



**SANDY SPRINGS**  
GEORGIA

**REQUEST FOR QUALIFICATIONS  
RFQC #21-005  
T0019 ROSWELL ROAD TRANSIT ACCESS PROJECT  
I-285 TO CITY OF ATLANTA**

**RESPONSE DUE DATE  
September 16, 2020, no later than 2:00 PM**

The City of Sandy Springs uses a procurement portal powered by Bonfire Interactive (“Bonfire”) for accepting and evaluating bids, statements of qualification, and proposals digitally, found by using the link below:

<https://sandysprings.bonfirehub.com/opportunities/29338>

Please contact Bonfire at [Support@GoBonfire.com](mailto:Support@GoBonfire.com) for technical questions related to your registration or submissions. You can also visit Bonfire’s help forum at [bonfirehub.zendesk.com/hc](https://bonfirehub.zendesk.com/hc)

**VOLUNTARY PRE-SUBMITTAL CONFERENCE**

September 2, 2020, 1:00 PM

**VIA WEBEX**

**+1-650-215-5226 United States Toll**

**Access code: 163 516 0248**

Information concerning this solicitation may be found electronically at:

<https://sandysprings.bonfirehub.com/opportunities/29338>

The Bonfire website will contain the RFQC, any addenda, and any clarifications, schedule changes and other important information regarding the solicitation. Firms interested in responding should check these electronic pages daily. The City of Sandy Springs reserves the right, among others, to reject all responses and to waive technicalities and informalities, to make award in the best interest of the City of Sandy Springs, or to cancel this solicitation at any time.

**Responses shall only be accepted online through the Bonfire Portal at:**

<https://sandysprings.bonfirehub.com/projects/view/29338>

**Any response submitted in any other format (email, paper, fax, mail, etc.) will not be accepted for any reason.**

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## RESPONDENT'S RFQC CHECKLIST

### 10 Critical Things to Keep in Mind When Responding to an RFQC for the City of Sandy Springs

1. \_\_\_\_\_ **Read the entire document.** Note critical items such as: supplies/services required; submittal dates; number of copies required for submittal; contract requirements, if any (e.g. bonding and insurance requirements).
2. \_\_\_\_\_ **Note the Procurement Manager's name, address, phone numbers and e-mail address.** This is the only person you are allowed to communicate with regarding the RFQC and is an excellent source of information.
3. \_\_\_\_\_ **Attend the pre-submittal conference.** These conferences provide an opportunity to ask questions, obtain a better understanding of the Project, or to notify the City of any ambiguities, inconsistencies, or errors in the RFQC. This conference is voluntary, but all potential Respondents are strongly encouraged to attend.
4. \_\_\_\_\_ **Take advantage of the "question and answer" period.** Submit your questions to the Procurement Manager by the due date listed in the RFQC and view the answers given in any formal "addenda" issued for the RFQC. All addenda issued for an RFQC will be distributed by e-mail to Respondents.
5. \_\_\_\_\_ **Follow the format required in the RFQC** when preparing a Response. Provide point-by-point responses to all sections in a clear and concise manner.
6. \_\_\_\_\_ **Provide complete answers/descriptions.** Read and answer **all** questions and requirements. Don't assume the City or Evaluation Committee will know what your company capabilities are or what items/services you can provide, even if you have previously contracted with the City. Responses are evaluated based on the information and materials provided in response to the RFQC.
7. \_\_\_\_\_ **Use the forms provided**, e.g. cover page, reference questionnaire, etc.
8. \_\_\_\_\_ **Review the RFQC document again** to make sure that you have addressed all requirements. The original Response and the requested copies must be identical and complete. The copies are provided to the Evaluation Committee members and will be used to evaluate Responses.
9. \_\_\_\_\_ **Submit the Response on time.** Note all the dates and times listed in this RFQC, and be sure to submit all required items on time. Late Responses will not be accepted.

***This checklist is provided for assistance only and should not be submitted with your Response.***

## **SECTION 1: PROJECT SCOPE**

### **GENERAL DESCRIPTION OF PROJECT**

The City of Sandy Springs (“City” or “Sandy Springs”) is soliciting responses (“Response(s)”) to this RFQC in order to select a qualified consultant to provide design services (“Consultant”) for the T0019 Roswell Road Transit Access project (“Project”). The goal of the Project is to complete the pedestrian network that serves the MARTA Bus Route 5 (Piedmont Road/Sandy Springs) and provide total walk-up access to transit elements along Roswell Road (SR 9). Project components will include a minimum six (6) foot wide sidewalk, ADA compliant curb ramps, accessible bus stop pads, and Sandy Springs standard streetscape elements (lighting, brick pavers, and landscaping). This Project will add these pedestrian improvements along the east side of Roswell Road from I-285 to Long Island Drive and along both sides of Roswell Road from Long Island Drive south to the City limit (for further details regarding typical sections, please refer to Attachment A of this document). In keeping with the City’s vision for the Roswell Road Corridor, a study of proposed median placement and possible driveway consolidation will also be part of the Project. This Project is being funded jointly by the City and a grant from the Federal Transit Administration (“FTA”), received through MARTA. As such, all applicable FTA rules and regulations will apply, including third party contract provisions. As a condition of award, applicants must submit certification that they and their prospective consultants and their proposed subconsultants are not debarred, suspended, or excluded from participation in federally-assisted projects

### **PROJECT DESIGN**

In addition to input provided by the City staff, design of the Project will be guided by the following City documents:

- *Sandy Springs Development Code*
- *Sandy Springs Technical Manual*
- *City of Sandy Springs Bicycle, Pedestrian, and Trail Implementation Plan*
- *The Next Ten Comprehensive Plan (specifically the Roswell Road Small Area Plan)*

### **PROJECT SCOPE**

The basic scope of services for this Project includes the following tasks:

#### **Task #1 Base Data Coordination**

A current and accurate ground run (two [2] foot contour interval) topographic survey of the entire project corridor including, but not limited to, both sides of Roswell Road, striping (to include parking lot striping), curb line, and curb cuts. Boundary surveys for each of the parcels along the Project corridor will also be required and any buildings should be located. Topographic survey should extend to at least 150’ from the centerline of the street. Survey shall include local issuing authority requirements for setbacks, zoning, buffers, surrounding land use and zonings, and Fulton County GIS benchmark reference. If initial work is done off of GIS data, survey data should be used to modify or correct the concept drawings. All utilities are to be located to SUE Level B. Level A SUE will be added to the Project as required.

The Consultant should plan to provide the City with geotechnical exploration report findings, if necessary. The Consultant will provide support for the City to secure off-site easements and construction encroachment agreements for off-site construction, as necessary.

The Consultant will collect all necessary traffic volume and turning movement data required for the development of the Project and will include forecast models for the design year for each concept. The City typically expects the design year to be twenty (20) years after the date of completion/delivery.

The City will provide additional base data (GIS grade) information as identified during the design process and as the Project progresses. This additional base data may be required due to submittal requirements or findings made during the design process.

The City will provide a standard/template letter that can be used by utility and geotechnical subcontractors to show to residents that it is State law to allow them on private property.

Synchro models and reports shall be provided for all schematic site plans. A summary of the intersection delay and lane-group delay should also be included for each schematic site plan.

The City may have raw historic traffic data that, when requested, can be provided to the Consultant to assist in developing the traffic study.

**In preparing the schedule for concept and design, please allow significant time for ROW acquisition by the City and for utility locates.**

### **Task #2 Concept Design**

The Consultant shall prepare up to three (3) schematic concept plans as necessary for the City's review and approval. Concepts should be in the GDOT report format and include relevant data such as traffic volume by turning movement and incident data. The concept designs should also consider the results of the traffic study for any signal re-design. This report should include a summary table that shows the options and the impacts of each, including cost. The scope should include up to two (2) concept revision cycles. Approval of concept drawings with any associated redline comments will be required, in writing, prior to commencement of preliminary design documents.

### **Task #3 Preliminary Design and Final Design**

The Consultant will prepare preliminary design (60%) plans based on the preferred concept plan. After preliminary design approval, the Consultant will prepare construction drawings based on the preliminary design of the preferred alternative. In addition to electronic files, the Consultant shall provide the City with one (1) full size and two (2) half size sets of plans at the end of each phase of the Project.

The Consultant should plan to meet with the City's Public Works Department staff a minimum of two (2) times per month throughout the entire duration of the Project. The Project Manager should be in attendance at these meetings. Additionally, weekly status reports that outline design status

relative to upcoming Project milestones will also be required. The City reserves the right to hold more frequent meetings if Project schedules begin to slip.

All Project drawings should be put together in accordance with all City and GDOT standards and requirements. It is anticipated that this Project will be constructed in three (3) phases, so three (3) separate construction packages will be needed. The three (3) separate phases (segments) are the following:

Phase 1- From I-285 to Glenridge Drive

Phase 2- From Glenridge Drive to Long Island Drive

Phase 3 – From Long Island Drive to Meadowbrook Drive

In addition to the standard drawing package, the Consultant should be prepared to provide the following:

- **Retaining Wall Design:** Given the existing site characteristics, retaining walls will likely be needed to construct this Project. The Consultant will be required to have structural engineering support to prepare wall designs and plans. The structural engineer should also be available to provide necessary input during the concept phase. Wall foundation investigations through a geotechnical engineering consultant may be required depending on the nature of the required walls.
- **Utility Design Coordination:** The Consultant will coordinate with all applicable utility companies to obtain details of facility locations, identify any conflicts, and incorporate necessary utility relocations/redesigns into the plans. This effort will also include participation in the City's monthly utility coordination meeting when needed. A proposed utility plan with a first utility submission to all utility providers is anticipated as part of the preliminary design and a second submittal at the appropriate time. Additional coordination with utility companies may be needed with plan revisions. The Consultant will obtain reimbursable cost estimates from each utility or submit a letter of "No Cost" or "No Conflict" during the final design.
- **Drainage Design:** An engineered drainage design, based on an analysis of the existing conditions and the impact of proposed improvements on the site will be required. Green infrastructure elements, such as bio-swales and rain gardens, should be incorporated into the design, where practicable.
- **Right-of-Way Plans:** The Consultant should be prepared to provide ROW plans that clearly summarize the locations and amounts of any easements and/or ROW acquisitions that will be required to construct the project. ROW plans should be completed in accordance with GDOT standards. All plans related to acquisition must be in accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 ("Uniform Act" or "URA"), as amended. ROW staking will also be required.
- **Lighting Plans:** Pedestrian lighting design will be part of this Project. The Consultant should be prepared to provide lighting plans in accordance with City requirements. A photometric plan for the pedestrian lighting, in accordance with GDOT standards and requirements, and a street lighting study will also be needed.
- **Signal Design:** Traffic signals along the Project corridor may need to be redesigned or adjusted based on proposed streetscape elements.

- **Landscape Plans:** Landscape design by a licensed landscape architect may be required for this Project. Landscape plans should be developed in accordance with the City’s adopted landscape palette.
- **Environmental Coordination:** The following items will be required for this Project. Adherence to all Federal Transit Administration (“FTA”) and MARTA guidelines regarding environmental coordination will be required.
  - Submittal and approval of the appropriate National Environmental Protection Act (“NEPA”) document will be required.
  - Phase I Environmental Site Assessments will be needed for each of the parcels along the Project corridor. Based on the Phase I results, a Phase II Site Assessment may be needed on some of the parcels.
  - There are streams/lakes located within the proposed Project corridor. The Consultant shall be prepared to complete any additional design and permitting requirements associated with the streams/lakes.
  - Also required will be Erosion, Sedimentation, and Pollution Control Plan(s) that will include Georgia Soil and Water Conservation Commission required checklist information pursuant to disturbed area for the Project. The Consultant will be responsible for submitting the Plan(s) to the Environmental Protection Division (EPD) for review and permitting and for the submission of the Notice of Intent. The Consultant should plan their schedules to include time for erosion permitting and up to two review cycles.
- **ROW Acquisition:** The Consultant will be requested to: negotiate on behalf of the City for the purchase of land rights; prepare acquisition documents; establish and maintain appropriate owner contact records and Project files for acquisition documents, i.e. land parcels, permanent easements, temporary construction easements, right of entries, and relocation/displacement services; provide acquisition support services for file set-up, document preparation and file maintenance when the City deems it necessary.
  - The ROW Acquisition services shall be in compliance with FTA ROW acquisition guidelines as required for construction of an FTA project.
  - ROW acquisition services must comply with the requirements in the Uniform Act or URA, as amended. The Uniform Act is implemented by regulation, 49 CFR part 24, and at a minimum shall include:
    - Negotiate and secure all required right of way and easements for the Project; and
    - Certify the acquisition phase.
- **ADA Compliance:** All pedestrian paths shall be designed in accordance with ADA standards and requirements. The City may request detailed grading plans for key areas such as ramps, plaza areas, and sidewalk tie-in points to help ensure compliance and proper design and constructability.
- **Field Plan Review:** The Consultant shall coordinate a concept field plan review and a final field plan review.
- **Cost Estimates:** Construction cost estimates shall be required for the concept, preliminary, and final design phases.
- **City Community Development Department Approval:** The approval process will require plan review at the concept, preliminary, and final Project phases in addition to review meetings with Community Development Department staff. Additionally, the Consultant will

be expected to put together a Design Modifications Approval package that outlines any deviations from the City standards necessary for the Project's construction.

- **Additional Permitting:** A GDOT Encroachment Permit will be required for this Project. Other permits may also be required. Since this Project is partially funded by an FTA grant, additional coordination with MARTA will also be required.

#### **Task #4 Public Involvement**

The Consultant shall provide a minimum of two (2) public meetings:

- One (1) concept meeting and one (1) preferred alternative meeting will be held. Consultant attendance at the meeting to answer questions from the public will be required.
- Presentation materials will be required for each meeting. Presentation materials will include presentation boards with illustrative renderings and perspective views of the proposed improvements.
- Where relevant, the Consultant should establish a way for the public to vote on the preferred method and then tally the results and submit them to the City.
- Consultant may also provide one (1) fact-finding meeting (this is optional).

The Consultant may be asked to prepare one (1) or two (2) presentations to the City Council during a work session.

The Consultant may be asked to find a relevant location for public meetings when projects are more than a reasonable distance from City Hall.

#### **Task #5 Post Design Services**

- **Construction Service:** The Consultant will be responsible for providing input for contractor RFIs, contractor questions, and product and material submittal review.
- **As-Builts:** An as-built survey of storm and drainage elements installed as part of this Project will be required.

#### **Major Project Milestones:**

- 10/30/20: Project Kickoff Meeting, Survey and Conceptual Design Work Begins.
- 5/10/21: Concept Design Complete
- 5/26/23: Environmental Approval
- 6/14/21: Begin ROW Negotiations
- 5/26/23: Final Design and Bid Documents Complete

## **SECTION 2: PRE-SUBMITTAL INQUIRIES**

### **COMMUNICATIONS**

**From the date this RFQC is issued until a contract is awarded, Respondents shall not communicate with any staff or elected officials of the City regarding this procurement.** Any unauthorized contact may disqualify the Respondent from further consideration of contract award. Contact information for the single point of contact is as follows:

Procurement Manager: Charise Glass  
Address: 1 Galambos Way  
Sandy Springs, GA 30328  
Telephone Number: 770-730-5600  
E-mail Address: [purchasing@sandyspringsga.gov](mailto:purchasing@sandyspringsga.gov)

## INQUIRIES

Respondents with questions or requiring clarification or interpretation of any section of this RFQC shall address such matters in writing. All questions or requests for clarification shall be sent via Bonfire under:

Message - Opportunity Q&A: <https://sandysprings.bonfirehub.com/opportunities/29338>

Questions are due **no later than September 8, 2020 at 5:00 PM**. Questions received after this date and time may not be answered. **Each question shall provide clear reference to the section, page, and item in question. Questions received after the deadline may not be considered.**

## ANSWERS

Questions and clarifications will be answered by the City in the form of an addendum. Any addenda, schedule changes and other important information regarding the solicitation related to this solicitation will be posted on the Bonfire website no later than September 11, 2020 at:

<https://sandysprings.bonfirehub.com/opportunities/29338>

Respondent shall be responsible for checking the Bonfire portal frequently for any addenda or other communications related to this solicitation.

## ADDENDA

The City may revise this RFQC by issuing an addendum prior to its opening. All addenda will be posted on the Bonfire website no later than September 11, 2020 at:

<https://sandysprings.bonfirehub.com/opportunities/29338>

Addenda will become part of the solicitation documents and subsequent contract. Respondents shall sign and return any addendum with its Response. Failure to submit a Response in accordance with an addendum may be cause for rejection. In unusual circumstances, the City may postpone an opening in order to notify firms and to give Respondents sufficient time to respond to the addendum.

## SECTION 3: SUBMITTAL OF RESPONSE

Responses shall be submitted through the Bonfire portal at:

no later than 2:00 PM on September 16, 2020. A Response received after this date and time or at any other location will not be accepted or considered. The City is not responsible for delays caused for any reason. It is Respondent's sole responsibility to submit its Response before the required deadline. Hard copy, electronic and facsimile submittals **will not** be accepted.

#### **SECTION 4: CONTENTS OF RESPONSE, EVALUATION CRITERIA AND SELECTION PROCESS**

##### **GENERAL INFORMATION**

The RFQC and Responses will enable the City to gather additional information and identify qualified companies to perform the Services described in the Project Scope (Section 1) and specifications. The City will conduct a comprehensive, fair and impartial evaluation of all Responses received. An evaluation committee ("Evaluation Committee") will be established by the City to evaluate Responses. The City reserves the right, among others, to determine that no qualified Responses have been received and reject all Responses.

##### **CONTENTS OF RESPONSE**

It is not necessary or desirable to prepare an elaborate or extensive Response to this RFQC; detailed brochures, documentation, artwork, or other superfluous embellishments are unnecessary and are, in fact, discouraged. The Response shall include the following:

- A. Company overview (one (1) page)
- B. Name and resume of proposed Project Manager (four (4) pages maximum)

Provide information pertaining to the Project Manager, including, but not limited to:

- 1. Education
- 2. Registration
- 3. Relevant engineering experience
- 4. Relevant project management experience of similar complexity, size, scope, and function as this Project (five (5) projects maximum)
- 5. Relevant experience on projects receiving Federal funding

The City shall be offered the opportunity to approve any future change to this personnel.

- C. Key Team Leaders

Provide experience of Key Team Leaders, to include, but not limited to (seven (7) pages maximum):

- 1. Education
- 2. Registration

3. Relevant experience in the applicable resource area (three (3) projects max.)
4. Relevant experience on projects receiving federal funding.

The City shall be offered the opportunity to approve any future change to this personnel.

**Resumes for Key Team Leaders may be included in an Appendix**

**D. Prime Consultant Experience**

Provide information on the prime consultant's experience and ability to deliver effective services for projects of similar complexity, size, scope, and function as the Project described in this RFQC. Describe no more than five (5) projects, in order of most relevant to least relevant. Information should include (two (2) pages per project):

1. Client name, project location, and dates during which services were performed.
2. Description of overall project and services performed by your firm.
3. Duration of project services provided by your firm, and overall budget.
4. Experience utilizing federal funding processes.
5. Client(s) current contact information including names, email addresses, and telephone numbers.
6. Involvement of Key Team Leaders on the projects.
7. Description of QA/QC (quality control) program for projects to ensure accuracy and completeness of submittals.

**E. Resources**

Provide information regarding the overall resources dedicated to delivering the specific project, including (five (5) pages maximum):

1. Organizational chart which identifies the project manager, prime Key Team Leaders, support personnel, reporting structure and percent availability for each member.
2. Identify and discuss the primary office that will be responsible for handling the specific project and the number and types of staff within the office, as well as how this office could benefit the project and promote efficiency.
3. Narrative on Additional Resource Areas and Ability – Respondents are allowed one (1) page to provide information regarding additional resource areas identified as important to the Project, to discuss how the key areas will integrate and work together on the Project, and to discuss any information that is pertinent to these areas. Respondents may discuss the advantages of the team and the abilities of the team members which will enable the Project to meet the proposed schedule.

**F. Technical Approach (ten (10) pages maximum)**

1. General Design Understanding:
  - a. All aspects of sidewalk design as well as, but not limited to storm water design, retaining wall design to include foundation investigation, traffic

- signal modification/design and utility adjustments, and specialized expertise as needed
  - b. Coordination of design related to ROW/easement negotiations with impacted property owners
  - c. City of Sandy Springs Development Code and Technical Manual
  - d. ADA design requirements
  - e. Development of Project cost estimates and Project cost management
  - f. Development of construction documents for bidding, to include preparing special provisions and assessment of contractor bids, as well as to include bid tabulation
2. Base Data Coordination/Survey
  3. Environmental Coordination
  4. ROW Acquisition/Coordination Services
  5. Lighting Design and Inspection
  6. Landscape Architecture
  7. Public Involvement

**EVALUATION CRITERIA/SCORING**

The City will evaluate Responses based on criteria stated within this RFQC. A Respondent’s qualifications and experience will be assigned a value including but not limited to the following technical qualifications and requirements:

<p><b>Quality of Project Manager and Key Team Leaders proposed to manage this Project</b></p>	<p>The credentials and experience of the person(s) assigned to our relationship and management team. Provide professional qualifications and description of experience for principal Project staff. The Project Manager’s resume must be included. (At this stage, firms are asked for information on lead staff only, but may list qualifications and experience on more than one lead individual who are being proposed for services to the City. (If the firm is selected as a finalist, the City may request detailed information on the exact proposed expanded team and their relevant experience).</p>	<p><b>20 points</b></p>
<p><b>Prime Consultant Experience</b></p>	<p>Provide information on the firm’s experience with clients of similar type, size, function, and complexity. Describe no more than five (5) accounts, in order of most relevant to least relevant, which demonstrate the firm’s capabilities to perform services for the City. For each account, the following information should be provided:</p> <ul style="list-style-type: none"> <li>A. Client name, locations and dates during which services were performed.</li> <li>B. Clear description of overall project and services performed by your firm.</li> <li>C. Client’s stated satisfaction with service of your firm. (Include letters from clients, if available). Client (s) current contact information.</li> </ul>	<p><b>30 points</b></p>

<p>Resources</p>	<p>Organizational chart which identifies the Project Manager, Prime Key Team Leaders, support personnel, reporting structure and percent availability for each member.</p> <p>Primary Office – Identify and discuss the primary office that will be responsible for handling the specific project and the number and types of staff within the office, as well as how this office could benefit the Project and promote efficiency.</p> <p>Narrative on Additional Resource Areas and Ability – Respondents are allowed one page to provide information regarding additional resource areas identified as important to the Project, to discuss how the key areas will integrate and work together on the Project, and to discuss any information that is pertinent to these areas. Respondents may discuss the advantages of the team and the abilities of the team members which will enable the Project to meet the proposed schedule.</p>	<p><b>10 points</b></p>
<p><b>Technical Approach</b></p>	<p>Consultants are required to describe the procedures and methods that the firm will use to achieve success in this Project.</p> <p>Describe your firm’s general design understanding with respect to:</p> <p>All aspects of sidewalk design as well as, but not limited to storm water design, retaining wall design to include foundation investigation, traffic signal modification/design and utility adjustments, and specialized expertise as needed.</p> <p>Coordination of design related to ROW/easement negotiations with impacted property owners</p> <ul style="list-style-type: none"> <li>A. City of Sandy Springs Development Code and Technical Manual</li> <li>B. ADA design requirements</li> <li>C. Development of Project cost estimates and Project cost management</li> <li>D. Developing construction documents for bidding, to include preparing special provisions and assessment of contractor bids, as well as to include bid tabulation</li> </ul> <p>Base Data Coordination/Survey  Environmental Coordination  ROW Acquisition/Coordination Services  Lighting Design and Inspection  Landscape Architecture  Public Involvement</p>	<p><b>40 points</b></p>

**SELECTION PROCESS**

Project teams that the Evaluation Committee feels can best meet the requirements of this RFQC may be invited to participate in an interview process. Final selection of a firm for contract award will be made by City Council following recommendation of the Evaluation Committee. The City will make contract award(s) in its best interests.”

The process for selection of a firm for contract award shall be as follows:

- A. Based on information provided in the Responses, a firm or firms will be selected for further consideration.
- B. Presentations / interviews with selected firms may be conducted, and a final selection will be made after the interviews are concluded and the Evaluation Committee has had an opportunity to evaluate all information received.
- C. The Evaluation Committee and Purchasing Manager shall negotiate with the most qualified firm to establish compensation terms that are deemed fair and reasonable by both parties. In negotiating such compensation terms, the estimated value of the services will be taken into account. If a satisfactory contract cannot be negotiated with the most qualified firm, negotiations with that firm should be terminated. Negotiations should commence with additional firms that were selected for further consideration in order of their competence and qualifications as established by the Evaluation Committee until an agreement is reached in accordance with this Section. Contracts negotiated in accordance with this Section shall be presented to City Council for approval and award.

**SECTION 5: SCHEDULE OF EVENTS (SUBJECT TO CHANGE)**

RFQC*	
EVENT	DATE
RFQC Released	August 12, 2020
Pre-Submittal Conference	September 2, 2020 (1:00 PM)
RFQC Deadline for Receipt of Inquiries	September 8, 2020 (5:00 PM)
RFQC Deadline for Posting Written Answers to Inquiries	September 11, 2020
RFQC Response Due Date	September 16, 2020 (2:00 PM)
RFQC Evaluations Completed	September 28, 2020
Interviews	October 9, 2020
Contract Award	October / November 2020

\*This proposed schedule of events is informational only and is subject to change at the discretion of the City.

## SECTION 6: TERMS AND CONDITIONS

The Response and supporting materials as well as correspondence relating to the Response become property of the City when received. Any proprietary information contained in a Response shall be so indicated; however, a general indication that the entire contents, or a major portion, of the Response is proprietary will not be honored. The following terms and conditions shall also apply:

A. All applicable federal, state and local laws, ordinances, licenses and regulations of all agencies having jurisdiction shall apply to this procurement and are incorporated herein.

B. Professionals requiring special licenses shall be licensed in the State of Georgia and shall be responsible for obtaining licenses for applicable portions of the work as may be required by law.

C. No Response shall be accepted from, and no contract shall be awarded to, any person, firm, or corporation that (i) is in arrears to the City with respect to any debt, (ii) is in default with respect to any obligation to the City, or (iii) is deemed irresponsible or unreliable by the City.

D. The City reserves the right to request of the Respondents satisfactory evidence that they have the necessary financial resources to accomplish the requirements of this procurement.

E. From the date this RFQC is issued until a firm is selected, Respondents shall not communicate with any staff or elected officials of the City regarding this procurement, except at the direction of Charise Glass, Purchasing Manager for the City and procurement agent in charge of this solicitation. Any unauthorized contact may disqualify the Respondent from further consideration. Contact information for this single point of contact is as follows:

Charise Glass, Procurement Manager  
City of Sandy Springs  
1 Galambos Way  
Sandy Springs, GA 30328  
E-mail Address: [purchasing@sandyspringsga.gov](mailto:purchasing@sandyspringsga.gov)

F. All costs for developing and delivering a Response or other materials in connection with this RFQC and any subsequent interviews or presentations of a Response as requested by the City are entirely the responsibility of the Respondent. The City shall not be liable for any expense incurred by the Respondent in the preparation and presentation of its Response.

G. While the City has every intention to make an award as a result of this solicitation, issuance of the RFQC in no way constitutes a commitment by the City to award and execute a contract. Upon a determination such actions would be in its best interest, the City, in its sole discretion, reserves the right to:

1. Cancel or terminate this solicitation at any time. If the City terminates the solicitation, notice of cancellation will be issued. In such event, the City will not reimburse any Respondent for preparation of its Response. Responses may be returned upon request if unopened;

2. Reject any or all Responses received, make a contract award based directly on the Responses received in the best interest of the City, in its sole discretion, or enter into further discussions with one (1) or more Respondents;

3. Waive and/or amend any undesirable, inconsequential, or inconsistent provisions/specifications of this RFQC which would not have significant impact on any Response;

4. Make partial award or no award if it is in the best interest of the City to do so;  
and

5. Terminate any contract if the City determines adequate funds are not available.

H. The contract term shall be as stated in the contract awarded as a result of this procurement.

I. The successful Respondent will be the prime contractor if a contract is awarded and shall be responsible, in total, for all work of any subcontractors. All subcontractors, if any, shall be listed in the Response. The City reserves the right to approve all subcontractors. The successful Respondent shall be responsible to the City for the acts and omissions of all subcontractors or agents and of persons directly or indirectly employed by such subcontractors, and for the acts and omissions of persons employed directly by the successful Respondent. Further, nothing contained within this document or any contract documents created as a result of any contract award derived from this procurement shall create any contractual relationships between any subcontractor and the City and its partners.

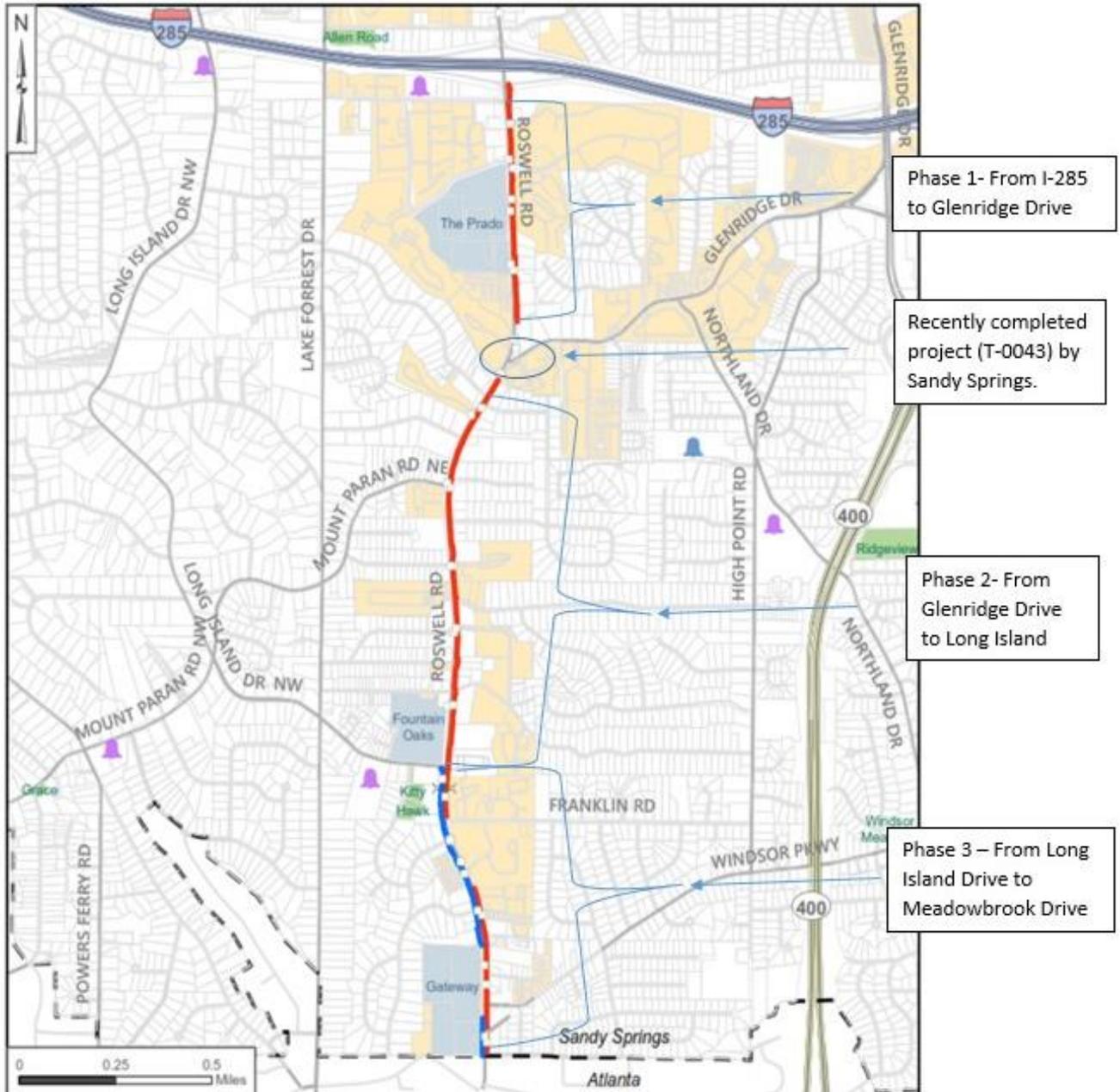
J. The City reserves the right to award multiple contracts for the Project Scope described in this procurement. If the contract awarded pursuant to this procurement is terminated for any reason, the City reserves the right to request from an eligible Respondent a cost proposal and an executed contract for consideration of award. The City also reserves the right to request such other documents at that time as deemed necessary to consider whether or not to make a contract award, or it may determine to pursue other methods available to it to procure required services.

**Attachment A**

**Red:** Streetscape on east side of Roswell Road ( I-285 to City Limit)

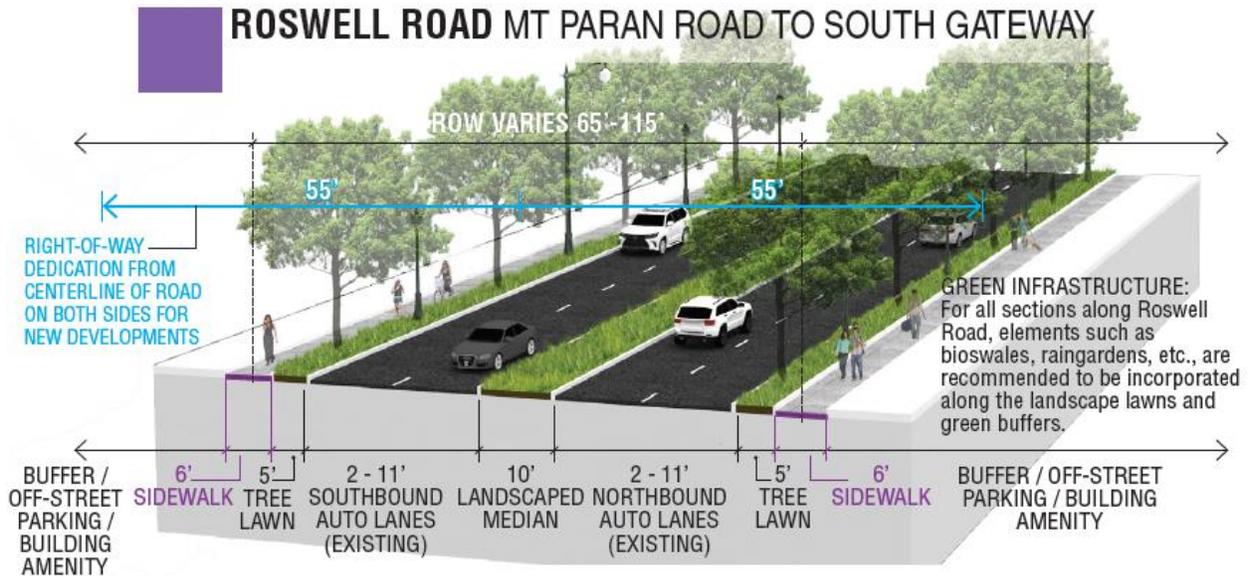
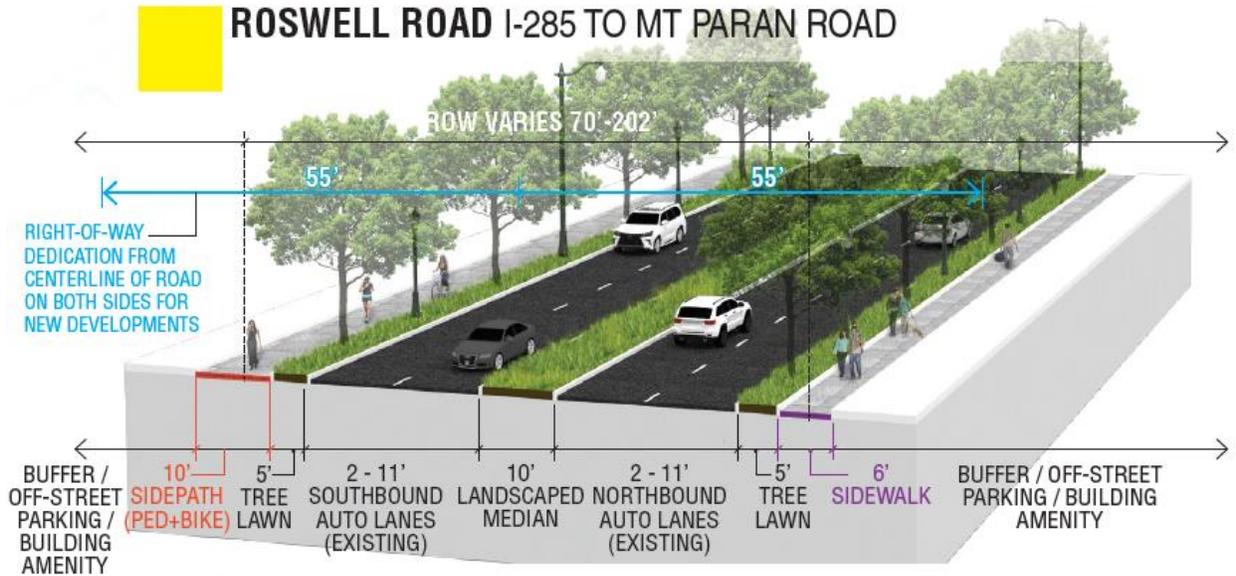
**Blue:** Streetscape on west side of Roswell Road (Long Island Drive to City Limit)

**ROSWELL ROAD/SR 9/US 19 TRANSIT ACCESS PROJECT**



## Attachment B

### Conceptual Typical Sections (From Roswell Road Small Area Plan)



Attachment C

**Locations of Exclusions and/or Transition of Sidewalks**



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## ATTACHMENT D

### PROVISIONS, CERTIFICATIONS, REPORTS, FORMS, AND OTHER -- MATRICES

#### A. **THIRD PARTY CONTRACT PROVISIONS**

(excluding micro-purchases, except Davis-Bacon requirements apply to contracts exceeding \$2,000)

PROVISION	COMMENTS	MASTER AGREEMENT REFERENCE (based on FA MA(17) 10-1-2010)
<b>All FTA Assisted Third Party Contracts and Subcontracts</b>		
No Federal Government Obligations to Third Parties (Use of Disclaimer)		§ 2.f
False or Fraudulent Statements or Claims – Civil and Criminal Fraud		§ 3.f
Access to Third Party Contract Records		§ 15.t
Changes to Federal Requirements		§ 2.c(1)
Civil Rights (Title VI, ADA, EEO (except special DOL construction clause) )		§ 12
Disadvantaged Business Enterprises (DBEs)	Contract awarded on the basis of a bid/proposal offering to use DBEs.	§ 12.d
Incorporation of FTA Terms	Per FTA C 4220.1F.	§ 15.a
<b>Awards Exceeding \$10,000</b>		
Terminations	If 49 CFR Part 18 applies.	§ 11 and § 15.a, which incorporate 49 CFR Part 18
Special EEO provision for construction contracts	If 49 CFR Part 18 or Part 19 indicate that the DOL EEOC regulations at 41 C.F.R. Chapter 60 apply.	§ 15.a, which incorporates 49 CFR Part 18 and Part 19
<b>Awards Exceeding \$25,000</b>		
Debarment and Suspension		§ 3.b
<b>Awards Exceeding the Simplified Acquisition Threshold (\$100,000) (As of February 2011, OMB has not to date adopted the FAR clause 2.101 \$150,000 standard for grants.)</b>		
Buy America	When tangible property or construction will be acquired.	§ 14.a
Resolution of Disputes, Breaches, or Other Litigation		§ 56
<b>Awards Exceeding \$100,000 by Statute</b>		
Lobbying	OMB Office of Federal Financial Management has not adopted the FAR clause 2.101 \$150,000 simplified acquisition threshold standard.	§ 3.d
Clean Air		§ 25.b
Clean Water		§ 25.c

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**PROVISIONS, CERTIFICATIONS, REPORTS, FORMS, AND OTHER — MATRICES**

**A. THIRD PARTY CONTRACT PROVISIONS (Continued)**

(excluding micro-purchases, except Davis-Bacon requirements apply to contracts exceeding \$2,000)

<b>PROVISION</b>	<b>COMMENTS</b>	<b>MASTER AGREEMENT REFERENCE (based on FA MA(17) 10-1-2010)</b>
<b>Transport of Property or Persons</b>		
Cargo Preference	When acquiring property suitable for shipment by ocean vessel.	§ 14.b
Fly America	When property or persons are transported by air between U.S. and foreign destinations, or between foreign locations.	§ 14.c
<b>Construction Activities</b>		
Construction Employee Protections – Davis-Bacon Act	For contracts exceeding \$2,000.	§ 24.a(1)
Construction Employee Protections – Contract Work Hours & Safety Standards Act	For contracts exceeding \$100,000. OMB Office of Federal Financial Management has not adopted the FAR clause 2.101 \$150,000 simplified acquisition threshold standard.	§ 24.a(2)
Construction Employee Protections – Sec. 1 Copeland Anti-Kickback Act – Sec. 2 Copeland Anti-Kickback Act	All contracts All construction contracts exceeding \$2,000.	§ 24.a(3)
Bonding for Construction Activities Exceeding \$100,000	5% bid guarantee bond. 100% performance bond. Payment bond equal to: – 50% for contracts < \$1M. – 40% for contracts >\$1M – < \$5M. – \$2.5M for contracts > \$5M.	§ 15.o(1)
Seismic Safety	Construction contracts for new buildings or for existing buildings.	§ 23.e
<b>Nonconstruction Activities</b>		
Nonconstruction Employee Protection – Contract Work Hours & Safety Standards Act	For all turnkey, rolling stock, and operational contracts (except transportation services contracts and open market contracts) exceeding \$100,000. OMB Office of Federal Financial Management has not adopted the FAR clause 2.101 \$150,000 simplified acquisition threshold standard.	§ 24.b
<b>Transit Operations</b>		
Transit Employee Protective Arrangements		§ 24.d
Charter Bus Operations		§ 28
School Bus Operations		§ 29
Drug Use and Testing	Safety sensitive functions.	§ 32.b
Alcohol Misuse and Testing	Safety sensitive functions.	§ 32.b

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**PROVISIONS, CERTIFICATIONS, REPORTS, FORMS, AND OTHER—MATRICES**

**A. THIRD PARTY CONTRACT PROVISIONS (Continued)**

(excluding micro-purchases, except Davis-Bacon requirements apply to contracts exceeding \$2,000)

<b>PROVISION</b>	<b>COMMENTS</b>	<b>MASTER AGREEMENT REFERENCE (based on FA MA(17) 10-1-2010)</b>
<b>Planning, Research, Development, and Demonstration Projects</b>		
Patent Rights		§ 17
Rights in Data and Copyrights		§ 18
<b>Special Notification Requirements for States</b>		
Special Notification Requirement for States		§ 38
<b>Miscellaneous Special Requirements</b>		
Energy Conservation		§ 26
Recycled Products	Contracts when procuring \$10,000 or more per year of items designated by EPA.	§ 15.k
Conformance with National ITS Architecture	Contracts and solicitations for ITS projects.	§ 15.m
ADA Access	Contracts for rolling stock or facilities construction/renovation.	§ 12.g
Assignability Clause	Procurements through assignments.	§ 15.a, which incorporates 49 CFR Part 18 and 49 CFR Part 19

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## **PROVISIONS, CERTIFICATIONS, REPORTS, FORMS, AND OTHER—MATRICES**

### **B. APPLICABILITY OF THIRD PARTY CONTRACT PROVISIONS**

(excluding micro-purchases, except Davis-Bacon requirements apply to contracts exceeding \$2,000)

TYPE OF PROCUREMENT					
PROVISION	Professional Services/A&E	Operations/ Management	Rolling Stock Purchase	Construction	Materials & Supplies
No Federal Government Obligations to Third Parties (by Use of a Disclaimer)	All	All	All	All	All
False Statements or Claims Civil and Criminal Fraud	All	All	All	All	All
Access to Third Party Contract Records	All	All	All	All	All
Changes to Federal Requirements	All	All	All	All	All
Termination	>\$10,000 if 49 CFR Part 18 applies.	>\$10,000 if 49 CFR Part 18 applies.	>\$10,000 if 49 CFR Part 18 applies.	>\$10,000 if 49 CFR Part 18 applies.	>\$10,000 if 49 CFR Part 18 applies.
Civil Rights (Title VI, ADA, EEO except Special DOL EEO clause for construction projects)	All	All	All >\$10,000	All	All
Special DOL EEO clause for construction projects				>\$10,000	
Disadvantaged Business Enterprises (DBEs)	All	All	All	All	All
Incorporation of FTA Terms	All	All	All	All	All
Debarment and Suspension	>\$25,000	>\$25,000	>\$25,000	>\$25,000	>\$25,000
Buy America			>\$100,000 As of Feb. 2011, FTA has not adopted the FAR 2.101 \$150,000 standard.	>\$100,000 As of Feb. 2011, FTA has not adopted the FAR 2.101 \$150,000 standard.	>\$100,000 As of Feb. 2011, FTA has not adopted the FAR 2.101 \$150,000 standard.
Resolution of Disputes, Breaches, or Other Litigation	>\$100,000	>\$100,000	>\$100,000	>\$100,000	>\$100,000
Lobbying	>\$100,000	>\$100,000	>\$100,000	>\$100,000	>\$100,000
Clean Air	>\$100,000	>\$100,000	>\$100,000	>\$100,000	>\$100,000
Clean Water	>\$100,000	>\$100,000	>\$100,000	>\$100,000	>\$100,000
Cargo Preference			Transport by ocean vessel.	Transport by ocean vessel.	Transport by ocean vessel.
Fly America	Foreign air transp. /travel.	Foreign air transp. /travel.	Foreign air transp. /travel.	Foreign air transp. /travel.	Foreign air transp. /travel.

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**PROVISIONS, CERTIFICATIONS, REPORTS, FORMS, AND OTHER—MATRICES****B. APPLICABILITY OF THIRD PARTY CONTRACT PROVISIONS (Continued)**

(excluding micro-purchases, except Davis-Bacon requirements apply to construction contracts exceeding \$2,000)

TYPE OF PROCUREMENT					
PROVISION	Professional Services/A&E	Operations/ Management	Rolling Stock Purchase	Construction	Materials & Supplies
Davis-Bacon Act				>\$2,000 (also ferries).	
Contract Work Hours and Safety Standards Act		>\$100,000 (transportation services excepted).	>\$100,000	>\$100,000 (also ferries).	
Copeland Anti-Kickback Act Section 1 Section 2				All > \$2,000 (also ferries).	
Bonding				\$100,000	
Seismic Safety	A&E for new buildings & additions.			New buildings & additions.	
Transit Employee Protective Arrangements		Transit operations.			
Charter Service Operations		All			
School Bus Operations		All			
Drug Use and Testing		Transit operations.			
Alcohol Misuse and Testing		Transit operations.			
Patent Rights	R & D				
Rights in Data and Copyrights	R & D				
Energy Conservation	All	All	All	All	All
Recycled Products		EPA-selected items \$10,000 or more annually.		EPA-selected items \$10,000 or more annually.	EPA-selected items \$10,000 or more annually.
Conformance with ITS National Architecture	ITS projects.	ITS projects.	ITS projects.	ITS projects.	ITS projects.
ADA Access	A&E	All	All	All	All
Notification of Federal Participation for States	Limited to States.	Limited to States.	Limited to States.	Limited to States.	Limited to States.

**ATTACHMENT E:  
CORPORATE CERTIFICATE**

I, \_\_\_\_\_, certify that I am the Secretary of the company named as Respondent in the foregoing statement of qualification; that \_\_\_\_\_, who signed said statement of qualification on behalf of the Respondent, was then \_\_\_\_\_ (title) of said company; that said statement of qualification was duly signed for and on behalf of said company by authority of its Board of Directors, and is within the scope of its corporate powers; that said company is organized under the laws of the State of Georgia or is duly authorized to do business in the State of Georgia.

This \_\_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
(Company – Legal Corporate Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Seal)