners all such information and data for this purpose as may be requested. The Whitfield County Board of Commissioners reserves the right to reject any proposal if the evidence submitted by, or investigations of, such offeror fails to satisfy the Board of Commissioners that such offeror is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein.

**R. Alternate Proposals**

Alternate proposals or proposals that deviate from the requirements of this solicitation will not be considered. Offerors shall not insert in their proposal any written statement which will have the effect of making any material change or changes in the Scope of Services or in any contract between the parties covering subject matter thereof.

**S. Open Records**

In accordance with OCGA Section 50-18-72(a)(34) Any trade secrets obtained from a person or business entity that are required by law, regulation, bid, or request for proposal to be submitted to an agency. **An entity submitting records containing trade secrets that wishes to keep such records confidential under this paragraph shall submit and attach to the records an affidavit affirmatively declaring that specific information in the records constitute trade secrets pursuant to Article 27 of Chapter 1 of Title 10.** If such entity attaches such an affidavit, before producing such records in response to a request under this article, the agency shall notify the entity of its intention to produce such records as set forth in this paragraph. If the agency makes a determination that the specifically identified information does not in fact constitute a trade secret, it shall notify the entity submitting the affidavit of its intent to disclose the information within ten days unless prohibited from doing so by an appropriate court order. In the event the entity wishes to prevent disclosure of the requested records, the entity may file an action in superior court to obtain an order that the requested records are trade secrets exempt from disclosure. The entity filing such action shall serve the requestor with a copy of its court filing. If the agency makes a determination that the specifically identified information does constitute a trade secret, the agency shall withhold the records, and the requester may file an action in superior court to obtain an order that the requested records are not trade secrets and are subject to disclosure.

### **III. SCOPE OF SERVICES**

The contractor shall provide all personnel, equipment, tools, materials, supervision, and other items and services necessary for the update of the Greater Dalton MPO Metropolitan Transportation Plan to 2050 as per the scope of services outlined below.

#### **A. Introduction and Purpose**

The Greater Dalton Metropolitan Planning Organization (MPO) is the metropolitan planning organization for the area including all of Whitfield and Murray Counties. The Greater Dalton MPO is charged with carrying out the federally required continuing, cooperative, and comprehensive performance-based multimodal transportation planning process for the area. Staff in the Whitfield County Board of Commissioners Engineering Department administers the planning process.

The Greater Dalton MPO is required to update the Metropolitan Transportation Plan (MTP) every five years including providing the Georgia Department of Transportation with data to update the travel demand model. Since the current 2045 MTP was approved in June 2020, the next update is due by June 8, 2025. The Federal Highway Administration published the final rulemakings in the areas of safety and Statewide and Metropolitan Planning in March and June of 2016, respectively. The Safety rulemakings require MPO's to be in compliance by February 2018. The Statewide and Metropolitan Planning rulemaking requires MPO's to set safety targets by December 2017 to be in compliance. Since both of these dates are before October 2019, a full update to the 2050 MTP will be necessary and shall be compliant with all of the required Federal Highway Administration regulations.

#### **B. General Requirements**

1. Access Control: All Meetings will be coordinated through the department contacts.
2. Hours of Operation: 8:00 AM – 5:00 PM, Monday – Friday excluding holidays observed by the Whitfield County Board of Commissioners, some evening and/or weekend meetings may be required based on mutually agreeable need.

#### **C. Additional Requirements**

1. Insurance:
  - a. The Contractor shall, at its own expense, provide and maintain during the entire performance of this contract, at least the kinds and minimum amounts of insurance specified below. The insurer shall be in good standing within the state of Georgia through the Insurance Commissioner's Office and must be rated "A" or better, with AM Best Company.
  - b. Before commencing work under the contract, the Contractor shall provide to the Whitfield County Board of Commissioners, Attn: Finance Director, a Certificate of Insurance evidencing the required kinds and amounts of insurance. The minimum kinds and amounts of insurance shall be:
    - i. Workers' Compensation - Contractors are required to comply with applicable Federal and Georgia State workers' compensation statutes. Policies covering Workers' Compensation liability shall provide

- coverage of statutory benefits and employers liability of at least \$1,000,000 each accident; at least \$1,000,000 each employee for disease and \$1,000,000 policy limit for disease.
- ii. General Liability - \$2,000,000 aggregate; \$1,000,000 per occurrence; 50,000 fire damage; 5,000 medical expenses; 1,000,000 products completed operations; 1,000,000 personal and advertising injury or greater. Coverage should be on a per occurrence basis.
- iii. Automobile Liability - Automobile liability insurance shall be written on the comprehensive form of policy – Combined single limit of at least \$1,000,000 to include Hired Autos and Non-owned Autos. The policy shall provide for bodily injury and property damage liability covering the operation of all automobiles used in connection with performing the contract.
- iv. Excess Liability - \$1,000,000 on a per occurrence basis.
- c. The Certificate of Insurance evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting the Whitfield County Board of Commissioners' interest shall not be effective until 60 days after the insurer or the Contractor gives written notice to the Finance Director.
- d. The Certificate of Insurance shall reference the proposal and project name as evidencing this requirement.
- e. The Contractor shall insert the substance of this requirement, including this paragraph, in subcontracts under the contract that require work on the Whitfield County Board of Commissioners property and shall require subcontractors to provide and maintain a copy of all subcontractors' proofs of required insurance, and shall make copies available to the Finance Director upon request.
- f. The following persons or entities are to be listed on the Contractor's general liability policy of insurance as additional insureds:
  - i. The Whitfield County Board of Commissioners
- g. Professional Liability - minimum per occurrence/aggregate limit of \$2,000,000.

#### **D. Specific Tasks**

Work shall include, but not limited to the following:

- Develop base year (2020) and future year (2050) socioeconomic data as input into the travel demand model maintained by GDOT.
- Coordinate with the Greater Dalton MPO, GDOT, FHWA, FTA and the public to develop a federally compliant performance-based 2050 MTP that will provide for and maintain a multimodal transportation system that serves the needs of all citizens and provides efficient, safe, and convenient mobility, encourages desirable land use, promotes economic development, and minimizes adverse social and environmental impacts.
- Consultant will prepare a proposed timeline of tasks required to develop the MTP and all associated components for review and approval by GDOT and the Greater Dalton MPO staff to ensure that the schedule is coordinated with GDOT's model update schedule.

- Work with the Greater Dalton MPO MTP Subcommittee to refine and develop comprehensive goals and objectives as part of the MTP.
- Work with the Greater Dalton MPO MTP Subcommittee to identify and develop targets in support of the state's performance measures or independent performance measures (as chosen by the Greater Dalton MPO's Policy Committee) and incorporate into MTP. The subcommittee will include state and federal planning partners.
- Identify available data sources and compile data to support the performance measures/targets. Availability of data and cost of continued compilation of data will be important considerations when developing performance measures and targets.
- Update Financial Plan Component of MTP including project costs and reasonably expected revenue sources for the period of the MTP.
- Develop and implement project prioritization process for the MTP development process.
- Perform Environmental Justice / Title VI Analysis to inform the public involvement process.
- Required public involvement including outreach efforts to reach the traditionally underserved such as minority and low-income populations. All public involvement will be documented for MPO records and future compliance review purposes.
- Provide updates to the Greater Dalton MPO's Technical Coordinating Committee and Policy Committee throughout the process.
- Include Unfunded Section / Aspirations Plan as supplement to MTP.
- Document the update process for staff records and federal review purposes.
- Address and support the performance measures established in 23 U.S.C. 150(b) and the general purposes described in 49 U.S.C. 5301. [23 U.S.C. 135(d)(2)(A)]. Specifically, projects will be oriented towards establishing the Greater Dalton area as a resilient community. Also, projects will be developed with non-motorized travelers in mind. The goal is to create equity for all users of the community's infrastructure.
- A Freight Needs Assessment and Analysis that completes the following
  - Establish an Existing and Future Freight and Goods Movement Assessment
  - Establish a Forecasting of Future Freight Growth
  - Establish Regional Freight Profiles
  - Freight Network Congestion, Bottleneck, and Safety and Security Issues
  - Freight Needs Assessment

#### **E. Project Description**

The update to the 2045 MTP must be cost feasible and able to be implemented by the appropriate local and state transportation agencies. This plan will be comprehensive and include pedestrian facilities, bicycle facilities, transit, and highway modes of transportation. It will include short and long-term strategies and actions that lead to the development of an integrated intermodal transportation system that facilitates the movement of people and goods. The scope of the project will include a FULL update of the GDMPO MTP to 2050, including development of base and future year socioeconomic data for inclusion in the travel demand model, data identification and collection, performance measure development, performance target development, project prioritization, public involvement, and project methodology and implementation. The

updated 2050 MTP will be compliant with the requirements of Moving Ahead for Progress in the 21st Century Act (MAP-21), the subsequent Fixing America's Surface Transportation (FAST) Act, and current federal guidance and regulations.

**F. Refine and Maintain Project Schedule for Completing All Tasks**

The consultant is required to prepare and maintain a project schedule, indicating the time frame for the project. At a minimum the project schedule must include:

- Dates for all deliverables
- Activity start and completion dates
- Milestones important to maintaining the project schedule
- Necessary milestone meetings

The MPO staff will provide information on scheduled meetings, activities, and deadlines which impact the MTP update effort and will inform the Consultant of any schedule changes. The Consultant will maintain and update the time schedule for completing each of the required tasks. The Consultant is responsible for notification to the MPO staff of all proposed changes to the project schedule for approval.

**G. Public Participation**

During the development of the 2050 MTP, the consultant should encourage strong outreach efforts to increase public participation. The public participation process should identify the specific public participation procedures used to collect, validate, and distribute community information. The consultant should put emphasis on early public involvement during the development of the MTP process and continue to reach out through various strategies. The consultant shall complete and document an Environmental Justice / Title VI Analysis to inform the public participation process. Public participation activities should include explicit outreach to those traditionally underserved by existing transportation system that include but not be limited to low-income and minority households. The Consultant shall provide outreach efforts to notify business leaders and agencies involved in the movement of freight and goods on how to provide input on transportation projects. The Consultant will document any significant comments received and summarize how those comments were addressed. The Consultant shall conduct the necessary workshops and public meetings to create an effective public participation process.

**H. Develop Socio-Economic Data**

The Consultant will develop base year (2020) and future year (2050) socio-economic data for the travel demand model by Traffic Analysis Zone (TAZ) for the Greater Dalton MPO's planning area. The socio-economic data must include, but is not limited to, the following data: population, median household income, employment by type, school enrollment, acres, and future year projections. The consultant will prepare the socio-economic data according to the Georgia Department of Transportation's General Summary of Recommended Travel Demand Model Development Procedures for Consultants, MPOs, and Modelers. The socioeconomic data will be submitted to GDOT's Modeling division for use in developing the travel demand model for the Greater Dalton

MPO's planning area. Schedule for submitting data and the analysis of the data will be coordinated with GDOT's Modeling Division.

**I. Operations Plan**

The initial task in this effort will be the preparation of an operations plan by the Consultant for the MPO. The Consultant, working with GDOT and the MPO staff, will start the development of the operations plan with an identification of the tasks necessary to complete the MTP. The Consultant will then develop a draft operations plan for completing the MTP which will be reviewed by the FHWA, GDOT, and MPO. The draft operations plan will include a detailed listing of the activities necessary to complete the MTP, the schedule for each activity, identification of who will be responsible for the activity, and the total resources required to complete the activity. Based upon the FHWA, GDOT, and MPO review of the draft operations plan, the Consultant will develop a final operations plan for the MTP which will then become the overall management control document for completing the MTP process.

**J. Develop Goals, Objectives, and Measures of Effectiveness**

The current 2045 MTP contains goals adopted by the MPO to provide guidance in development and implementation of the transportation system. Those goals will need to be re-evaluated, and objectives and performance measures will need to be developed. The goals, objectives, and performance measures of the MTP must incorporate full consideration of the FAST Act planning factors and other associated regulations. The consultant will address possible impacts of transportation policy decisions on land use and development. The consultant shall be responsible for obtaining and compiling ideas from the MPO Policy Committee, Technical Coordinating Committee, and the public. The consultant will also review any and all applicable GDOT plans and consider any other corridor studies performed in the MPO area in order to ensure consistency.

Based on the recommended goals and objectives, the consultant will review the measures of effectiveness. Consideration of any revision of the measures of effectiveness, the consultant will provide a realistic point of view and consider the availability of data and/or the requirements for the collection of the data to be used in evaluating the measures.

**K. Financial Feasibility**

The purpose of this task is to ensure that the recommended projects, programs, and studies considered for inclusion in the plan can be implemented utilizing the funding that can reasonably be expected to be available within the time period of the MTP. To evaluate the financial feasibility of the recommended MTP, the consultant will develop revenue and expense components including annual operating/maintenance and repair budgets, annual safety program budgets, estimated costs for programmed improvements, local sources of revenue from general funds or SPLOST, state and federal sources of revenue, user fees, and other sources of revenue deemed reasonable by the MPO staff and planning process committees. Evaluating the financial availability of potential funds will assist with the selection of projects that are included in the MTP. The consultant will develop a consistent, straightforward methodology for potential use by the MPO in the future.

In order to effectively assess the financial feasibility, the consultant will evaluate historic federal, state, and local government transportation funding. Funding for maintenance/repair capital expenditure and mobility and safety improvements will be accounted for. The consultant will review a variety of revenue sources that have been used locally for transportation system improvements such as SPLOST funds, local transit funds and multimodal funding source opportunities utilized in other metropolitan areas similar in size and transportation network and program needs in Georgia and elsewhere in the United States to identify potential additional sources of funding for transportation improvements.

The Consultant will then project the funding levels that can be reasonably anticipated as potential funding for future MPO project implementation during the time frame of the recommended MTP. The Consultant will project potential funding sources and revenues from each source in the same time increments as the travel demand model time increments to evaluate the feasibility of the anticipated funding to enable the implementation of short, mid, and long-term recommended projects and programs. The Consultant will also estimate potential project cost. The fiscal constraint will be transparently demonstrated in the 2050 MTP.

#### **L. Plan Development and Documentation**

The purpose of this task is for the Consultant to develop the MTP and the preparation of the documentation. The consultant is responsible for every document that is involved with the update of the MTP in its entirety. While it is clearly understood that the highway component of the MTP will compromise the major element of the plan, other components of the transportation system will require appropriate consideration and evaluation as part of the MTP process, including:

- Transit Systems and Services
- Park and Ride Facilities
- Pedestrian and Bicycle Facilities
- Freight Facilities both Rail and Truck
- Airport Facilities (General Aviation and Commercial)
- Traffic Signal System
- Environmental Sections
- Title VI and Environmental Justice
- Operations and Maintenance
- Safety
- Security
- Unfunded projects

This list may be modified during the course of coordination between the Consultant, MPO, GDOT, and FHWA. In many instances, separate analysis and evaluation of these other transportation system components have already been conducted. The consultant will assist GDOT, FHWA, and MPO staff in researching and reviewing previous studies associated with these other transportation system components. Special considerations will be given to the identification of intermodal connectivity needs such as transit system services, park and ride lots, and freight and airport facilities. The Consultant will incorporate this information into the MTP process and documentation.

The documentation of the MTP is a key part of the overall process. This documentation not only provides the identification of the recommended transportation system improvements for the MPO region through the horizon year but outlines the process that leads to the development of the recommendation, i.e., it provides a “road map” of the overall process. The MTP document will be written in a manner that will allow the average citizen of the community to understand the MTP process and its recommendation. The principle deliverables are:

- Approved socioeconomic data input to be incorporated into the GDOT travel demand model for the Greater Dalton MPO planning area.
- All documentation of process and products (hardcopy and/or electronic).
- Hardcopy (20) and reproducible electronic version of final deliverables (pdf and original file type).
- Federally compliant 2050 MTP that has been approved by the Greater Dalton MPO’s Policy Committee.



## IV. SELECTION PROCESS AND EVALUATION CRITERIA

The Whitfield County Board of Commissioners intends to evaluate proposals and award a contract after conducting discussions with offerors whose proposals have been determined to be within the competitive range. If it is determined that the number of proposals that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the Board of Commissioners may limit the number of proposals in the competitive range to the greatest number that will permit an efficient competition among the most highly rated proposals. Therefore, the offeror's initial proposal should contain the offeror's best terms from a price and technical standpoint.

### A. Evaluation Criteria:

Based on the proposal format as outlined in Section II, the evaluation criteria in order of importance are as follows:

1. Understanding of the Project: Assesses whether the contractor has given sufficient evidence of having understood the requirements stated in the SOW. Technical Approach. Assesses whether the contractor has proposed a solution that is technically feasible and achievable within the constraints of the SOW.  
10 Points – Understanding of the Project Requirements  
10 Points – Technical Approach
2. Project Team: Assesses contractor's ability to effectively manage personnel, provide experienced and qualified key personnel and respond rapidly to staffing requirements. **Qualifications of Key Personnel.** Assesses the ability of the contractor to hire, retain and train qualified technical personnel similar to those required for the task.  
10 Points – Staffing Approach  
10 Points – Qualifications of Key Personnel
3. Qualifications and Experience: **Experience on Similar Projects.** Assesses whether contractor performed satisfactorily on similar projects regarding schedules, turnover rates, meeting costs and success in performing the work. References should be requested for validation of the information provided by the vendor.  
10 Points – Qualifications  
10 Points – Experience
4. References & Reference Projects: **Past Performance.** Assesses customer satisfaction with the vendor on prior projects. References should be requested for validation of the information provided by the vendor.  
20 Points – References & Reference Projects
5. Quality Assurance and Control Plan: Assesses whether the contractor has a process of addressing quality of performance and a plan for ensuring that deliverables are complete, on time, and on budget.  
20 Points – Quality Assurance & Control Plan

**B. Cost/Price**

1. Assesses whether the price is reasonable and in concert with industry standards.  
Cost/Price should be evaluated as a separate factor and not have a ranking number assigned to it.

**C. Proposal Evaluation and Contract Award**

Based on the evaluation criteria, the Selection Committee will review and assign a score to each proposal. Proposals which rank highest upon completion of the scoring process will be short-listed. The number of short-listed firms will depend on the total number of submitted proposals. These shortlisted firms may be invited to make a formal presentation/interview of their firm's experience, project approach, and qualifications and will be invited to provide a cost/price proposal. Upon completion of the short-listed firms' presentations/interviews, the Selection Committee will then score each presentation and the highest rated firm, after the presentation/interview scoring process, considering price and price-related factors, will be recommended for award.

## V. PROPOSAL FORMS

### A. Proposal Form

Proposal of \_\_\_\_\_

(Hereinafter called "Offeror"), organized and existing under the laws of the State of

\_\_\_\_\_, *doing business as* \_\_\_\_\_.

In compliance with your RFP, the Offeror hereby proposes and agrees to perform and furnish all work for the requirement known as **75500-24-RFP-Greater Dalton MPO MTP Update** in strict accordance with the Proposal Documents, within the time set forth therein, and at the price proposed.

By submission of this Proposal, the Offeror certifies, and in the case of a joint Offer, each party thereto certifies as to its own organization that:

1. The Offeror has examined and carefully studied the Proposal Documents and the Addenda, receipt of all of which is hereby acknowledged at Section V, B.
2. The Offeror agrees that this proposal may not be revoked or withdrawn after the time set for the opening of proposals but shall remain open for acceptance for a period of **90** days following such time.

Company: \_\_\_\_\_

Contact: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

\_\_\_\_\_  
**Authorized Representative/Title**  
*(Print or Type)*

\_\_\_\_\_  
**Authorized Representative**  
*(Signature)*

\_\_\_\_\_  
**Date**

Company Name *(printed)*: \_\_\_\_\_

**B. Addenda Acknowledgement**

The Offeror has examined and carefully studied the Specifications and the following Addenda. Receipt of all of which is hereby acknowledged:

Addendum No.		Dated		
Addendum No.		Dated		<i>Initial</i>
Addendum No.		Dated		<i>Initial</i>
Addendum No.		Dated		<i>Initial</i>
Addendum No.		Dated		<i>Initial</i>
Addendum No.		Dated		<i>Initial</i>
				<i>Initial</i>

**Offerors must acknowledge any issued addenda. Proposals which fail to acknowledge the offeror's receipt of any addendum will result in the rejection of the proposal if the addendum contained information which substantively changes the Owner's requirements.**

**C. Georgia Security & Immigration Compliance (GSIC) Affidavit**

The Whitfield County Board of Commissioners and Contractor agree that compliance with the requirements of O.C.G.A. § 13-10-91, as amended, and Rule 300-10-1-.02 of the Rules of the Georgia Department of Labor are conditions of this Agreement for the physical performance of services.

The Contractor further agrees that its compliance with the requirements of O.C.G.A. § 13-10-91, as amended, and DOL Rule 300-10-1-.02 is attested to on the executed Contractor Affidavit and Agreement attached hereto.

If employing or contracting with any subcontractor(s) in connection with this Agreement, Contractor further agrees:

1. To secure from the subcontractor(s) an affidavit attesting to the subcontractor's compliance with O.C.G.A. § 13-10-91, as amended, and DOL Rule 300-10-1-.02; such affidavit being in the form attached hereto.

The failure of Contractor to supply the affidavit of compliance at the time of execution of this Agreement and/or the failure of Contractor to continue to satisfy the obligations of O.C.G.A. § 13-10-91, as amended, and DOL Rule 300-10-1-.02 as set forth in this Agreement throughout the contract period shall constitute a material breach of the contract. Upon notice of such breach, Contractor shall be entitled to cure the breach within ten days, upon providing satisfactory evidence of compliance with the terms of this Agreement and State law. Should the breach not be cured, Whitfield County Board of Commissioners shall be entitled to all available remedies, including termination of the contract and damages.

*See Affidavit on Following Page*

**D. Contractor Affidavit & Agreement Under O.C.G.A. § 13-10-91(b)(1)**

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, as amended, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of the Whitfield County Board of Commissioners, 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 provisions and deadlines established in O.C.G.A. § 13-10-91, as amended.

Furthermore, the undersigned will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

\_\_\_\_\_  
Federal Work Authorization Company Identification Number      Date of Authorization

Name of Contractor:\_\_\_\_\_

Name of Project:\_\_\_\_\_

Name of Public Employer: Whitfield County Board of Commissioners

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

Executed on \_\_\_\_\_, \_\_\_\_\_, 201\_\_ in \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Signature of Authorized Officer or Agent

\_\_\_\_\_  
Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE

\_\_\_\_\_ DAY OF \_\_\_\_\_, 201\_\_

\_\_\_\_\_  
Notary Public  
My Commission Expires: \_\_\_\_\_

**E. Price Proposal Schedule**

<b>Element</b>	<b>Not to Exceed Total</b>
Develop Socio-Economic Data for TDM	
Public Involvement	
Produce Performance Based Federally Compliant 2050 Metropolitan Transportation Plan.	
Not to Exceed Totals	\$

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**Authorized Representative/Title**  
*(Print or Type)*

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**Authorized Representative**  
*(Signature)*

---

**Date**

**F. Understanding of Federal Requirements Form**

**UNDERSTANDING OF FEDERAL REQUIREMENTS**

The Contractor hereby assures and certifies that it and all subcontractors will comply with the regulations, policies, guidelines, and requirements with respect to the acceptance and use of the federal funds for this federally assisted program. Also, the Contractor gives assurances and certifies with respect to the contract that:

1. Certifications:

- a. The Contractor warrants that no person or selling agency or other organization has been employed or retained to solicit or secure this Agreement upon an Agreement of Understanding for a commission, percentage, brokerage or contingent fee. For breach of violation of this warranty, the Grantee shall have the right to annul this Agreement without liability or, at its discretion, to deduct from the compensation, or otherwise recover, the full amount of commission, percentage, brokerage or contingent fee; and
- b. The Contractor shall comply with the certification requirements of the Drug-Free Workplace Act of 1988 (42 U.S.C. 701), as set forth at 24 CFR Part 24, subpart F.
- c. Anti-Lobbying Certification – Federally appropriated funds have not and will not be used to undertake any prohibited lobbying activity.

2. Other Applicable Regulations:

The Contractor shall be responsible for complying with the applicable regulations and maintaining all required records pertaining to the implementation of the work as listed, but not limited to the following:

- a. Procurement Standards 24 CFR Part 84.40-48
- b. Davis-Bacon Act
- c. Equal Employment Opportunity & Non-Segregated Facilities
- d. Copeland Anti-Kickback Act
- e. Payrolls and Payroll Clerk Certifications
- f. Bonding Requirements
- g. Insurance Requirements
- h. Posting of EEO, OSHA, and Wage Scale Posters
- i. Federal Debarment Policy
- j. Compliance with Clean Water Act

3. Federal Requirements Clauses:

In addition, all contracts shall include any clauses required by federal statutes, executive orders, and their implementing regulations.

**BIDDER** (signature): \_\_\_\_\_

**BY:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_



## **VI. DOCUMENTS CHECKLIST**

### **Proposal Documents Checklist:**

- ☐ Cover Letter
- ☐ Table of Contents
- ☐ Business Information
- ☐ Qualifications and Experience
- ☐ References/Reference Projects
- ☐ Financial Information and Documentation
- ☐ Time/Cost Procedures
- ☐ CADD Capabilities
- ☐ Other Relevant Information

### **Mandatory Proposal Forms (Section V):**

- ☐ Proposal Form
- ☐ Acknowledgement of Addenda
- ☐ Georgia Security & Immigration (GSIC) Act Affidavit
- ☐ Price Proposal Schedule
- ☐ Understanding of Federal Requirements

## **VII. E-VERIFY**

(Effective July 1, 2013)

### **E-Verify Contractor Requirements**

Georgia law, O.C.G.A. § 13-10-91, requires all businesses that contract with a public employer for labor or services by bid or by contract in which the labor or services exceed \$2499.99 to sign an affidavit attesting that they are registered for and use E-Verify unless 1) the contractor has no employees (in which case they must present an approved state-issued identification card/drivers' license from an approved state as provided on the Attorney General's website ) or, 2) the contract is with an individual licensed under Title 26, Title 43, or the State Bar of Georgia who is in good standing and that individual is performing that service. Anyone your business subcontracts with for labor and services, as well as the subcontractors of your subcontractors, in furtherance of that contract is also subject to this requirement. E-Verify Contractor, Subcontractor, and Sub-Subcontractor affidavits can be found [here](#).

### **E-Verify Private Employer Requirements**

Georgia law, O.C.G.A. § 36-60-6, requires all businesses, with more than 10 employees that are seeking an occupation tax certificate/business license or other document required to operate a business with a county or city to sign an affidavit attesting that they are registered for and use E-Verify. Businesses with 10 or fewer employees are required to sign an affidavit attesting that they are exempt from this requirement. Once a business has provided this affidavit to the county, all subsequent renewals can be provided with the submission of the E-Verify number, as long as it is the same number as provided on the affidavit, or assertion that your business is exempt. The county will provide the format in which renewal information is collected. E-Verify Private Employer and Exemption Affidavits can be found [here](#).

### **What Is E-Verify?**

E-Verify is a federal Web-based system that electronically verifies the employment eligibility of newly hired employees. It works by allowing participating employers to electronically compare employee information taken from the I-9 Form (the paper-based employee eligibility verification form used for all new hires) against records in the Social Security Administration's database and the records in the Department of Homeland Security immigration databases.

### **Where Do I Find My E-Verify Number?**

The Human Resources Department for your business should have that information, if you have registered. The E-Verify number, which consists of four to six numerical characters, is located directly below the E-Verify logo on the first page of the memorandum of understanding (MOU) entered into between your business and the Department of Homeland Security (DHS) to use E-Verify.

### **What if I cannot locate or do not have access to my MOU?**

If the HR director/program administrator for E-Verify from your business has taken the E-Verify tutorial, you may obtain your company ID number by: 1) Logging in to E-Verify with

your assigned user ID and password; 2) From 'My Company,' select 'Edit Company Profile;' 3) The Company Information page will display the company ID number. If your HR director/program administrator has not completed the tutorial, you must contact E-Verify Customer Support at 888-464-4218 or at [E-Verify@dhs.gov](mailto:E-Verify@dhs.gov) for assistance.

**Is the Federal Tax Identification Number/Employer Identification Number (EIN) the same as the E-Verify Number?**

No. While you will be required to provide the Federal Tax Identification Number/EIN for your business to DHS in order to register for E-Verify, a separate number, which consists of four to six numerical characters, will be provided as the E-Verify number for your business by DHS, which will be located on the MOU.

**How Do I Register for E-Verify?**

To register for E-Verify, please visit the DHS website. If you need assistance in completing the registration process or need additional information relating to E-Verify, call their customer service number at 1-888-464-4218, email them at [E-Verify@dhs.gov](mailto:E-Verify@dhs.gov) or visit their website at <http://www.dhs.gov/e-verify>.