## 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 <a href="http://tuckerga.gov/bids">http://tuckerga.gov/bids</a> or may be requested by email <a href="procurement@tuckerga.gov">procurement@tuckerga.gov</a>.

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 <a href="mailto:procurement@tuckerga.gov">procurement@tuckerga.gov</a> no later than Thursday, February 8, 2024 at 9:00am of intent to attend.

**QUESTIONS:** Submit all questions in writing to <u>procurement@tuckerga.gov.</u> 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 <a href="www.tuckerga.gov/bids">www.tuckerga.gov/bids</a>. 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.

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

**<u>BID TABULATION:</u>** 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 readvertise 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:
  - o 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
  - o Banner support structure that can be used to display banners for city events
  - o Memorial benches, trees, plaques
  - Sanitation amenities trash cans, recycling bins, dumpster enclosures, pet waste disposal

- o 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)
- o Gateway arch for Downtown Trail
- o Bollards (material, colors, etc.)
- o Retaining wall materials and fence materials
- o 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.

## (Rev. October 2018) Department of the Treasury Internal Revenue Service

## Request for Taxpayer Identification Number and Certification

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Give Form to the requester. Do not send to the IRS.

	1 Name (as shown on your income tax return). Name is required on this line; d	o not leave this line blank.						
	2 Business name/disregarded entity name, if different from above							
on page 3.	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.  Individual/sole proprietor or Corporation S Corporation Partnership Trust/estate single-member LLC			4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):				
pe.				Exempt payee code (if any)				
Print or type. Specific Instructions on page	Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ►  Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC the is disregarded from the owner should check the appropriate box for the tax classification of its owner.			Exemption from FATCA reporting code (if any)				
Sec					(Applies to accounts maintained outside the U.S.)			
See St	5 Address (number, street, and apt. or suite no.) See instructions.			quester's name and address (optional)				
0)	6 City, state, and ZIP code							
	7 List account number(s) here (optional)							
Par	Taxpayer Identification Number (TIN)							
	our TIN in the appropriate box. The TIN provided must match the nar			curity number				
reside	o withholding. For individuals, this is generally your social security nurnt alien, sole proprietor, or disregarded entity, see the instructions for	Part I, later. For other		] -	-			
entities	s, it is your employer identification number (EIN). If you do not have a l	number, see <i>How to ge</i>						
	If the account is in more than one name, see the instructions for line 1	Also see What Name	or and Employer	identification nu	ımber			
	er To Give the Requester for guidelines on whose number to enter.	. Also see What Ivame						
Part	10000							
	penalties of perjury, I certify that:							
2. I am Sen	number shown on this form is my correct taxpayer identification numl not subject to backup withholding because: (a) I am exempt from ba- rice (IRS) that I am subject to backup withholding as a result of a failu- longer subject to backup withholding; and	ckup withholding, or (b)	I have not been n	otified by the Ir	nternal F	Revenue e that I a	m	
3. I am	a U.S. citizen or other U.S. person (defined below); and							
	FATCA code(s) entered on this form (if any) indicating that I am exem	•	•					
you ha acquis other t	cation instructions. You must cross out item 2 above if you have been not be failed to report all interest and dividends on your tax return. For real estition or abandonment of secured property, cancellation of debt, contribution interest and dividends, you are not required to sign the certification, because in the contribution of the contribut	tate transactions, item 2 ions to an individual retir	does not apply. For	or mortgage inte t (IRA), and gene	rest paid erally, pa	d, ayments	.se	
Sign Here	Signature of U.S. person ▶	Date <b>▶</b>						
General Instructions		Form 1099-DIV (dividends, including those from stocks or mutual funds)						
Section references are to the Internal Revenue Code unless otherwise noted.		Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)						
Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted		Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)						
after they were published, go to www.irs.gov/FormW9.		Form 1099-S (proceeds from real estate transactions)						
-	oose of Form	<ul> <li>Form 1099-K (mer</li> </ul>	chant card and thi	rd party networ	k transa	actions)		
inform	ividual or entity (Form W-9 requester) who is required to file an ation return with the IRS must obtain your correct taxpayer	<ul> <li>Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)</li> </ul>						
identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information		<ul> <li>Form 1099-C (can</li> </ul>	• Form 1099-C (canceled debt)					
		<ul> <li>Form 1099-A (acquisition or abandonment of secured property)</li> </ul>						
		Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.						

returns include, but are not limited to, the following.

• Form 1099-INT (interest earned or paid)

later.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding,



#### 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:			
affirmatively that the individual, entity or corbehalf of the City of Tucker, Georgia has re	poration which is eng- gistered with, is authors sequent replacement	its compliance with O.C.G.A. § 13-10-91, stating gaged in the physical performance of services under orized to use and uses the federal work authorization program, in accordance with the applicable proving the services of the program of the program of the proving the pr	a contract on ion program
period as required by O.C.G.A. § 13-10-91(b) services in satisfaction of such contract only	o) and the undersigned with subcontractors when	ederal work authorization program throughout the condition of contractor will contract for the physical performance the physical performance of the physical performance o	ce of formation
Federal Work Authorization User Identificati (EEV/E-Verify Company Identification Num		Date of Authorization	
Name of Contractor I hereby declare under penalty of perjury t foregoing is true and correct	hat the		
Printed Name (of Authorized Officer or Ager	nt of Contractor)	Title (of Authorized Officer or Agent of Co	ntractor)
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):	