



Cherokee County Board of Commissioners
Purchasing Department
1130 Bluffs Parkway, Canton, GA 30114
Phone: (678) 493-6000
Fax: (678) 493-6035

REQUEST FOR PROPOSALS

RFP# 2024 - 005

Design Services - Woodstock Trailhead and Spur Trail

THE PROJECT: The Cherokee County Board of Commissioners Purchasing Department (County) is requesting competitive sealed **proposals** in support of design services for the Woodstock Trailhead and Spur Trail Project, meeting the specifications and as described herein.

There **will not** be a mandatory meeting to review the requirements.

All times in the solicitation are local times to Cherokee County, Georgia in the Eastern Time Zone.

This Request for Opportunity Description is one of two documents making up this solicitation. The second document is Cherokee County Standard Solicitation Terms and Conditions, which contains all the standard forms potentially required to accompany a submission. Both of these documents together constitute the entire solicitation at the time of issuance.

The County reserves the right to reject any or all bids/proposals, to waive technicalities and to make a selection and final award as deemed to be in the best interest of the County, including using any form of contract it deems most advantageous to the County.

SCHEDULE:

Issued	November 21, 2023
Questions Due	December 5, 2023 by 4:00 PM
Answers Due	December 12, 2023
Bids/Proposals Due	January 4, 2024 at 10:00 AM
Anticipated Award Date	February 6, 2024

THE EXPECTED PERIOD OF PERFORMANCE:

The base period of performance is broken down into two areas; Physical Delivery of Product(s) and Service Delivery. This is a function of the Statement of Work (SOW) and/or specification and reflects if there is physical item or items to be delivered and / or delivery of services. An X in the box corresponding to item 1 below, Physical Delivery indicates a physical item or items are to be delivered and an X in the 2. Delivery of Services indicates that Services are to be performed. Either or both may apply to the work contemplated by this solicitation.

Additionally, should there be an X in the box corresponding item 3. Option Grant, then the County requests the right to extend the period of performance beyond the Base Rate as specified.

1. ☒ NO PHYSICAL ITEMS/GOODS ☐ PHYSICAL DELIVERY OF ITEMS/GOODS REQUIRED:

For Physical Delivery solicitations, the period of performance for an award shall begin with either the placement of Purchase Order or the date indicated on the Agreement. All items to be delivered are to be FOB Cherokee County at the address indicated in the solicitation. Performance shall be complete upon final acceptance by the County. Time is of the essence for the delivery of each item specified. Warranty requested as below:

☐ Warranty Term Requested: _____

2. ☐ NO SERVICES REQUIRED ☒ PERFORMANCE OF SERVICES:

For Performance of Services solicitations, the period of performance shall begin with the placement of either a Purchase Order or the date of the Agreement unless the Agreement, the SOW or the Solicitation Terms indicate that performance shall begin upon the issuance of a Notice to Proceed (NTP), in which case the NTP would represent the beginning of performance. Term of services requested are as below:

Services Term:

- ☒ One Year
☐ Two Years
☐ Three Years
☐ Other: With the option to automatically renew for an additional two, one-year terms

3. ☐ OPTION GRANT:

This solicitation contains requested options; please see Statement of Work for details.

SUBMITTAL INSTRUCTIONS:

Interested Bidders/Proposers should carefully review the requirements defined herein and provide complete and accurate submissions that should include the following items (**only items indicated with an “X” in the corresponding boxes are required for this solicitation**):

- ☒ Information and Addenda Acknowledgement Form (Appendix A)
- ☒ Non-Influence and Non-Collusion Affidavit (Appendix B)
- ☒ E-Verify Affidavit (Appendix C)
- ☒ References* (Appendix D)
- ☒ Acceptance of County' Standard Agreement**, as below: (Appendix E)
 - ☒ Professional Services Agreement (Sample provided)
 - ☐ Construction Services Agreement (Sample Provided)
 - ☐ Architectural & Engineering Services Agreement (Sample Provided)
 - ☐ Other:
- ☒ Suspension, Debarment and Litigation Affidavit (Appendix F)
- ☐ SAM registration, required for federally funded projects.
- ☐ Contractor's License Certification (Appendix G)
- ☐ Bonds Requirements **if the price bid > \$100K**
 - ☐ Ability to Provide Performance, Labor & Matl. Payment Bond (Appendix H)
 - ☐ Bid Bond (See Appendix I)
- ☒ Evidence of/ability to provide Insurance at the limits identified herein,***
- ☒ Certifications, Licenses or Registrations as required by law and/or as requested
- ☒ Pricing on Proposer's Company Letterhead
- ☐ Pricing on included pricing sheet / bid form
- ☐ Contractor's Qualifications Statement (Appendix J)
- ☐ Added Terms to Construction Service Agreement (Attachment)
- ☐ Substitutions Proposed: See Instructions Standard Solicitation Terms****, Item 9
- ☒ Any other requirements as requested under the scope of work

Notes:

*The County reserves the right to contact not only those references provided, but may also use previous performance for the County, other contacts it identifies and other sources of information believed to be viable to evaluate capability, viability and performance.

**If Acceptance of County's Standard Agreement is checked, all work/items defined herein are to be quoted according to these requirements. Copies of these agreements can be located at the County's Procurement web page.

***Insurance levels requested are those identified in the County's Standard Agreement, section "I."

****Standard Solicitation Terms Refer to Cherokee County Standard Solicitation Terms and Conditions

EVALUATION CRITERIA:

Bids/Proposals that contain options or additive work above and beyond the base bid will be evaluated financially according to the criteria described in the solicitation. However, should the use of options or additive work proposed exceed the County budget, the County retains its rights to address such situations as described in its Standard Terms For Bid and Proposal Solicitation as well as the right to award based on the base bid only or the base bid plus quoted additive work that is within its budget.

☐ Bids determined to be Responsive and Responsible will be ranked based Bid Form Criteria.

OR

☒ Proposals determined to be Responsive and Responsible will be evaluated on the following criteria:

40%

Project Understanding, Schedule and Scope of Work

Demonstrated understanding of project based on proposed scope of work, methodology and proposed project schedule. Firm shall identify potential areas of concerns, alternative approaches, and approach to avoiding unnecessary change orders. Provide methodology and approach for determining best solution and reasoning behind recommendation. Proposer shall provide preliminary project schedule and identify major milestones.

35%

Similar Project Experience and Key Staff Capabilities

The firm's previous experience developing trailheads and trail plans for projects of similar size and nature. This includes relevant experience and qualifications of the principal design professional(s) and lead staff, and evidence of relevant competencies for this project. Provide previous projects where right-of-way needs were identified, right of way acquisition documents and erosion control plans were completed as part of similar project concept designs. The County may contact both the references provided as well as other companies/agencies, as deemed necessary. Provide information on the firm's experience on similar projects. Provide any information that may serve to differentiate the firm from other firms in suitability for the project.

25%

Price

To include a breakdown by task and a lump sum total. Pricing should be submitted by the consultant on company letterhead.

100%

TOTAL

References may be contacted should the evaluation team deem them necessary.

In addition to providing documentation necessary to evaluate proposal based on scope of work and above evaluation criteria, proposals shall include the following information, presented in a clear, comprehensive and concise manner:

1. Letter of transmittal.
2. Proposed scope of work and methodology.
3. Proposed project team organization, qualifications and availability.
4. Proposed project schedule.
5. Cost proposal.

Proposals will be scored on the above evaluation criteria. Failure to provide information necessary to evaluate proposal, may result in a lower scoring proposal.

The County reserves the right to reject the bid of any vendor who has previously failed to perform properly or complete on time contracts of a similar nature, or who upon investigation shows is not in a position to perform the contract.

HOW AND WHERE TO SUBMIT BIDS AND PROPOSALS:

The County has two methods for receiving bids and proposals that are mutually exclusive; either electronically or by physical receipt. The box with the "X" below indicates how and where bids or proposals are to be submitted. The County will NOT accept proposals by fax, or e-mail unless authorized, in writing, by the Procurement Director. The solicitation submission deadline will be strictly enforced; no late bids/proposals will be accepted for any reason, please plan accordingly.

A. Electronic Submissions Only:

☒ Bids and Proposals are to be submitted electronically ONLY to BidNet Direct. Physical copies are not to be submitted unless approved in advance by the Purchasing Director.

Proposals and all requested documentation to be provided electronically should in the Adobe Portable Document Format (PDF) as ONE file unless otherwise indicated in these solicitation instructions. Documents provided in response to this solicitation are to be named according to the following naming convention:

- a. [Solicitation Number]_[Vendor Name]_[Document Type]
Example: "2017-111_ABC Company_Proposal"

QUESTIONS/ADDENDA:

Only written inquiries will be permitted during the solicitation period. **Questions are to be submitted via BidNet Direct** for this solicitation no later than the date and time indicated in the Schedule, as may be amended. Answers will be posted via formal Addendum and only released as part of the solicitation documents on BidNet Direct. All interested parties are instructed to monitor BidNet Direct on a regular basis throughout the solicitation period. The final date for posting of Addenda is per the Schedule, as may be amended.

STATEMENT OF WORK AND / OR SPECIFICATION LOCATED ON THE NEXT PAGE

STATEMENT OF WORK AND / OR SPECIFICATION:

The Cherokee County SPLOST Roadway Program is requesting proposals for the design of the Woodstock Trailhead and Spur Trail project.

PROJECT LIMITS AND OVERVIEW

Towne Lake Parkway is a large roadway in southern Cherokee County. In the area of the interchange of Towne Lake Parkway and I-575, the Noonday Creek Trail runs parallel and to the south of Towne Lake Parkway. Cherokee County would like to link the sidewalks on the north side of Towne Lake Parkway to the Noonday Creek Trail beginning at the intersection of Buckhead Crossing.

As part of the project, the existing signalized intersection will need to be modified for pedestrian crossing. The spur trail will then proceed south to intercept the Noonday Creek Trail. It is anticipated that the spur trail will follow the line of the existing sanitary sewer easement. Elevated wood boardwalks are anticipated to be used to cross the Noonday Creek floodplain. A bridge will need to be constructed over Noonday Creek before the connection is made to the Noonday Creek Trail.

The following studies should be provided as part of the project:

Section 30-39. Engineering study requirements for floodplain encroachments.

An engineering study is required, as appropriate to the proposed development activities on the site, whenever a development proposes to disturb any land within the future-conditions floodplain, except for a residential single-lot development on streams without established base flood elevations and floodways. This study shall be prepared by a Professional Engineer in the State of Georgia and made a part of the application for a permit. This information shall be submitted to and approved by the Cherokee County Engineering Department prior to the approval of any permit which would authorize the disturbance of land located within the future-conditions floodplain.

Such study shall include:

- (a) Description of the extent to which any watercourse or floodplain will be altered or relocated as a result of the proposed development;
- (b) Step-backwater analysis, using a FEMA-approved methodology approved by the Cherokee County Engineering Department. Cross-sections (which may be supplemented by the applicant) and flow information will be obtained whenever available. Computations will be shown duplicating FIS results and will then be rerun with the proposed modifications to determine the new base flood profiles, and future-conditions flood profiles;
- (c) Floodplain storage calculations based on cross-sections (at least one every 100 feet) showing existing and proposed floodplain conditions to show that base flood floodplain and future-conditions floodplain storage capacity would not be diminished by the development;
- (d) The study shall include a preliminary plat, grading plan, or site plan, as appropriate, which shall clearly define all future-conditions floodplain encroachments.

Section 30-40. Floodway encroachments.

Located within Areas of Special Flood Hazard are areas designated as floodway. A floodway may be an extremely hazardous area due to velocity flood waters, debris or erosion potential. In addition, floodways must remain free of encroachment in order to allow for the discharge of the base flood without increased flood heights. Therefore, the following provisions shall apply:

(a) Encroachments are prohibited, including earthen fill, new construction, substantial improvements or other development within the regulatory floodway, except for activities specifically allowed in subsection (b) below.

(b) Encroachments for bridges, culverts, roadways and utilities within the regulatory floodway may be permitted provided it is demonstrated through hydrologic and hydraulic analyses performed in accordance with standard engineering practice that the encroachment will not result in any increase to the pre-project base flood elevations, floodway elevations, or floodway widths during the base flood discharge. A licensed professional engineer must provide supporting technical data and certification thereof; and

(c) If the applicant proposes to revise the flood way boundaries, no permit authorizing the encroachment into or an alteration of the floodway shall be issued by the Cherokee County Engineering Department until an affirmative Conditional Letter of Map Revision (CLOMR) is issued by FEMA or a no-rise certification is approved by the Cherokee County Engineering Department.

A concept design and findings will be provided to the County for review and approval prior to proceeding with detailed construction plans.

The consultant will also be asked to evaluate all right-of-way needs and provide necessary right-of-way acquisition documents.

SCOPE OF SERVICES

Design plans shall be in Georgia Department of Transportation format and follow the GDOT Plan Presentation Guide. The design shall be in accordance with latest MUTCD and Georgia Department of Transportation Standards and Specifications.

Erosion control plans shall be in accordance with latest NPDES and Georgia EPD requirements.

All survey will be done on state plane coordinates.

The proposal shall include staking of required right-of-way and easements. Preparation of right-of-way plans and documents shall also be included as part of this proposal.

Upon Cherokee County's acceptance of the completed plans, the consultant shall provide a CD with all electronic files and drawings.

This project is funded with County Roadway SPLOST funds.

ATTACHMENTS:

Terms & Conditions

Professional Services Agreement

Location Map

Floodplain Management Ordinance

END OF STATEMENT OF WORK/SPECIFICATION