

**FULTON INDUSTRIAL COMMUNITY IMPROVEMENT DISTRICT  
REQUEST FOR PROPOSALS**

**INTRODUCTION:**

The Fulton Industrial Community Improvement District, aka “The Boulevard CID” herein also referred as “CID”, intends to select qualified consultant(s) to perform surveying/ landscape architecture/engineering design services for intersection improvement of Camp Creek and Fulton Industrial Blvd.. Additional information about the full scope of the RFP can be found under “Scope of Work” below.

The award of the contract will be to the consultant(s) whose responses comply with the requirements set forth in this request for proposal, and whose proposal is most advantageous to the CID, with price considered, and taking into consideration all aspects of the responses. Fee will not be the sole determining factor. The CID reserves the right to reject any or all proposals, to waive technicalities and to make an award in whole or in part and as deemed in its best interest and will not reimburse any offeror for its Request for Proposal preparation costs. The written proposal documents supersede any verbal or written prior communications between the parties. All companies submitting a proposal will be notified of award.

This Request for Proposal is intended to provide interested offerors with sufficient information to guide them through the development of their proposal. In responding to this Request for Proposal, it is important that all offerors follow the prescribed format so that each offeror will be providing comparable data to that submitted by other offerors and thus be assured fair and objective treatment in the CID’s review and evaluation process.

**IMPORTANT DATES:**

RFP issue date	August 13, 2018
Proposal Deadline	August 29, 2018 at 5 PM
Award of Contract Effective Date	TBD based on CID Board Approval

**RFP SUBMISSION GUIDELINES:**

Proposals will be received until 5:00 p.m. **August 29, 2018** at **3993 Aviation Circle, Atlanta, GA 30336, c/o Gil Prado**. Any proposal received after this date and time will not be accepted. Questions regarding proposals should be directed in writing to Gil Prado, Executive Director by e-mail at [gil@boulevardcid.org](mailto:gil@boulevardcid.org). Proposals are binding upon the bidder when submitted and will be valid for 90 days after the Proposal Deadline.

One electronic file or original plus three (3) copies of your proposal must be submitted in order to be considered. We request that proposals do not exceed 20 pages for all items. Any proprietary information contained in the proposal should be so indicated. However, in the event that the entire contents, or a major portion, of a proposal is designated as proprietary, then that proposal will not be considered. A company official that has authorization must sign proposals in [blue ink](#) to commit company resources. The responses to this RFP may be subject to Georgia Open Records Act. The full cost of proposal preparation is to be borne by the proposing lead firm. Sole responsibility rests with the consultant to see that the proposal(s) are received on time at the stated location.

**PROPOSAL CONTENTS:**

1. Name of lead firm and any sub consultants.
2. Point of contact (name, title, e-mail and phone number) at lead firm and location of the lead firm's office performing the work.
3. Qualifications and technical competence of lead firm and sub consultants in the type of work required.
4. Description of lead firm and subconsultant experience on no more than three similar projects including a list of references with current contact information, including contact name, agency, address, telephone and email address.
5. Listing of key project personnel and their qualifications and experience.
6. Description of the technical approach or work plan proposed for accomplishment of the work.
7. A proposed schedule for the accomplishment of the work described.
8. Price Summary (Lump sum fee).
9. References.
10. Any other pertinent information.
11. Signed application.

**SCOPE OF WORK : Fulton Industrial Blvd and Camp Creek Streetscapes Improvements.**

The Fulton Industrial Boulevard Community Improvement District (FIBCID) completed the [Fulton Industrial Master Plan in 2013](#) (Attachment I). This plan identified several redevelopment opportunities and public improvement projects. In addition, a Wayfinding/Gateway signage design package was prepared in 2014 and is has recently been constructed at the I-20/FIB Interchange (refer to Attachment II). The Georgia Department of Transportation (GDOT) recently developed intersection improvement plans for Fulton Industrial Blvd (State Route 70) at Camp Creek Parkway (see Attachment). This RFP seeks to provide design plans for streetscape, signage and landscape enhancements to Fulton Industrial Boulevard and its intersection with Camp Creek Parkway and surrounding areas. Jurisdictional stakeholders include the FIBCID, the City of South Fulton, Fulton County, and the GDOT. The project boundaries are approximately Lakeview Court to the south, Bakers Ferry to the West, Shell station on FIB to the north and Camp Fulton Way to the East.

**Project Planning**

1. Conduct a project kick-off meeting (Meeting #1) with the CLIENT, in order to:
  - a. Review the goals and objectives of the project.
  - b. Review existing GDOT plans to be utilized for this scope of work.
  - c. Review GDOT regulatory framework outlined in GDOT Policy #6755-9 *Policy for Landscaping and Enhancements* for signage and landscaping.
  - d. Review base mapping and survey requisition requirements.
  - e. Review anticipated budget, maintenance costs, and phasing opportunities and limitations.
2. Conduct a site visit to:
  - a. Review existing site locations for landscape with regards to alterations and conditions.
  - b. Photograph existing conditions of proposed landscape areas for use in submitting photographs to GDOT per Policy #6755-9.
  - c. Prepare a memo noting existing conditions and site issues.
3. Prepare an Opinion of Probable Construction Cost.
4. The CONSULTANT will meet with CLIENT to review the 90 percent plans.

**Database** – If not included in survey data package from GDOT, the following minimum requirements for the base data, according to GDOT Policy #6755-9, *Policy for Landscaping and Enhancements*, shall also be collected:

1. Locations of all property lines and the names and types of businesses and/or the property owners along the corridor.
2. Location of right of way lines.
3. Existing and proposed contour lines or elevations sufficient to show the natural and proposed drainage features within the property to be developed. This should include all of the adjacent highway rights of way and any elevations needed to show how the water flows within and adjacent to the right-of-way.
4. GDOT mileposts; if one is not within the corridor, locate the closest to either end of the corridor.
5. The posted speed limit(s) along the state route(s).
6. All existing GDOT signs within the project area.
7. All existing billboards along and within 500 feet of each end of the project area.
8. The width of existing roadway pavements, lane widths, lane lines and direction of travel within the lanes, including the edge of pavement.
9. Location and size of any existing and proposed side drain or cross drain culverts, pipes, catch basins, detention ponds, ditches, etc., and direction of flow within the structure.
10. Show all utilities above and below ground that are within proximity of proposed plant material and sidewalks. Consultant to assume Subsurface Utility + Engineering (SUE) Level B.
11. In addition, consultant will indicate existing trees four (4) inches in caliper and above.

### **Preliminary Design**

1. Preliminary Streetscape Improvement Plans  
The consultant will provide design development level plans for streetscape improvements for the project area at the FIB intersection with Cascade Road. The consultant will review the streetscape and landscape conceptual diagrams and recommendations of Chapters 4 and 5 of the Fulton Industrial Master Plan and incorporate elements of the design as appropriate. The consultant's plans should include recommendations for the material selection, planning and location for the following elements:
  - a. Street furniture and transit stop enhancements (existing MARTA shelter style to remain).
  - b. Locations for future public art.
  - c. Locations for future lighting enhancements.
  - d. Potential for stamped pavement crosswalks or other aesthetic features.
  - e. Landscaping and Hardscaping plans:
    - a. Provide an overall landscape improvement plan of the project area, including recommendations for landscaping right-of-ways, crosswalk pavement treatment and details, landscape plans, schedule and details.
    - b. The consultant will evaluate any existing trees or landscaping within the project area for inclusion, transplanting or removal as part of the landscape improvements.
    - c. The consultant will evaluate proximity to utilities, GDOT clear zone requirements, and maintenance needs in selection of plant material.
    - d. Landscape planning shall conform to requirements of GDOT Policy #6755-9, *Policy for Landscaping and Enhancements*.
  - f. Determine the extent for sidewalk, driveway, curb and gutter and wheelchair ramp replacement or improvements in order for pedestrian facilities to be consistent through the

corridor. The sidewalks will be designed to be re-constructed within the existing Right-of-way, eight (8) feet wide, except as limited by Right-of-way constraints, walls or other obstructions.

2. Preliminary Signing and Marking Plans.

Utilizing the previously prepared custom signage package, the consultant will prepare signage plans indicating:

- a. Overhead street sign replacements at traffic signals throughout the corridor.
- b. Location and content of Wayfinding signs within Right-of-ways.
- c. Locations for gateway signs within Right-of-ways outside the clear zone or potential easement areas required on private property if necessary.

Signage plans shall conform to the requirements of GDOT Policy #6755-9, *Policy for Landscaping and Enhancements*.

**Final Design:**

1. Complete Final Construction Plans, including but not limited to:
  - a. Final Streetscape Improvement Plans
  - b. Final Signing and Marking Plans
2. FFPR participation, report and responses (all plan sets and other information requested by Engineering Services).
3. Quality Assurance /Quality Control Reviews.
4. Corrected FFPR Plans.

**Permitting**

The consultant will coordinate the processing of the intersection improvement, sidewalk and landscape plans through GDOT pursuant to obtaining approvals for right-of-way encroachment of any proposed construction and landscaping, and obtain a land disturbance permit through Fulton County. Permitting tasks anticipated include:

- i. Submitting 90 percent plans to GDOT, City of South Fulton and Fulton County for review.
- ii. Revising plans accordingly in response to GDOT and Fulton County comments, and resubmitting for approval.
- iii. Submitting encroachment permit documentation with information provided by the CID.
- iv. Obtain copy of approved encroachment permit, land disturbance permit and approved 100 percent plans.
- v. Provide information to the CID related to submitting a Notice of Intent (NOI) for infrastructure projects.

**Project Understandings, Assumptions and Exclusions:**

The following are integral to the scope of services described above:

1. Meetings and site visits will be limited to those indicated above; additional meetings or site visits will be considered to be additional services.
2. Existing digital files in Microstation format of the intersection, prepared by GDOT, will be provided by the CLIENT for use as base data.
3. It is assumed the CLIENT will prepare the front-end contract documents and project manual, bid the project, and evaluate and award bids.
4. Signage design will reference technical specifications for signs prepared by SkyDesign and Denyse, which is assumed to be sufficient for bidding purposes.
5. Exclusions: The following are outside of the basic scope of services, but may be performed as additional services, if required, upon written authorization:
  - a. Irrigation design
  - b. Consultant shall work with GA POWER to create a streetlight plan showing location of streetlights.

- c. Signage construction plans
- d. Geotechnical services
- e. GDOT Design exceptions or variance documents
- f. Environmental services or permitting (i.e., flood/no-rise studies, wetland delineation, US Army Corps of Engineers permits)

**Sample Deliverables**

1. Meeting minutes
2. Existing Conditions memo
3. Opinion of Probable Construction Cost
4. Database package (if required)
5. Preliminary plans
  - a. Preliminary Streetscape Improvement Plans
  - b. Preliminary Signing and Marking Plans
6. Final Plans
  - a. Final Streetscape Improvement Plans
  - b. Final Signing and Marking Plans
7. FFPR Minutes and Report
8. Encroachment Permit
9. Electronic and paper files
10. NOI submittal information

**SELECTION CRITERIA:**

**POINTS**

**CRITERIA**

30	Experience and Qualifications - Consider both breadth and depth of staff experience, including demonstrated high quality and exceptional service and experience working with CIDs, municipalities, ARC, GDOT.
30	Proposed Services - The degree to which proposed services meet goals and expectations.
30	Cost/Fee, budget and method of billing
10	Previous work as evidenced by references – A minimum of three (3) references must be submitted.
<b>100</b>	<b>Total Points</b>

**REFERENCES**

Please list by company/county name, services rendered by the staff which are similar in size to the Fulton Industrial CID and scope of operation. Please provide the name of the individual to contact and phone number where they can be reached. Three references required.

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

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

Authorized Representative: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

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

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

Authorized Representative: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

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

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

Authorized Representative: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**Price Summary**

Proposal Price: \_\_\_\_\_

IN COMPLIANCE WITH THE ATTACHED SPECIFICATIONS, THE UNDERSIGNED OFFERS AND AGREES, IF THIS PROPOSAL IS ACCEPTED BY THE **FULTON INDUSTRIAL CID** BOARD OF DIRECTORS WITHIN NINETY (90) DAYS OF THE DATE OF PROPOSAL DEADLINE, TO FURNISH ANY OR ALL OF THE ITEMS UPON WHICH PRICES ARE QUOTED AT THE PRICE SET OPPOSITE EACH ITEM.

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

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

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

\_\_\_\_\_ Signature of Authorized Representative

\_\_\_\_\_ Printed Name of Authorized Representative

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Cell: \_\_\_\_\_

E-Mail: \_\_\_\_\_

## GENERAL REQUIREMENTS

All engineering and design shall be in accordance with GDOT procedures and Specifications, applicable guidelines of the American Association of Federal/State Highway Transportation Officials, Manual of Uniform Traffic Control Devices and all other applicable guidelines. Funding for this project comes from the CID and construction will most likely be funded with CID funding.

**Applicable Law and Courts:** This solicitation and any resulting contract shall be governed in all respects by the laws of the State of Georgia. Any contract executed with the CID must provide that its provisions will be interpreted and enforced in accordance with the laws of the state of Georgia and jurisdiction and venue shall lie in the Courts of Fulton County, Georgia or in the corresponding federal district court and must comply in all respects with all local, state and federal laws, rules, and regulations governing the expenditure of the grant funding associated with this project.

**Ethics in Public Contracting:** By submitting a proposal, each respondent certifies that its bid is made without collusion or fraud and that it has not offered or received any kickbacks or inducements from any other supplier, supplier, manufacturer or sub supplier in connection with its bid, and that it has not conferred on any CID employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged. Each supplier specifically certifies by submitting its bid that it is not in violation of the Official Code of Georgia Annotated, Sections 16-10-2 and 16-10-22, for acts of bribery and/or conspiracy in restraint of free and open competition in transactions with state or political subdivisions.

**Mandatory Use of Terms and Conditions:** Return of the complete document is required. Modification of or additions to the General Terms and Conditions of this invitation to bid may be cause for rejection of the bid; however, the CID reserves the right to decide, on a case by case basis, in its sole discretion, whether or not to reject such a bid.

**Clarification of Terms:** If any prospective respondent has questions about the specifications or other invitation to proposal documents, the prospective respondent should contact the CID Executive Director. Any revisions to this request for proposals will be made only by addendum issued by the Fulton Industrial CID.

**Default:** In case of failure to deliver goods or services in accordance with the contract terms and conditions, the CID, after due notice, may procure them from other sources and hold the Consultant responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies which the CID may have.

**Indemnification:** Consultant shall be required to the fullest extent permitted by law to fully defend, and shall indemnify and hold harmless, the Fulton Industrial CID, State of Georgia, Fulton County, and their directors, agents, employees, officials, successors and assigns ("Indemnified Parties"), from and against all claims for damages involving personal injury, wrongful death, property damage, or economic damage (including but not limited to investigative and repair costs, attorneys' fees, consultant fees and all costs) arising out of or resulting from or in any way connected to the Work covered by this RFP, or the acts or omissions of the Consultant, its employees, agents, servants, sub consultants regardless of whether or not such claimed liability may be caused in part by an Indemnified Party hereunder, and excluding only liability created by the sole and exclusive gross negligence or willful misconduct of the Indemnified Parties.

**Right of Rejection:** The CID reserves full freedom (in addition to the right to reject any and all bids) in awarding bids



to consider all available factors including, but not limited to price, the provision of needed and unneeded features, usefulness, and prior CID experience. Hence, the CID may award bids to other than the lowest bidder if, in the judgment of the CID, the interest of the CID will be best served by awarding to another.

**Liability for Errors:** While the CID has made considerable efforts to ensure an accurate representation of information in this Request for Proposal, the information contained in this RFP is supplied solely as a guideline. The information is not guaranteed or warranted accurate by the CID, nor is it necessarily comprehensive or exhaustive.

**Firm Pricing:** The proposal must be firm for at least ninety (90) days after the closing date of the RFP. All pricing should include delivery-F.O.B. destination.

**Price List:** An itemized price list for all goods and services used to satisfy this need should be included in bid along with all warranties-standard and extended options.

**Payment of Invoices:** All invoices are to be paid thirty days from invoice date. If invoices are "back dated", then, payment will be remitted thirty days from receipt of the invoice.

**Bid Amendments:** The CID reserves the right to amend this RFP prior to the proposal due date. All amendments and additional information will be sent to all vendors who have received the document and should be acknowledged in your proposal.

**Bid Withdrawal:** A submitted proposal may be withdrawn prior to the due date by a written request to the CID Executive Director. A request to withdraw a proposal must be signed by an authorized individual.

Qualified Consultants must demonstrate competence and experience in all areas of expertise required by the scope of services. If sub consultants are to be used, describe the function and approximate percentage of work they will be conducting.

**Insurance requirements:** Consultant shall procure and maintain in full force and effect, at all times during the term of this Agreement, the following insurance through companies with an "A VII" rating from Bests, licensed to conduct business in the State of Georgia and approved by CID:

Comprehensive General Liability and Automobile Liability insurance covering Consultant's operations as set forth in this Request for Proposal with a combined single limit of not less than \$5,000,000.00 for bodily injury and property damage. Said liability insurance policies shall carry an Endorsement naming Fulton Industrial CID, State of Georgia, and Fulton County, as additional insured. Said liability insurance shall recognize and insure performance by Consultant of the obligation to indemnify herein contained.

The Consultant's Comprehensive General and Automobile Liability Insurance shall be written for not less than limits of liability as follows:

Comprehensive General Liability

Bodily Injury: \$1,000,000.00 Each Occurrence/\$2,000,000.00 Aggregate  
Property Damage: \$1,000,000.00 Each Occurrence/\$2,000,000.00 Aggregate

Comprehensive Automobile Liability: Bodily Injury and Property Damage: \$1,000,000.00 Combined Single Limit. Hired and Non-Owned liability is to be included.

Umbrella Liability Policy: \$3,000,000.00 that is in excess of General Liability, Automobile Liability and Workers' Compensation.

Worker's Compensation insurance covering all employees of Consultant or any sub consultant engaged in performing the services required by this proposal of not less than the minimum requirement of \$100,000/\$100,000/\$500,000. Such policy must contain a waiver of subrogation endorsement.

Consultant shall provide CID with a valid Certificate of Insurance evidencing Fulton Industrial CID, State of Georgia, and Fulton County, as named additional insured (s). The certificate will further confirm that at least thirty (30) days prior written notice will be furnished to CID by insurer before cancellation or non-renewal of policy. The insurance policies may not include a deductible, retention, or self-insurance in excess of \$10,000. It is further understood that any coverage extended by reason of this paragraph shall be primary and non-contributory and such shall be evidenced on the Certificate of Insurance. Any insurance maintained by CID for its own protection shall be secondary or excess insurance.

Consultant shall plan and conduct the services to comply with local, state and federal laws, rules and regulations, to adequately protect workers, landowners, tenants, adjacent property, and the public during its operations.

Consultant shall obtain and maintain current any and all licenses, certificates, registrations, permits and any other item or permission necessary to perform and complete the services outlined in this Request for Proposal.

Consultant shall ensure that all employees qualify for employment under the stipulations required by the Federal Government E-Verify program, the Georgia Security and Immigration Compliance Act pursuant to OCGA §13-10-91.

Consultant shall execute a contract tendered by the Fulton Industrial CID prior to initiating service.

**CONTRACTOR AFFIDAVIT AND AGREEMENT**

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm, or corporation which is contracting with Fulton Industrial CID has registered with and is participating in a federal work authorization program\*, in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this Agreement with Fulton Industrial CID, contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. 13-10-91 on the Subcontractor Affidavit provided in Rule 300-10-01-.08 or a substantially similar form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to The Fulton Industrial CID at the time the subcontractor(s) is retained to perform such service.

\_\_\_\_\_  
EEV / Basic Pilot Program\* User Identification Number

\_\_\_\_\_  
BY: Authorized Officer or Agent Date

\_\_\_\_\_  
Title of Authorized Officer or Agent of Contractor

\_\_\_\_\_  
Printed Name of Authorized Officer or Agent  
SUBSCRIBED AND SWORN  
BEFORE ME ON THIS THE  
\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_

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

## O.C.G.A. § 13-10-91

§ 13-10-91. (For effective date, see note.) Verification of new employee eligibility; applicability; rules and regulations

(a) Every public employer, including, but not limited to, every municipality and county, shall register and participate in the federal work authorization program to verify employment eligibility of all newly hired employees. Upon federal authorization, a public employer shall permanently post the employer's federally issued user identification number and date of authorization, as established by the agreement for authorization, on the employer's website; provided, however, that if a local public employer does not maintain a website, the identification number and date of authorization shall be published annually in the official legal organ for the county. State departments, agencies, or instrumentalities may satisfy the requirement of this Code section by posting information required by this Code section on one website maintained and operated by the state.

(b) (1) No public employer shall enter into a contract pursuant to this chapter for the physical performance of services within this state unless the contractor registers and participates in the federal work authorization program to verify information of all newly hired employees or subcontractors. Before a bid for any such service is considered by a public employer, the bid shall include a signed, notarized affidavit from the contractor attesting to the following:

(A) The affiant has registered with and is authorized to use the federal work authorization program;

(B) The user identification number and date of authorization for the affiant; and

(C) The affiant is using and will continue to use the federal work authorization program throughout the contract period. An affidavit required by this subsection shall be considered an open public record once a public employer has entered into a contract for services; provided, however, that any information protected from public disclosure by federal law shall be redacted.

(2) No contractor or subcontractor who enters a contract pursuant to this chapter with a public employer shall enter into such a contract or subcontract in connection with the physical performance of services within this state unless the contractor or subcontractor registers and participates in the federal work authorization program to verify information of all newly hired employees.

(c) This Code section shall be enforced without regard to race, religion, gender, ethnicity, or national origin.

(d) Except as provided in subsection (e) of this Code section, the Commissioner shall prescribe forms and promulgate rules and regulations deemed necessary in order to administer and effectuate this Code section and publish such rules and regulations on the Georgia Department of Labor's website.

(e) The commissioner of the Georgia Department of Transportation shall prescribe all forms and promulgate rules and regulations deemed necessary for the application of this Code section to any contract or agreement relating to public transportation and shall publish such rules and regulations on the Georgia Department of Transportation's website.

(f) No employer or agency or political subdivision, as such term is defined in [Code Section 50-36-1](#), shall be subject to lawsuit or liability arising from any act to comply with the requirements of this Code section.