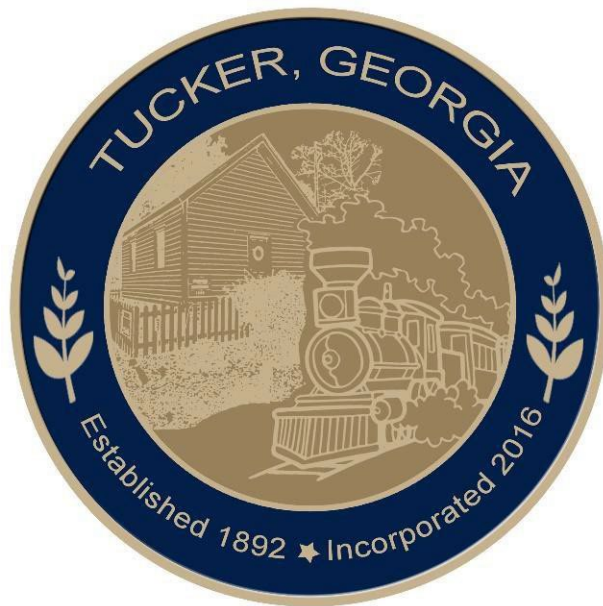


City of Tucker

Request for Proposal

RFP # 2024-019

LAWRENCEVILLE HIGHWAY ACCESS
MANAGEMENT AND BEAUTIFICATION PLAN



BID MANUAL

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

**City of Tucker Request for Proposal
RFP #2024-019
Lawrenceville Highway Access Management and Beautification
Plan**

INVITATION: The City of Tucker, Georgia requests that interested parties submit proposals for a Lawrenceville Highway Access Management and Beautification Plan. 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	August 27, 2024
Pre-Bid Conference	N/A
Deadline for Questions	September 10, 2024, at 1:00 p.m.
Responses to Questions Posted (Addenda)	September 13, 2024
Proposal Deadline	September 26, 2024, at 1:00 p.m.
Scoring by Evaluation Committee	September 27 – October 7, 2024
Award at Council Meeting	October 28, 2024 (Tentative)

SCOPE OF WORK: Refer to Exhibit A.

PRE-PROPOSAL CONFERENCE: There will not be a pre-proposal conference for this solicitation.

QUESTIONS: Submit all questions in writing to procurement@tuckerga.gov. Reference RFP #2024-019 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 September 26, 2024 at 1:00 p.m. with the subject line “Submittal: RFP #2024-019”. The email must contain the vendor’s contact information. The submittal shall be two PDF files:

- The proposal shall be named “<Company Name>.RFP 2024-019.Bid Submittal.pdf”.
- The Cost Proposal shall be named “<Company Name>.RFP 2024-019.Cost Proposal.pdf”

The submittal email will be opened to confirm receipt of the submittal; however, the attached PDF files will remain unopened until the public opening.

PROPOSAL OPENING: All proposals received prior to the deadline will be opened publicly on September 26, 2024 at 1:05pm EST at Tucker City all located at 1975 Lakeside Parkway, Suite 350, Tucker GA. A list of submittals will be posted on the City's website, www.tuckerga.gov/bids, following the opening of the proposals.

DOCUMENT SUBMITTAL REQUIREMENTS:

1. Proposal, including understanding and approach, similar experience and references, personnel qualifications.
2. Cost Proposal
3. W-9 Form (provided)
4. Certificate of Current Insurance
5. E-Verify Affidavit Form (provided)
6. Bid Bond Form (provided)
7. Contact Information Form (provided)
8. Oath of Non-Collusion (provided)
9. Acknowledgement of Addendum issued with each Addendum.

All responses must be received electronically by the Bid Deadline. (Addenda will show any schedule updates). No proposals will be received orally or by phone. 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 to make an award and to re-advertise in the best interest of the City.

The city reserves the right to negotiate pricing with the top scoring bidder and may, in its discretion, award a 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, as described in the selection criteria.

EXHIBIT A – SCOPE OF WORK
City of Tucker Request for Proposal
RFP #2024-019 Lawrenceville Highway Access Management and
Beautification Plan

Purpose

The City of Tucker is requesting proposals for the Lawrenceville Highway Access Management and Beautification Plan. This plan will provide the City of Tucker with a roadmap for future transportation improvement projects and a guide to influence code compliance and future development.

Background

Lawrenceville Highway (US 29) is a state route running through the heart of the City of Tucker. Posted at 45 mph, there are longstanding concerns regarding transportation operations & safety, as well as the aesthetic feel of the corridor.

Project Objectives (include but are not limited to)

- Research Georgia Department of Transportation (GDOT) right-of-way records to establish abutting property lines. These right-of-way lines are to be overlain onto GIS imagery. No field survey is required.
 - Identify any signage, fencing, parking lots, or other improvements that are within the existing right-of-way.
- Provide a conceptual design for a center raised median
 - Conduct an analysis to determine the locations for median openings. Consider GDOT requirements for the spacing of median openings.
 - Provide recommendations for access management including the closure, relocation, or modifications of existing curb cuts.
 - Analyze turning radii and show design features to accommodate U-turns for delivery trucks.
- Evaluate the need for Hybrid Beacons and refuge islands to improve pedestrian safety.
- Recommend potential traffic calming measures for speed control.
- Evaluate the existing sidewalk and the impacts of widening the sidewalk to 8' – 10'.
- Evaluate the opportunities for additional landscaping within the existing right-of-way. Consider sight distance and GDOT requirements.
- Evaluate existing curb cuts and make recommendations that bring these into compliance with the Americans with Disabilities Act.
- Evaluate the existing overhead utilities and the potential for raising or burying existing utilities. Coordinate with utility companies to determine if lines can be consolidated or eliminated.
- Evaluate existing MARTA bus stops and recommend potential adjustments.
- Identify opportunities for pocket parks development utilizing existing GDOT remnants or potential acquisitions.

Resources Available to Successful Proposer

- Tucker Comprehensive Plan, June 2023
- 2050 DeKalb Unified Plan
- Lawrenceville Highway Special Zoning District Guidelines
- Lawrenceville Highway Corridor Scoping Study, Grice Consulting, 2019
- Lawrenceville Highway Corridor Study, VHB, 2021
- City Standards Guidebook (currently under development)

Limits of Study

A base proposal and cost shall be provided for Lawrenceville Highway from Interstate 285 to Hugh Howell Road.

An add alternate and cost shall be included to extend the limits of study northeasterly to Mountain Industrial Boulevard.

GDOT Coordination

Consultant shall coordinate two (2) meetings with GDOT District 7 and/or Traffic Operations as appropriate. The initial meeting will be to gain an understanding of permissible designs and potential challenges. The second will be at 60% completion of the concept design to obtain GDOT comments.

Deliverables

- Electronic copy of detailed concept design.
- Typical sections including raised landscaped median, sidewalk, and decorative pedestrian lighting.
- Estimate of probable construction cost.
- Recommendation of potential funding sources.

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 with a presentation of no more than ten (10) pages.

2. Similar Experience/Past Experience – 30 points

Successful proposers will have experience completing similar projects which should be demonstrated by providing case studies of no more than two (2) 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. The City may also consider any past performance on a previous contract with the City.

3. Project Personnel – 20 points

Successful proposers will provide information on personnel of no more than one (1) page each 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 with a base proposal and add alternate as described.

The evaluation committee may contact the references provided in response to this RFP; solicit information from any available source concerning any aspect of a proposal; and seek and review any other information deemed pertinent to the evaluation process. Finalists may be invited for interviews. The evaluation committee shall make a recommendation in the best interests of the City of Tucker.

Bonding Requirements

No proposal may be withdrawn for a period of ninety (90) days after the time has been called on the date of opening.

All proposals must be accompanied by a Bid Bond of a reputable bonding company authorized to do business in the State of Georgia, in an amount equal to at least five percent (5%) of the total base proposed amount of the bid.

Request for Taxpayer Identification Number and Certification

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

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

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.		
	2 Business name/disregarded entity name, if different from above		
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.		4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
	<input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> 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 that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ▶	<input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>	
5 Address (number, street, and apt. or suite no.) See instructions.		Requester's name and address (optional)	
6 City, state, and ZIP code			
7 List account number(s) here (optional)			

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Social security number									

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

or

Employer identification number									

Part II Certification

- Under penalties of perjury, I certify that:
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
 2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
 3. I am a U.S. citizen or other U.S. person (defined below); and
 4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶	Date ▶
------------------	----------------------------	--------

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer 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 returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
 - Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
 - Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
 - Form 1099-S (proceeds from real estate transactions)
 - Form 1099-K (merchant card and third party network transactions)
 - Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
 - Form 1099-C (canceled debt)
 - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.
- 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, later.*



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:	RFP 2024-019 Lawrenceville Highway Access Management and Beautification Plan

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 SEAL]

Notary Public

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): _____

BID BOND

KNOW ALL MEN BY THESE PRESENTS, THAT

(Name of Consultant) _____ at

(Address of Consultant) _____

(Corporation, Partnership and / or Individual) hereinafter called Principal, and

(Name of Surety) _____

(Address of Surety) _____

A corporation of the State of _____, and a surety authorized by law to do business in the State of Georgia, hereinafter called Surety, are held, and firmly bound unto

(Name of Oblige) City of Tucker Georgia

(Address of Oblige) 1975 Lakeside Parkway, Suite 350, Tucker, Georgia 30084

Hereinafter referred to as Oblige, in the penal sum of _____ Dollars (\$ _____) in lawful money of the United States, for the payment of which sum well and truly to be made, we bind ourselves, our heirs, executors, administrators and successors, jointly and severally, firmly by these presents.

WHEREAS, the Principal is about to submit, or has submitted, to the City of Tucker, Georgia, a proposal for furnishing materials, labor, and equipment for:

**RFP # 2024-019
LAWRENCEVILLE HIGHWAY ACCESS MANAGEMENT AND
BEAUTIFICATION PLAN**

WHEREAS, the Principal desires to file this Bond in accordance with law in lieu of a certified Bidder's check otherwise required to accompany this Proposal.

NOW, THEREFORE, the conditions of this obligation are such that if the bid is accepted, the Principal shall within ten days after receipt of notification of the acceptance execute a Contract in accordance with the Bid and upon the terms, conditions, and prices set forth in the form and manner required by the City of Tucker, Georgia, and execute a sufficient and satisfactory Performance Bond and Payment Bond payable to the City of Tucker, Georgia, each in an amount of 100% of the total Contract Price, in form and with security satisfactory to said the City of Tucker, Georgia, and otherwise, to be and remain in full force and virtue in law; and the Surety shall, upon failure of the Principal to comply with any or all of the foregoing

requirements within the time specified above, immediately pay to the City of Tucker, Georgia, upon demand, the amount hereof in good and lawful money of the United States of America, not as a penalty, but as liquidated damages.

PROVIDED, FURTHER, that Principal and Surety agree and represent that this bond is executed pursuant, to and in accordance with the applicable provisions of the Official Code of Georgia Annotated, as Amended, including, but not limited to, O.C.G.A. § 13-10-20, et. Seg. And § 36- 91-50, et. Seg. and is intended to be and shall be constructed as a bond in compliance with the requirements thereof.

Signed, sealed, and dated this _____ day of _____ A.D., 20_____.

ATTEST:

(Principal Secretary)

(Principal)

(SEAL)

BY: _____

(Witness to Principal)

(Address)

(Address)

(Surety)

ATTEST:

BY: _____
(Attorney-in-Fact) and Resident Agent

(Attorney-in-Fact)

(Address)

(SEAL)

(Witness as to Surety)



OATH OF NON-COLLUSION

COMES NOW, _____ (“Consultant”),
[name of Consultant]

appearing by and through _____,
[name of individual with authority to bind Consultant]

its _____ (“Individual And Representative Affiant”), and
[title]

[insert the names of all those required to give the oath]

(collectively, “Individual Affiants”), and each of the Individual And Representative Affiant and Individual Affiants, after first being duly sworn, deposes and says that:

1. Consultant has not directly or indirectly violated subsection (d) of the Official Code of Georgia Annotated Section 36-91-21, which provides as follows:

Whenever a public works construction contract for any governmental entity subject to the requirements of this chapter is to be let out by competitive sealed bid or proposal, no person, by himself or herself or otherwise, shall prevent or attempt to prevent competition in such bidding or proposals by any means whatever. No person who desires to procure such work for himself or herself or for another shall prevent or endeavor to prevent anyone from making a bid or proposal therefor by any means whatever, nor shall such person so desiring the work cause or induce another to withdraw a bid or proposal for the work.

Code Section 36-91-21(d) also applies to municipal street system contracts pursuant to Official Code of Georgia Annotated Section 32-4-122.

2. Individual And Representative Affiant is the officer of Consultant whose duty it is to make the payment.

3. If Consultant is a partnership, then Individual and Representative Affiant and Individual Affiants together constitute all of the partners and any officer, agent or other person who may have represented or acted for Consultant in bidding for or procuring the contract.

4. If Consultant is a corporation, then Individual and Representative Affiant and Individual Affiants together constitute all officers, agents, or other persons who may have acted for or represented Consultant in bidding for or procuring the contract.

Further affiants sayeth not.

This ____ day of _____, 20__.

By: _____, individually and on behalf of Consultant
[signature of Individual And Representative Affiant]

Name: _____

Title: _____

Individual Affiants' signatures and names:

Name:

Name:

Name:

Name:

Name:

Name:

Subscribed and Sworn before me on this
____ day of _____, 20__.

NOTARY PUBLIC
My Commission Expires:
