

**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 consulting services for the development of a Freight Cluster Plan. Additional information about the full scope of the RFP can be found under “Scope of Work” below. Funding

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, taking into consideration all aspects of the responses. 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	April 13, 2020
Deadline for Questions	April 24, 2020
Addendum and Responses to Questions	April 29, 2020
Proposal Deadline	May 18, 2020, 5 pm EST
Technical Evaluations Complete	May 25, 2020 (Tentative**)
Interviews (if needed)	TBD (Week of May 25-29, 2020)
Award of Contract Notice Date*	June 3, 2020 (Tentative**)
CID Board Approval	June 4, 2020 (Tentative**)

**Funding for this project comes from the Atlanta Regional Commission. Notice to Proceed (NTP) will be given to the selected consultant once ARC funding is available.*

***Due to COVID19 pandemic, review and approval dates may be delayed to the next CID Board meeting on July 30, 2020.*

RFP SUBMISSION GUIDELINES:

Proposals will be received until 5:00 p.m. **May 18, 2020** 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. Proposals are binding upon the bidder when submitted and will be valid for 90 days after the Proposal Deadline.

One electronic file, an original hard copy plus seven (7) copies of your proposal must be submitted in order to be considered. We request that proposals do not exceed 25 pages for all items (Cover Letter, Table of Contents, Tabs/Dividers do not count towards page limit). 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.

SELECTION METHOD:

1. **Selection of Finalists:** Based on proposals submitted in response to this RFP, The Boulevard CID will evaluate all submittals deemed responsive and each evaluator will assign points using the criteria set forth below. The points assigned to each criterion will be totaled and a rank will be determined. The Boulevard CID reserves the right to request a presentation of the finalist firms or consulting teams in the event there is not a clear difference in rankings among the selected firms. In this event, each finalist firm or consulting team shall be notified in writing and informed of the place, date, and time for the presentation. Details regarding the presentation will be provided in the Finalist Notification. In the event of a tie in its presentation scoring, the scores from the technical evaluation of the written proposals will be used as tiebreaker.
2. **Final Selection:** A recommendation will be made to The Boulevard CID's Board of Directors for a selected firm or consultant team. Following the Boards selection, negotiations will be initiated to finalize the terms and conditions of the contract, including the fees to be paid.

SELECTION CRITERIA:

Criteria	Description
Qualifications & Experience (35%)	Evidence of qualification and experience of key staff including the Project Manager, all Task Leads, and other staff expected to provide significant work on the project. Evidence of qualifications and experience of all teaming firms to be able to provide the requested consultant services.
Technical Approach (35%)	Provide an approach to complete the scope of work provided below. The approach should include deliverables and proposed schedule.
Suitability (20%)	Include any special or unique qualifications/methodologies/approaches, availability of resources, QA/QC procedures, W/MBE-DBE inclusion.
Price (10%)	Overall cost and cost by task

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. Organizational Chart listing the principal-In-Charge, Project Manager, Key Team Leads, and relevant support staff. Denote the firm for each individual and DBE/WBE status.
4. Qualifications and experience of key staff intended to work on the project (Project Manager, Task Leads, and other important staff). Maximum of 1 page for Project Manager resume. Maximum of ½ page for all other staff.
5. Qualifications and experience of firm(s) and sub consultants in the type of work required. Provide at least five qualifications which demonstrate the firm(s) capabilities to perform the requested services for The Boulevard CID. Lead firm must provide at least three qualification. Each account must include client name and location, a description of the project and services provided, length of service, budget, and client's current contact information.
6. Description of the technical approach or work plan proposed for accomplishment of the work including any proposed data that would be purchased as part of the project and how it would be utilized; and how technical deliverables will be synced with community/stakeholder involvement.
7. A proposed schedule for the accomplishment of the work described. Describe how you will deliver this project within 12 months of notice to proceed.
8. Description of any unique qualifications, methodologies, or approaches that differentiate your firm/team.
9. QA/QC procedures
10. Illustrate how the DBE/WBE goal of 15.8% will be met.
11. Price Summary (Total and Task-by-Task Breakdown).
12. References (three) for lead firm and reference (one) for each sub.
13. Any other pertinent information.
14. Signed application.

SCOPE OF WORK : FREIGHT CLUSTER PLAN

I. General: The Fulton Industrial Boulevard Community Improvement District (The Boulevard CID), in cooperation with the Atlanta Regional Commission (ARC), Georgia Department of Transportation (GDOT), and other stakeholders, seeks to implement a planning study effort that will result in a freight cluster plan. The CID seeks to study the freight movements within the study area to address infrastructure conditions, dependencies on current facilities, and future needs related to safety, traffic congestion, intersection design, intermodal access, and other related planning issues.

Any contract award for this study is contingent upon ARC and the Boulevard CID receiving adequate funding for this purpose from the Georgia Department of Transportation (GDOT).

The Freight Cluster Plan is estimated to take 12 months to complete. The main scheduling consideration within this program is to make certain sufficient time is available to coordinate with project sponsors and develop milestones for project deliverables in order to meet deadlines for project calls in future Transportation Improvement Programs

III. Goal: The outcome of the freight cluster plan is to ensure that the Boulevard CID maintains economic competitiveness through upgrades to the transportation system that maintain and enhance efficient freight movement, improve multimodal employee access, and address safety issues. Coordination with the regional planning process will help ensure that the plan is based on both regional goals and sound technical analysis. The plan will clearly define transportation goals and project priorities. The plan will become the basis for future CID work program and will guide activities for the near- and mid-term future.

IV. Background: The Fulton Industrial District (FID) is the largest industrial corridor in the eastern United States with 50 million square feet of existing industrial space. Vacancy rates are currently at historic lows. The FID is a major contributor to the regional Atlanta economy. There are more than 28,000 workers directly employed in over 1,000 businesses in the area with an average salary of \$81,000. The FID generates \$11 billion of direct economic output annually. Including the additional business indirectly triggered by activity within the FID, \$18 billion of metro Atlanta's Gross Regional Product can be traced back to the FID.

The success of the FID can be traced back, in large part, to its excellent location and unparalleled access to transportation assets. The District has direct access to Interstates 20 and 285, is 9 miles from Hartsfield-Jackson International Airport, 10 miles from downtown Atlanta, has on-site rail access and is proximate to two rail intermodal yards operated by class I railroads.

The Boulevard CID was created in 2010. It is dedicated to enhancing the economic vitality of the FIB area through investments in transportation, public safety, and beautification. The Boulevard CID completed its first Master Plan in 2013 in partnership with ARC through an LCI Innovation grant. The Master Plan has been the source for the CID's work program for the past 5+ years.

A number of changes have occurred since 2013 that necessitate an update to the Master Plan. The CID boundary has expanded to the north, adding new properties near the intersection of Donald Lee Hollowell Pkwy and FIB, including the new UPS SMART hub. On the southern end of the District, the City of South Fulton recently incorporated portions of the FIB district and currently there are several new greenfield developments which will add millions of industrial square feet to the southern portions of the District around Riverside Drive/ Campbellton Road (SR154) / Fulton Industrial Blvd.

V. Work Tasks: The following scope of work contains detailed tasks specific to the needs of The Boulevard CID and the minimum requirement that The Boulevard CID must fulfill per the Subgrant agreement with ARC. Comprehensive progress reports detailing progress on each task will be submitted to The Boulevard with each invoice in addition to the deliverables requested below to The Boulevard CID for comment. The CID will subsequently present deliverables to ARC for comment, involve ARC in relevant stakeholder and technical committee meetings, and notify ARC of key public outreach activities.

The CID anticipates the outcomes from the study to include, but are not limited to:

- A greater understanding of freight mobility and logistics trends in the FID, including general origins and destinations, travel patterns, market disruptors, technology, business needs, and economic development.
- Identification of existing and future infrastructure deficiencies and potential solutions for:
 - Freight Mobility
 - Multimodal employee access (automobile, transit, walking, biking, etc.)
 - Technological advances
 - Existing building stock

- Truck Parking/Staging
- Coordination with GDOT and concept design to create an iconic streetscape for the Donald Lee Hollowell bridge over I-285 (bridge currently under design).
- Public and stakeholder involvement in the planning process that includes ongoing input from participants representing a variety of interests in the study area.
- Establishment of a list of recommended projects & policies, including prioritization, and detailed cost estimates.
- Funding Assessment and Strategy
- Graphics and Visualizations that will help garner support for ideas and projects from the business community, elected officials, and funding partners:
 - Renderings
 - Planning level concept drawings of projects
 - Succinct and visually attractive executive summary
- Development of work plan or guidebook with realistic action steps.

The work to be accomplished as a part of this study is divided into the following tasks:

Task 1: Project Management

The goal of this task is to prepare a detailed Project Management Plan, which constitutes the strategy and methodology to develop the Freight Cluster Plan before commencement of major project work activities, including Public Engagement. The Project Management Plan will identify those agencies and organizations which must be involved in the overall direction of the plan development process due to the critical nature of their financial, technical and/or political support. These key stakeholders will constitute the Project Management Team. The Project Management Plan will also establish protocols for communicating and sharing data, drafting materials for review, scheduling, and developing other resources within the Project Management Team.

A Project Management Plan shall be developed indicating dates for work task milestones and key decision-making points. The Freight Cluster Plan's vision, goals, objectives, and investment strategies will be evaluated at the onset of the planning process to confirm their appropriateness within the present context. The schedule will be confirmed to meet constraints of the program.

A Stakeholder Engagement and Outreach Plan will be developed and approved by the Project Management Team prior to significant work being undertaken on subsequent tasks. The Stakeholder Engagement and Outreach Strategy will identify key individuals, agencies and organizations whose participation will be critical in properly addressing the various elements and emphasis areas defined in the work program. Outreach techniques to effectively involve these stakeholders will be defined. The Stakeholder Engagement and Outreach Strategy will also establish how members of the general public and leadership and staff from private sector stakeholders will be engaged throughout the process and have the opportunity to contribute meaningful input prior to final decisions being made.

Deliverables:

- *Project Management Plan (Draft and Final)*
- *Stakeholder Engagement and Outreach Plan (Draft and Final)*

Task 2: Engagement

The most effective methods to involve private sector stakeholders of the freight and logistics industry as well as a diverse range of the general public in the plan development process will be developed for the Stakeholder Engagement and Outreach Plan in Task 1. Specific direct engagement techniques, such as stakeholder interviews, online and/or intercept surveys, online mapping tools, advisory committees, technical committees, open houses, workshops, and charrettes will be defined at the discretion of the Boulevard CID and through consensus of the Project Management Team. Since all freight movement is regional, the engagement efforts shall include presentations and opportunities for input at three ARC Freight Advisory Task Force meetings.

The portfolio of techniques employed will be designed to maximize the potential for a broad range of private sector stakeholders and the public to participate and add value to the planning process. In particular, the outreach process should seek input from local business leaders, staff that work at local industrial businesses, and truck drivers who regularly travel in the study area. Efforts to engage those community members who have traditionally been underrepresented in the transportation decision making process, or will be most directly impacted by recommendations, will be emphasized. Private sector stakeholders and the public will be permitted the opportunity to review draft deliverables related to the inventory and assessment of the transportation system and plan recommendations prior to those deliverables being finalized.

An early deliverable of engagement and outreach activities will be to define the desired long-term outcomes which implementation of the Freight Cluster Plan will help support. These outcomes must support the regionally defined vision of World-Class Infrastructure, a Competitive Economy, and Healthy Livable Communities as adopted in The Atlanta Region's Plan. The regional vision will be scaled and interpreted as appropriate to be more directly applicable and responsive to the unique characteristics of the study area. The locally desired outcomes may be expressed in terms of a vision statement, goals, and objectives, or may use a different nomenclature which resonates more strongly with community members.

Information on the process, schedule, draft and final deliverables, and opportunities for engagement will be readily accessible at all times throughout plan development via a project website. Access to the site will be available through the Boulevard CID's main website in a direct and logical manner.

NOTE on COVID-19: Given the ongoing global pandemic and social distancing measures, the format for public engagement is an unknown. It is highly likely that engagement will be done entirely online. The approach to this task should describe a proposed method of engaging stakeholders and the public in a safe and responsible manner that maintains social distancing and other preventative protocols. The winning team should be prepared to be flexible in its approach to this task as we are in a rapidly changing environment.

Deliverables:

- *Statement of Freight Cluster Plan Vision, Goals, and Objectives*
- *Robust Community Engagement Activities*
- *Content for social media and website*
- *Public Engagement Summary*

Task 3: Best Practices Review

Early in the planning process, conduct a high-level review of best practices for freight planning to provide direction during the remainder of the planning efforts. Topics of this review may include:

- Local freight planning methods, including transportation planning and traffic operations focused on efficient freight movement
- ITS, changing technology, and other transportation innovation that may impact freight movement
- Managing land use conflicts between industrial and non-industrial land uses, particularly residential land uses
- Transportation innovation within the supply chain and logistics field which may impact the transportation system, focused on the private sector and/or public-private partnerships

Deliverables:

- *Best Practices Report (Draft and Final)*

Task 4: Inventory and Assessment

The Freight Cluster Plan shall include a detailed inventory of existing conditions and an assessment of current and future needs for the study area. Because of the related nature of inventory and assessment activities, these two tasks shall be combined for analysis and documentation purposes.

The inventory shall begin with a review of previously completed local, regional, and state plans that are relevant to the study areas. The implementation of previous plans that included the study area, as well as other ongoing capital and maintenance projects in or adjacent to the study area, shall be documented as part of this task.

Data related to the existence, condition, and performance of the transportation network within the study area will be collected and documented. Data collection for the Freight Cluster Plan shall include the following core elements:

- Transportation System State of Good Repair / Maintenance
- Roadway characteristics and performance
 - a. The Boulevard CID recently expanded north to include the intersection of FIB and Donald Lee Hollowell Pkwy. The previous master plan does not include any assessment of this intersection or corridor.
- Multimodal crash history
 - a. The inability of trucks to safely turn onto and off of FIB from driveways and side streets is a recurring issue.
 - b. The difficulty for transit users and pedestrians to safely cross FIB is a common issue along the length of FIB.
- Transit Infrastructure and Operations
 - a. Bus stop amenities
 - b. Last mile connections
- Bike/Pedestrian Infrastructure and Usage/Activity
 - a. Identification of safe pedestrian crossing locations (current and potential)
 - i. Current traffic signal locations are often too far apart for realistic pedestrian usage
- Transportation Demand Management (TDM) Programs
- Technology / ITS / Connected and Autonomous Vehicle Infrastructure

- Vulnerable Transportation Assets
- System Performance Monitoring and Reporting Program

The Boulevard CID has identified the following areas of concern that must be addressed during this planning process:

- Authorized and unauthorized truck parking locations for overnight and staging needs
- Multimodal job accessibility options for employees (*transit, walking, TDM, automobile, other?*)
- Designated truck routes and routes with truck prohibition (*The City of South Fulton has enacted a truck route ordinance. How can trucks best navigate these new policies?*)

In addition to the aforementioned core elements, additional data shall be collected on the following aspects of freight transportation:

- Freight origin/destination patterns
- Bridges – sufficiency ratings, weight restrictions, and low bridges
- Rail crossing locations and safety issues
- Freight rail facilities – intermodal, bulk transfer, and carload
- Relevant truck related signage
- Other intermodal facilities (air and pipeline), if present
- Locations of alternative fuel facilities – CNG, LNG, electric
- Locations for potential growth, with a focus on industrial growth
- Existing land use/zoning conflicts between industrial and residential areas
- Other relevant data as recommended by consultant team

The inventory and assessment shall also consider changes in industrial development design and operations and the overall supply chain and logistics industry. This may include the impacts of high-cube warehouse design, growing use of automation in warehouses/distribution centers, operational and staffing changes related to e-commerce fulfillment centers, and other related issues. Industrial developments of today and in the future will be very different from industrial developments in the past, and these changes should be considered as part of the assessment.

Using data and information gathered in the inventory, as well as input from technical staff, stakeholders, and the public, elements of the transportation system will be assessed to determine both existing and potential future conditions. The assessment will address both strengths and shortcomings of the system and the ability of existing facilities and services to meet the study area's needs. The assessment process may use any combination of regional and local area travel demand models, analytical tools, and methodologies which best suits the characteristics and issues of the study area and produces useful information in a cost-effective manner.

In addition to data on transportation facilities and policies, this task will include an assessment of how the CID and jurisdictions within the CIDs' boundaries currently fund transportation. This will also incorporate transportation funding trends at the state and federal levels.

Deliverables:

- *Inventory and Assessment Report (Draft and Final)*

Task 5: Traffic Study

A traffic analysis of key intersections and corridors within the study area shall be conducted to identify locations of traffic congestion, operational issues, and potential recommendations. The traffic analysis shall follow current Highway Capacity Manual (HCM) methodology, and shall determine intersection Level of Service (LOS) at key intersections. Traffic count data used for this study must be no more than 3 years old at the time the analysis is being conducted. Traffic counts will be conducted, as needed, for this study, including:

- AM and PM peak hour intersection turning movement traffic counts
- Additional off-peak turning movement traffic counts, if needed due to local conditions
- Vehicle classifications counts, and/or Average Annual Daily Traffic (AADT) counts

An Existing Conditions analysis will be conducted using the AM and PM Peak hour turning movement count data. A future year traffic analysis will be conducted using traffic volumes projected 10 years after the Existing Conditions analysis. Future year traffic volumes will be developed using historic growth rates, projected growth rates from the ARC regional travel demand model, ITE trip generation rates for planned developments, or a combination of these and other relevant data sources.

For each analysis timeframe, potential changes to lane geometry and/or operations shall be developed and analyzed for any intersections with a failing LOS so that the intersection may operate with an acceptable LOS. Other potential changes may be analyzed as additional alternatives as needed.

An operational and geometric design field review shall be conducted of key intersections and corridors as a part of the traffic study. This review shall focus on the overall traffic conditions in the study area as well as specific design and operations issues related to freight movement. At a minimum, the field review shall include the following:

- Identification of discrepancies between the existing condition traffic analysis results and the field conditions
- Queue lengths for turning movements that impact intersection operations
- Signal timing, phasing, and coordination along key corridors
- Intersection turning radii, median, and shoulder design issues
- Unsignalized intersection and driveway turning conflicts
- Horizontal and vertical sight distance issues
- Adequacy of signage and lighting
- Other local issues identified during the planning process

The results of the field review shall be documented with a focus on how issues identified in the field may impact the study area's traffic conditions and multimodal safety. The documentation shall include key intersections and corridors that are a part of the traffic analysis as well as unsignalized intersections, driveways, and mid-block locations that are not part of the traffic analysis but have design or operational problems.

Deliverables:

- *Traffic Study Report (Draft and Final), including raw traffic count data*
- *Traffic analysis files (i.e. Synchro, CORSIM, VISSIM, etc.)*

Task 6: Recommendations

Recommendations may take a variety of forms and the precise outcomes will be dictated by the level of emphasis placed on each cluster plan element. The Recommendations may include any issues identified in the inventory and assessment task, traffic operations changes identified as part of the traffic study, and policy changes.

Recommendations shall consider innovation and new technology wherever practical. Regardless of the unique needs and priorities of the CID, the following general outcomes shall be achieved:

- **Fiscally Constrained Short-Term Action Plan:** Five to ten year fiscally constrained list of transportation projects, policies, and action steps which reflect currently available funding sources and feasible policy actions that can be taken by the CID and by local government jurisdictions in the study area.
- **Fiscally Unconstrained Long-Term Vision Project List:** Prioritized list of transportation projects, policies, and action steps necessary to support the visions for infrastructure, economic development, and strong communities established by the community. This project list does not have to be fiscally constrained, and it may be broken into two tiers. Along with the Short-Term Action Plan, this will result in three tiers of recommended projects, policies, and action steps.
- **Recommendations shall:**
 - Be vetted through a robust community engagement process and formally adopted by local government policy officials as part of the final plan.
 - Leverage and complement regional facilities, services and programs to address local needs and priorities.
 - Consider innovative projects, technology advances, connected and autonomous vehicles, and changes in the supply chain and logistics industry
 - Knit together previous plans and projects identified at the community level through Comprehensive Transportation Plans (CTPs), Livable Centers Initiative (LCI) studies, county/city Capital Improvement Programs (CIP), Community Improvement District (CID) work programs, corridor studies, and other initiatives previously undertaken within the study area.
 - High priority recommendations from the traffic study shall include concept level drawings detailing preferred solutions for the identified needs.

The Short-Term Action Plan shall be developed as comprehensive work program (projects, policies, and other concrete action steps) with a focus on implementation. Two to five High Priority projects shall be identified within the Short-Term Action Plan. These are projects that will move into implementation first. Additional data shall be provided in the Recommendations Final Report on these projects to assist with potential grant applications, including the purpose of the project, a more detailed cost estimate, issues that may increase cost (i.e. wetlands, bridges/culverts, utility relocations), and other related data.

High quality renderings shall be produced for the high priority gateway areas for use in garnering support for implementation.

Deliverables:

- *Fiscally Constrained Short-Term Action Plan (Draft and Final)*
- *Fiscally Unconstrained Long-Term Vision Project List (Draft and Final)*
- *Gateway Area Renderings*
- *Planning level concept drawings recommendations resulting from traffic assessment*

Task 7: Documentation

The planning process shall conclude with the Recommendations Final Report and Executive Summary. The Recommendations Final Report shall describe how recommended projects, policies, and actions were developed, evaluated, and prioritized, and will include the Fiscally Constrained Short-Term Action Plan and the Fiscally Unconstrained Long-Term Vision Project List. Summary information from previously submitted deliverables shall be included as needed to support the development of the Action Plan and Project List. A user-friendly Executive Summary will be prepared that explains the key recommendations and conclusions.

Deliverables:

- *Recommendations Final Report (Draft and Final)*
- *Executive Summary (Draft and Final)*

The use of innovative and creative approaches to documentation is encouraged. ARC shall be provided with electronic copies of each interim deliverable and the final plan.

To the extent possible, system inventory and assessment data, as well as the final project recommendations, should be mapped in ArcGIS. Relevant shapefiles shall be provided to the CID and ARC upon completion of the Freight Cluster Plan. Mapped information developed in other software, whether conceptual in nature or geographically accurate, shall also be provided, in either the original source format or exported into an intermediate format usable by the CID and ARC.

The minimum required deliverables for the completed plan, as defined in this work program and which will collectively constitute the Boulevard CID Freight Cluster Plan, are the:

- Project Management Plan
- Stakeholder Engagement and Outreach Plan
- Inventory and Assessment Report
- Traffic Study Report
- Fiscally Constrained Short-Term Action Plan
 - Project Renderings
 - Planning level concept drawings
- Fiscally Unconstrained Long-Term Vision Project List
- Recommendations Final Report
- Executive Summary
- Traffic analysis files (i.e. Synchro, CORSIM, VISSIM, etc.)
- Word and/or In-Design, PDF, Excel, ArcGIS, and other relevant electronic files

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: _____

Budget Estimate

Task 1	Project Management	\$
Task 2	Engagement	\$
Task 3	Best Practices Review	\$
Task 4	Inventory and Assessment	\$
Task 5	Traffic Study	\$
Task 6	Recommendations	\$
Task 7	Documentation	\$
Total Cost		\$

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.