

City of Tucker

Request for Proposal

RFP # 2024-002

CITY STANDARDS GUIDEBOOK



BID MANUAL

City of Tucker
1975 Lakeside Parkway, Suite 350
Tucker, Georgia 30084

City of Tucker Request for Proposal

RFP #2024-002 City Standards Guidebook

INVITATION: The City of Tucker, Georgia requests that interested parties submit proposals for a City Standards Guidebook. Proposals will be accepted until the date and time listed below and will be awarded to the most responsible and responsive proposer submitting the proposal which is deemed to be the most advantageous to the city. Addenda and updates to this bid manual will be posted on the City of Tucker website <http://tuckerga.gov/bids> or may be requested by email procurement@tuckerga.gov.

BID ACTIVITY SCHEDULE	
RFP Issued	January 30, 2024
Pre-Bid Conference – Optional	February 8, 2024, at 10:00am
Deadline for Questions	February 13, 2024, at 4:00 p.m.
Responses to Questions Posted (Addenda)	February 15, 2024
Proposal Deadline	February 29, 2024, at 3:00 p.m.
Scoring by Evaluation Committee	March 1 – 18, 2024
Award at Council Meeting	April 8, 2024 (Tentative)

SCOPE OF WORK: Refer to Exhibit A.

PRE-PROPOSAL CONFERENCE (Optional): Thursday, February 8, 2024 at 10:00am.
Location: City Hall Office located at 1975 Lakeside Parkway, Suite 350, Tucker, GA 30084.
Email procurement@tuckerga.gov no later than Thursday, February 8, 2024 at 9:00am of intent to attend.

QUESTIONS: Submit all questions in writing to procurement@tuckerga.gov. Reference RFP #2024-002 in the subject line of the email.

ADDENDA: Responses to the questions received will be by addenda and will be posted on the City website www.tuckerga.gov/bids. The signed acknowledgement issued with each addendum must be submitted with the proposal. It is the vendors responsibility to verify if any addenda were created.

SUBMITTAL REQUIREMENTS: Vendor shall submit RFP Response electronically to procurement@tuckerga.gov no later than February 29, 2024 at 3:00 p.m. with the subject line RFP #2024-002.

BID TABULATION: A listing of submittals will be posted on the City’s website: www.tuckerga.gov/bids.

DOCUMENT SUBMITTAL REQUIREMENTS:

1. Proposal, including understanding and approach, related experience and references, personnel qualifications, and cost proposal.
2. W-9 Form (provided)
3. Certificate of Insurance
4. E-Verify Affidavit Form (provided)
5. Contact Information Form (provided)
6. Acknowledgement of Addendum issued with each Addendum.

All responses must be received electronically by the date and time specified. (Addenda will show any schedule updates). Late proposals will not be considered. Proposals received after the deadline will be filed unopened. The City of Tucker reserves the right to reject any and all proposals or any part, to waive any formalities or informalities to make an award and to re-advertise in the best interest of the City. No proposals will be received orally or by phone.

The city reserves the right to negotiate pricing with the top scoring bidder.

The city, in its discretion, may award a contract to the most responsible and responsive proposer submitting the proposal which is deemed to be the most advantageous to the city, price and other factors being considered, as described in the selection criteria.

EXHIBIT A – SCOPE OF WORK
City of Tucker Request for Proposal
RFP #2024-002 City Standards Guidebook

Purpose

The City of Tucker is requesting proposals for the creation of a City Standards Guidebook which will identify a set of required products and design standards for city projects, including gateway signage, landscaping standards, streetscape standards, etc. By designing and creating a set of standards unique to Tucker, public projects across the city will have consistency that will create a unique sense of place and add character to the city as a whole. The guidebook should convey the aesthetics and feel of the city’s built-environment and ultimately provide a framework for decision makers to use in planning future improvements. The Guidebook will become the intellectual property of the City upon project completion.

Background

The City of Tucker is approximately 20.4 square miles and is located in the northeastern portion of DeKalb County. The city is one of the largest incorporated areas land wise within DeKalb County and has a population of approximately 38,417. Tucker has grown since incorporating in 2016, and there is a need to create more uniform standards to maintain a consistent identity throughout the city. The standards set forth in the guidebook will be implemented with future city projects and can also be used for community-led projects and private development projects.

Project Objectives (include but are not limited to)

- Complete field inventory of existing conditions.
- Complete a visual preference survey to help identify the standards for the City of Tucker and an improvement prioritization survey to identify which elements the public wishes to see installed first/have the most value.
- Design/create a list of products and standards specific to the City of Tucker that includes, but is not limited to, the following:
 - Signage:
 - Gateway
 - Wayfinding
 - Plaques
 - Street name signs and street name sign toppers
 - City limit signs
 - Park signage, such as kiosk, park rules, etc. that coordinate with existing monument and pillar park signage
 - Street signposts
 - Banner support structure that can be used to display banners for city events
 - Memorial benches, trees, plaques
 - Sanitation amenities – trash cans, recycling bins, dumpster enclosures, pet waste disposal

- Lighting – vehicular lighting, pedestrian lighting, decorative lighting
- Streetscape design & elements – street trees, street planters, seating (benches, other forms), curbing, bike racks
- Crosswalks and ADA ramps standards
- Manhole cover designs
- MARTA bus shelters
- Landscaping – trees, shrubs, ground cover (includes landscaping used for screening purposes)
- Gateway arch for Downtown Trail
- Bollards (material, colors, etc.)
- Retaining wall materials and fence materials
- Center island design for roundabouts (materials, landscaping, art, etc)
- Mast arms and other utility support structures
- Provide options for certain elements to allow for variety and to create unique design elements in specific parts of the City (such as Northlake or Downtown).
- Provide provisions for design flexibility/waivers due to issues such as site conditions, limited right-of-way, etc.
- Identify ways to incorporate branding, where appropriate.
- Produce a list of recommended locations for gateway signs, wayfinding signs, and the banner support structure.

Resources

- Tucker Comprehensive Plan, June 2023
- Tucker Downtown Master Plan, Dec. 2020
- Tucker PATH Trail Master Plan and Implementation Strategy, April 2019
- Zoning Ordinance (for example, Article III and V)
- Construction drawings and/or as built conditions of City projects, including the Town Green, Fellowship Road beautification, 285 & Lawrenceville Highway beautification, Downtown Trail, Juliette Road median project, etc.
- Branding Standards Guide
- Communications Plan (in progress)
- Parks and Recreation sign standards

Public Engagement/Meetings

- Visual preference and improvement prioritization survey for residents and business owners.
- Up to two in-person community meetings
- Up to three public meetings with Mayor and City Council

Deliverables

- Completed City Standards Guidebook (digital files and 20 hard copies, bound)
- Map of recommended gateway, wayfinding, and banner support structure locations

Evaluation and Selection Criteria

An Evaluation Committee will evaluate all proposals submitted prior to the submittal deadline. The city, in its discretion, may award the Contract to the responsible and responsive proposer submitting the proposal which is deemed to be the most advantageous to the city, price and other factors being considered. The following are the evaluation criteria the committee will consider in determining which proposal is most advantageous to the city:

1. **Project Understanding and Approach – 40 points**
Successful proposers will demonstrate an understanding of the magnitude of the task, the constraints, and the desired outcomes for the project.
2. **Similar Experience – 30 points**
Successful proposers will have experience completing similar projects which should be demonstrated by providing case studies (of no more than two pages each) describing three projects that best match the scope and desired outcomes for this project. Each case study should highlight any similarities to the proposed Tucker project. For each case study, a reference and contact information should be provided. The city may request samples of the comparative works during the proposal review process.
3. **Project Personnel – 20 points**
Successful proposers will provide information on personnel to be assigned to this project. Personnel should have experience of similar projects and/or in fields necessary to complete the proposed scope of work.
4. **Pricing – 10 points**
Successful proposers will provide their most competitive pricing.

Bonding Requirements

No proposal may be withdrawn for a period of forty-five (45) days after the time has been called on the date of opening.



GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT

GEORGIA E-Verify and Public Contracts: The Georgia E-Verify law requires contractors and all sub-contractors on Georgia public contract (contracts with a government agency) for the physical performance of services over \$2,499 in value to enroll in E-Verify, regardless of the number of employees.

Contractor Name:	
Solicitation/Bid number or Project Description:	

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, entity or corporation which is engaged in the physical performance of services under a contract on behalf of the City of Tucker, Georgia 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 applicable provisions and deadlines established in O.C.G.A. § 13-10-91.

Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period as required by O.C.G.A. § 13-10-91(b) and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present and 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 User Identification Number
(EEV/E-Verify Company Identification Number)

Date of Authorization

Name of Contractor

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

Printed Name (of Authorized Officer or Agent of Contractor)

Title (of Authorized Officer or Agent of Contractor)

Signature (of Authorized Officer or Agent)

Date Signed

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE

____ DAY OF _____, 20____

Notary Public

[NOTARY SEAL]

My Commission Expires: _____

Contact Information Form

Please fill out this form with the appropriate contact information for your company.

Full Legal Name of Company: _____

Date: _____

Contractor Information:

Primary Contact Person: _____

Title: _____ Telephone Number: _____

E-mail Address: _____

Secondary Contact Person: _____

Title: _____ Telephone Number: _____

E-mail Address: _____

Preferred Contact for Administration: (i.e. Document Processing) (Choose one)

Primary Contact

Secondary Contact

Address: _____

City / State / Zip: _____

Mailing Address (If different than above): _____

City / State / Zip: _____

Federal Employee ID Number (FEIN): _____