



SR 307 Corridor Study RFP

Chatham County – Savannah Metropolitan Planning Commission

110 East State STREET, P. O. BOX 8246
 SAVANNAH, GEORGIA 31412-8246
 Phone 912-651-1440,
www.thempc.org

Date: October 16, 2020

| | |
|--|---|
| REQUEST FOR PROPOSALS RFP NO. 20002 PI NO Pending | <p>Qualified vendors are invited to submit sealed proposals, subject to conditions and instructions as specified, for the furnishing of:</p> <p style="text-align: center;">SR 307 Corridor Study</p> <p>All proposers must be prequalified by the Georgia Department of Transportation (GDOT).</p> |
| GENERAL SCOPE | <p>Chatham County – Savannah Metropolitan Planning Commission (MPC) on behalf of the Coastal Region Metropolitan Planning Organization (CORE MPO) is requesting proposals to conduct a corridor study of SR 307 in Chatham County, Georgia. The study will evaluate the existing and future capacity, operation, and safety conditions of the corridor from its southern terminus at Ogeechee Road/US17/SR25 northwards to its terminus at Main Street/SR25 near a major GPA truck gate. Updated traffic counts and projections will be obtained throughout the corridor, as well as crash data. This data will be used to evaluate the operation and safety of the corridor with strong consideration given to access management improvements that will improve the operation and safety. The study will consider freight, commuter, local traffic and pedestrian/bicyclist travelers. The study will also account for current and future land use patterns and anticipated continued growth. The goal of the study will be to identify and prioritize short and long-term improvements needed for the corridor to operate at an acceptable level of service and provide prioritization of the required improvements to facilitate planning and programming of projects through the MPO MTP process.</p> |
| DUE DATE | <p style="text-align: center;">November 16, 2020 - 5:00 PM (Eastern)</p> <p>Proposals must be received and date/time stamped on or before the due date by MPC, located at 110 East State Street, Savannah, Georgia, 31401. Late submissions shall not be accepted.</p> |



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INSTRUCTIONS TO OBTAIN RFP SPECIFICATIONS

THIS SHEET DOES NOT REPRESENT RFP SPECIFICATIONS

If interested in receiving a complete copy of the specifications, please go to our website at <https://www.thempc.org/Core/Rfp2020> . To receive RFP specifications by mail, please complete the information below and mail to MPC, attn: Sally Helm, Administrative Assistant.

FedEx Acct# _____ UPS Acct# _____

Company Name _____ Attention of: _____

Complete Mailing or Delivery Address _____

Email _____ Phone Number _____ Fax Number _____

Specifications may also be picked up from 8:30 AM – 5:00 PM, Monday – Friday.



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Communication Once RFP has been Issued

All questions, clarifications and communication concerning this solicitation shall be submitted in writing via e-mail to the Executive Director of the MPC (hereafter referenced as EXECUTIVE DIRECTOR). MPC will not orally or telephonically address any question or clarification regarding specifications or procedures. If a vendor visits or calls MPC with such questions, he or she will be instructed to submit the questions in writing.

All contact concerning this solicitation unless otherwise directed shall be made through the EXECUTIVE DIRECTOR. Firms shall not contact department heads with questions about solicitations. You must submit the written question to the EXECUTIVE DIRECTOR. If it is necessary that a technical question be addressed, the EXECUTIVE DIRECTOR will forward such to the appropriate department, which will place a written response on the MPC's website, <https://www.thempc.org/Core/Rfp2020> . The EXECUTIVE DIRECTOR will not respond individually to questions. If it becomes necessary to revise any part of this solicitation, a written addendum will be posted on the website. It is the responsibility of each firm to review the MPC website for any new information that is posted.

The MPC is not bound by any oral representations, clarifications, or changes made to the written specifications by MPC staff, unless such clarification or change is provided in written addendum posted on the website from the EXECUTIVE DIRECTOR.

Any request by firms after a solicitation has been opened and pending award must also be submitted in writing to the EXECUTIVE DIRECTOR.

Email to the EXECUTIVE DIRECTOR through Sally Helm at helms@thempc.org to submit questions.



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CHATHAM COUNTY – SAVANNAH METROPOLITAN PLANNING COMMISSION QUESTION/CLARIFICATION FORM

DATE: _____

TO: EXECUTIVE DIRECTOR, through
Sally Helm, Administrative Assistant
Email helms@thempc.org

RE: **RFP NO. 20002**
SR 307 Corridor Study

.....

I have the following concerns/questions about the specifications:

(Add additional pages as necessary)

From:

Company Name Website

Representative Email Address

Complete Address City State Zip Code

Telephone Number Fax Number



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CHATHAM COUNTY – SAVANNAH METROPOLITAN PLANNING COMMISSION GENERAL PROVISIONS FOR REQUEST FOR PROPOSALS

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Chatham County – Savannah Metropolitan Planning Commission (MPC) on behalf of the Coastal Region Metropolitan Planning Organization (CORE MPO) is requesting proposals to develop a detailed corridor study of SR 307 from US 17 to SR 25 in Chatham County, Georgia. Proposer must be a prequalified firm with the Georgia Department of Transportation (GDOT).

The MPC intends to award a contract for work by the end of February 2021 with a completion date of no later than March 30, 2023. MPC anticipates that available funds for the project will be no more than \$250,000. Any contract award for this project is contingent upon MPC receiving the adequate funds from the Georgia Department of Transportation (GDOT).

A. **PROPOSAL SUBMITTAL DATE:**

All consulting services will be procured through the use of competitive sealed proposals. **THE SEALED PROPOSALS ARE DUE at the location below on: NOVEMBER 16, 2020 NO LATER THAN 5:00 PM (Eastern Time).** *Submit five (5) paper copies of the proposal and one electronic copy in PDF format.* For proper identification, the firm's complete name and address should appear on the exterior of the proposal package.

The proposal should be hand delivered or mailed to the following:

Chatham County – Savannah Metropolitan Planning Commission
RE: RFP No. 20002, SR 307 Corridor Study

Mail: P.O. Box 8246
Savannah, Georgia 31412-8246

Deliver: 110 East State Street
Savannah, Georgia 31401

If the proposal does not reach the MPC on or before November 16, 2020 at 5:00 PM, the proposal shall not be considered and shall be returned to the firm unopened. It is the firm's responsibility to ensure the proposal is mailed or delivered and received by the due date and time. The MPC shall not be held responsible for proposals delayed by the US Mail or any other courier.



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The MPC shall not be held liable for any expenses incurred by the respondent in preparing and submitting its proposal and/or attendance at any presentations, final contract negotiations or applicable site visits. **The MPC reserves the right to award this project or to reject any and all proposals; whichever is in the best interest of the MPC.**

B. RECEIPT OF PROPOSALS:

Unless otherwise stated in the technical specifications of the RFP, the MPC will accept one, and only one, proposal per firm. In the event a team of firms is entering into a joint venture to respond to the RFP, one firm shall be named the prime contractor and the proposal shall be submitted in the name of the prime contractor. All correspondence concerning the RFP will be between MPC and the prime contractor.

C. SUBCONTRACTING:

Should the firm intend to subcontract all, or any part, of the work specified, name(s) and address(es) of subcontractor(s) must be provided in the proposal response. The firm shall be responsible for all subcontractors' full compliance with the requirements of the RFP specifications. If awarded the contract, payments will only be made to the firms submitting the proposal. **The MPC will not be responsible for payments to subcontractors.**

D. QUESTIONS ABOUT THE RFP:

Communication concerning any bid/proposal currently advertised must take place in writing and addressed to the EXECUTIVE DIRECTOR. For more information please see page titled "Communication Once RFP has been Issued" within this solicitation package.

E. PUBLIC INFORMATION:

All information and materials submitted will become the property of the MPC; and shall be subject to the provisions of the Georgia open records law. If awarded the contract, applicable sections of the proposal submission, will be included as part of the contract documents and filed, as public record, with the MPC.

F. ADDENDA:

The firm shall include acknowledgment of receipt of addenda (if any) in their sealed proposal. The firm should include an initialed copy of each addendum in the proposal package. It is the firm's responsibility to contact MPC for copies of addenda if they receive the proposal document from any source other than the MPC.



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G. SELECTION PROCESS:

The members of the Proposal Review Committee of MPC shall evaluate all proposals received based upon the criteria stated in the Request for Proposals. The Proposal Review Committee will consist of transportation planning professionals from the CORE MPO Technical Coordinating Committee (TCC). Each Committee member shall grade each submitted proposal based upon the evaluation criteria. The Proposal Review Committee will recommend at least the three (3) highest ranked firms to the EXECUTIVE DIRECTOR to be invited to make presentations. The Proposal Review Committee will evaluate the firms' presentations and provide a final ranking and recommendation to the EXECUTIVE DIRECTOR.

H. NEGOTIATION:

After proposals have been evaluated, negotiations shall begin with the highest ranked firm. To facilitate negotiations, the firm may be asked to submit detailed scope and fee proposals or hourly rates at the request of the Proposal Review Committee. The EXECUTIVE DIRECTOR shall consider the estimated value, scope, and complexity of the nature of services required. The EXECUTIVE DIRECTOR will negotiate a contract price with the highest ranked firm. Should such negotiations fail to reach an agreement, the EXECUTIVE DIRECTOR will close those negotiations and open negotiations with the next highest ranked firm. Should this process not yield an agreement, the EXECUTIVE DIRECTOR will begin negotiations with the third firm in order of their ranking. The EXECUTIVE DIRECTOR shall continue negotiations in accordance with this section until an agreement is reached with a qualified firm. If negotiations with the third firm does not yield an agreement, the EXECUTIVE DIRECTOR has the option to reopen the RFP process.

I. CONTRACT AWARD:

Each proposal is received with the understanding that an acceptance in writing by the EXECUTIVE DIRECTOR of the offer to furnish any or all of the services and materials described shall constitute a contract between the firm and MPC. This contract shall bind the firms to furnish and deliver the services and materials quoted, at the prices stated and in accordance with the condition of said accepted proposal.

Award of this contract by the Planning Commission will be made in the best interest of the MPC. After negotiations have resulted in an agreement with the highest ranked firm, a contract based on the negotiated agreement will be drawn and signed by all necessary parties.

The contract file shall contain all negotiation results and the basis on which the award is made.



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It is agreed that the successful firm will not assign, transfer, convey or otherwise dispose of the contract or its right, title or interest in or to the same, or any part thereof, without previous consent of the EXECUTIVE DIRECTOR.

J. NON-COLLUSION:

The firm declares that the proposal is not made in connection with any other firm submitting a proposal for the same commodity or commodities, and that the proposal is bona fide and is in all respects fair and without collusion or fraud.

K. INDEMNITY:

The successful firm agrees, by entering into a contract, to defend, indemnify and hold MPC harmless from any and all claims, liability, losses and causes of action arising from or under the contract.

The successful firm hereby agrees to indemnify, hold free and harmless the MPC, its agents, servants, employees, officers, directors and elected officials or any other person(s) against any loss or expense including attorneys' fees, by reason of any liability imposed by law upon MPC, except in cases of MPC's sole gross negligence, for damage because of bodily injury, including death at any time during the term of the contract sustained by any person or persons. on or account of damage to property arising out of or in the work performed under the contract. It is further understood and agreed that the firm shall (at the option of MPC) defend MPC with appropriate counsel and shall further bear all costs and expenses, including expenses of counsel, in the defense of any suit or legal action arising hereunder.

L. DISADVANTAGED BUSINESS ENTERPRISE CLAUSE:

Disadvantaged Business Enterprises (minority or woman owned businesses) (DBE) will be afforded full opportunity to submit proposals in response to this invitation and will not be discriminated against on the grounds of race, color, creed, sex or national origin in consideration for an award. The MPC expects firms to include disadvantaged business enterprises, minority business enterprises and woman owned business enterprises to be to the maximum extent practical and consistent with the efficient performance of MPC contracts. The firms shall keep records adequate to permit a determination of compliance with this requirement. Firms shall also submit the attached Notice of Non-Discrimination and Proposed Schedule of M/WBE Participation found in Appendix III with their proposal.

M. SPECIFICATION DESCRIPTIONS:

The specifications detailed herein represent the quality of equipment, goods or services required by the MPC. Whenever in this solicitation any particular process, service or



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equipment is indicated or specified by patent, proprietary or brand name of manufacturer/developer/inventor, such wording will be deemed to be used for the purpose of facilitating descriptions of the process, service or equipment desired by MPC. It is not meant to eliminate offerors or restrict competition in any RFP process. Proposals that are equivalent or surpass stated specifications will be considered. Determination of equivalency shall rest solely with the MPC.

N. TAXES:

The MPC is exempt from State Retail Tax. The costs proposed for the RFP shall be exclusive of taxes. Tax Exemption No. 6541648-IV, GA Code Sec. 48-8-3, Federal ID No. 586005252.

O. DRUG-FREE WORKPLACE:

In compliance with Federal and State Drug Free Workplace Acts, the MPC, Savannah, Georgia adopted a drug free Workplace Policy. Consequently, any firm providing goods or services to MPC must comply with all applicable Federal and State Drug Free Workplace Acts.

P. FEDERAL, STATE, LOCAL LAWS:

All firms shall comply with all Federal, State and Local laws, ordinances, rules and regulations relative to conducting business in Savannah, Georgia and performing the prescribed service. Ignorance on the part of the firm shall not, in any way, relieve the firm from responsibility for compliance with said laws and regulations or any of the provisions of these documents.

Q. INSURANCE:

All firms shall maintain, and if requested, show proof of insurance applicable for services described in these specifications under “General Requirements, Section II, Insurance” of this RFP.

R. TERMINATION OF CONTRACT:

- 1. Default:** If the firm refuses or fails to perform any of the provisions of the contract with such diligence as will ensure its completion within the time specified, or any extension thereof, or otherwise fails to timely satisfy the contract provisions, or commits any other substantial breach of the contract, MPC may notify the firm in writing of the delay or nonperformance and if not cured within **ten (10) days** or any longer time specified in writing by MPC, MPC may terminate the firm’s right to



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proceed with the contract or such part of the contract as to which there has been delay or a failure to properly perform.

In the event of termination in whole or in part, MPC may procure similar supplies or services, from other sources, in a manner and upon terms deemed appropriate by MPC. The firm will continue performance of the contract to the extent it is not terminated and will be liable for excess costs incurred in procuring similar goods or services.

2. **Compensation:** Payment for completed supplies or services delivered and accepted by MPC will be at the contract price. The MPC may withhold from amounts due the firm such sums as MPC deems to be necessary to protect MPC against loss because of outstanding liens or claims of former lien holders and to reimburse MPC for the excess costs incurred in procuring similar goods and services.
3. **Excuse for Nonperformance or Delayed Performance:** Except with respect to defaults of subcontractors, the firm shall not be in default by reason of any failure in performance of the contract in accordance with its terms (including any failure by the firm to make progress in the prosecution of the work thereunder which endangers such performance) if the firm has notified the EXECUTIVE DIRECTOR within 15 days after the cause of the delay and the failure arises out of causes such as: acts of God; acts of public enemy; acts of the MPC and any other governmental entity in its sovereign or contractual capacity; fires; floods; epidemics; quarantine restrictions; strikes or other labor disputes; freight embargoes; or unusually severe weather. If the failure to perform is caused by the failure of a subcontractor to perform or to make progress, and if such failure arises out of causes similar to those set forth above, the firm shall not be deemed to be in default, unless the supplies or services to be furnished by the subcontractor was reasonably obtainable from other sources in sufficient time to permit the contractor to meet the contract requirements.

Upon request of the firm, MPC shall ascertain the facts and extent of such failure, and, if MPC determines that any failure to perform was occasioned by anyone or more of the excusable causes, and that, but for the excusable cause, the firm's progress and performance would have met the terms of the contract, the delivery schedule shall be revised accordingly.

S. **TIME FOR CONSIDERATION:**

Due to the evaluation process, proposals must remain in effect for at least **90 days** after date of receipt.



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T. REQUEST FOR EVALUATION RESULTS:

The evaluation results cannot be divulged until after the award of the contract. After contract award, firms desiring to review documents relevant to the RFP evaluation results will be afforded an opportunity to do so by appointment.

NOTICE TO VENDORS

The MPC prohibits any business that is owned by any member of the Planning Commission, employs a Planning Commission member, or staff, or any business in which any member of the Planning Commission has a substantial financial interest from submitting a proposal for goods or services to the MPC.

Likewise, no business which is owned by any member of any board, authority or commission, subordinate or independent entity, or any business in which any member of any board, authority or commission, subordinate or independent entity has substantial pecuniary interest may submit a proposal to MPC if such proposal pertains to the board, authority or commission.

REQUEST FOR PROPOSALS PROJECT SCOPE
SR 307 CORRIDOR STUDY
RFP NO. 20002
PI Pending

1. BACKGROUND AND PURPOSE

The State Route 307 corridor is one of the main routes of access to the Georgia Ports Authority from Interstate 16. This corridor is also experiencing a considerable amount of development and re-development, increasing the traffic volumes (car and truck) along the corridor.

Several years ago, GDOT and GPA coordinated on delivery of a State Route 307 rail grade separation project near the Port. More recently, Chatham County and GDOT has developed a project to convert the existing diamond interchange at the intersection of Interstate 16 and State Route 307 to a Diverging Diamond Interchange for which GDOT anticipates awarding a design-build contract in June 2020; that project will improve traffic congestion at that interchange in the short-to- medium term, but as traffic volumes continue to grow (cars and trucks), it may need full reconstruction in the longer-term.

GDOT is in the planning stages of operational improvements at the intersection of State Route 307 and Pine Meadows Drive; meanwhile GDOT has previously implemented significant operational improvements at the intersection of State Route 307 and State Route 21, but continued growth in car and truck volumes mean increasing levels of congestion is being observed. This situation is similar at the State Route 307 and US 80 intersection, which also experience significant congestion during peak travel hours and also needs significant improvement scenarios to be identified and analyzed.

Several years ago Chatham County and GDOT partnered to widen State Route 307 between Interstate 16 and Ogeechee Road, however there is continuing commercial development occurring along that section that contributes to increasing traffic volumes, including at its busy intersection with Ogeechee Road. Meanwhile GDOT has already recognized the congestion on Ogeechee Road and continues to develop a TIP project to widen Ogeechee Road.

The State Route 307 corridor has numerous at-grade rail crossings for several very active rail lines that serve the Port, which can cause delay when the crossing gates are down; the corridor also experiences high truck volumes due to continued commercial and warehouse-related land use developments along its length. The route connects with I-16 and is therefore a major truck corridor between the I-16 interchange and the route's northern terminus near one of the Port of Savannah's main truck gates.

Task 1: Project Management Work Plan

- 1.1 Following an initial coordination meeting between GDOT, MPC/CORE MPO and Chatham County, the Consultant Team shall produce a Work Plan and submit it for MPC review and approval within 15 days of the Notice to Proceed that details the personnel organization, project scope, project schedule with deliverable deadlines, project fee breakdown, quality control and assurance plan, project controls and change protocols.
- 1.2 The Consultant Team shall provide monthly and quarterly progress reports to the MPC/MPO project manager no later than the tenth day of each month. A progress report template, in a format provided by the MPC/MPO, will be included in the Work Plan.
- 1.3 The Consultant Team shall provide a quarterly invoice to the MPC/MPO project manager no later than the tenth day of the month following the end of the quarter.

Task 2: The Study

- 2.1 The study will evaluate the existing and future capacity, operation, and safety conditions of the corridor from its southern terminus at Ogeechee Road/US17/SR25 northwards to its terminus at Main Street/SR25 near a major GPA truck gate. Updated traffic counts and projections will be obtained throughout the corridor, as well as crash data. This data will be used to evaluate the operation and safety of the corridor with strong consideration given to access management improvements that will improve the operation and safety. The study will consider freight, commuter, local traffic and pedestrian/bicyclist travelers. The study will also account for current and future land use patterns and anticipated continued growth. The goal of the study will be to identify and prioritize short and long-term improvements needed for the corridor to operate at an acceptable level of service and provide prioritization of the required improvements to facilitate planning and programming of projects through the MPO MTP process. Previous studies and projects will be used to help develop baseline and existing conditions.

The study will produce a final, detailed corridor study that identifies and prioritizes short term (0-5 years) and long term (5+ years) projects that will improve the operation and safety of the corridor. The study will help justify the future programming of projects in the CORE MPO's TIP and Total Mobility Plan.

ESTIMATED PROJECT BUDGET

\$250,000

2. ESTIMATED SCHEDULE

The anticipated schedule is no later than April 2023.

| RFP and Team Selection Process Schedule | |
|--|--|
| RFP Released | October 16,2020 |
| Proposals Due | November 16, 2020 |
| Consultant interviews | December 9-11, 2020(subject to confirmation) |
| Consultant selected & notified | December 18 (subject to confirmation) |

GENERAL REQUIREMENTS

I. FIRM QUALIFICATIONS

The firm (and subcontractors) must demonstrate knowledge and experience in preparation of traffic engineering and corridor studies and shall not be debarred from working on any federally funded contract.

II. INSURANCE

The firm shall provide a Certificate of Insurance for each category listed below and carry each in force if awarded this contract for the duration of the project:

- (1) General liability property damage insurance
- (2) General liability bodily injury insurance
- (3) Automotive/truck insurance covering all owned, hired and non-owned vehicles used in the project
- (4) Workman's compensation insurance
- (5) Employer's liability insurance
- (6) Professional Liability Insurance (\$1,500,000 per occurrence)

III. INDEPENDENT CONTRACTOR

The firm shall respond to this RFP as an independent contractor and not as an employee of MPC.

IV. PROPOSAL PREPARATION AND SUBMISSION

The complete proposal shall contain the following information and shall be submitted in the order shown below. **Please address each section in your proposal submission and divide each section of your proposal with identifying tabs.**

A firm who submits a proposal that does not address each of the sections specified below will be deemed non-responsive, and the proposal submission deemed incomplete.

REQUIREMENTS FOR PROPOSAL

Section 1: Transmittal Letter (1 page)

Transmittal letter on company letterhead shall introduce the firm, provide a brief history, describe the ownership, include complete address, phone and fax numbers and include the name and email address of contact person (s) during this RFP process. An authorized agent must sign the transmittal letter.

Section 2: Firm's Qualifications/Experience of Key Personnel (2 pages)

Submit statements or evidence that demonstrates the knowledge and experience of the firm in the development of corridor studies plans of the type described in the scope. The proposed project personnel should have similar experience, preferably as a team. An organizational chart displaying duties of team members shall be included.

Section 3: Project Understanding (5 pages)

Provide a written description of how your firm proposes to complete the development of the corridor studies study for MPC. The description must be consistent with the scope of work or explain why it is different and beneficial.

The Project Understanding section should not exceed five (5) pages in length, including any illustrations, and should include an overview of how the firm proposes to complete the project. The Project Understanding section should outline the project tasks or elements and a time schedule for completion of each task and the entire project.

Section 4: Insurance and Certification (2 pages)

Provide proof of insurance as per "General Requirements, Section II, Insurance" and complete attached affidavit found in Appendix I indicating that firm is qualified to do work in Georgia and not debarred from working on a Federally funded contract.

Section 5: References (2 pages)

The firm shall provide a list of at least five (5) client references for which similar services have been performed. Reference information shall include entity name, address, description of services provided, contact name, telephone number, and fax number. The firm shall identify any client relationships that may be in conflict with the successful completion of this project.

Section 6: Resumes (up to 20 pages)

The firm shall include resumes of all proposed project team members up to 20 pages.

Section 7: Notice of Non-Discrimination and Proposed Schedule of M/WBE Participation (2 pages)

The firm shall submit the Notice of Non-Discrimination and Proposed Schedule of M/WBE Participation found in Appendix III with their proposal.

IV. RFP EVALUATION

The evaluation and selection process will involve reviewing the proposals and conducting in-person presentations with the finalist firms. The written proposal is the only measurement that will be used to identify firms that will be invited to make a presentation. The Proposal Review Committee will evaluate the proposals and make a recommendation to the EXECUTIVE DIRECTOR regarding the short-listed firms and ranked to be invited to make a presentation. Proposals and presentations will be evaluated based on the following criteria:

| Criteria | Weight Proposal/Presentation |
|--|-------------------------------------|
| A. Comprehensively demonstrates the firm has the knowledge and experience to address the scope of work. The proposed project personnel should have similar experience, preferably as a team. The quality of references will also be a factor in determining selection. Team members must also show availability to this project. | 40% |
| B. Demonstrates understanding of the scope of work and local factors. Shows how the firm proposes to approach and complete the project. Shows an implementable outline of project tasks or elements and a time schedule for completion of each task and the entire project. | 40% |
| C. Demonstrates how the firm will meet the SR 307 Corridor Study schedule. | 10% |
| D. Demonstrated commitment to include DBEs. | 10% |

Each of the above criteria (A-D) will be given a rating of 1 through 5 by each member of the Evaluation Committee. The ratings are as follows:

| RATING | |
|---------------|-----------|
| 1 | Poor |
| 2 | Fair |
| 3 | Average |
| 4 | Good |
| 5 | Excellent |

The proposal score will be used to determine those invited for a presentation. The presentation will be scored based on its own merit aside from the original proposal score.

After the review and rating of proposals and presentations, team proposal and presentation scores will be combined based upon a weighting of 40% for the written proposal and 60% for the presentation. Firms will be ranked in descending order of numerical predominance. The EXECUTIVE DIRECTOR may begin negotiations with the highest ranked firm based on the results from the presentations and written proposals. Should such negotiations fail to reach an agreement, negotiations will begin with the next highest ranked firm. Once an agreement between the firm and EXECUTIVE DIRECTOR is reached, the contract will be presented to the Planning Commission for authorization to allow the EXECUTIVE DIRECTOR to execute the contract.

Appendix I
Affidavit of Certification

CERTIFICATION FORM

I, _____, being duly sworn, state that I am _____ (title) of _____ (firm) and hereby duly certify that I have read and understand the information presented in the attached proposal and any enclosure and exhibits thereto.

I further certify that to the best of my knowledge the information given in response to the Request for Proposals is full, complete and truthful.

I further certify that the proposer and any principal employee of the proposer has not, in the immediately preceding five (5) years, been convicted of any crime of moral turpitude or any felony offense, nor has had their professional license suspended, revoked or been subjected to disciplinary proceedings.

I further certify that the proposer has not, in the immediately preceding five (5) years, been suspended or debarred from contracting with any federal, state or local government agency, and further, that the proposer is not now under consideration for suspension or debarment from any such agency.

I further certify that the proposer has not in the immediately preceding five (5) years been defaulted in any federal, state or local government agency contract, and further, that the proposer is not now under any notice of intent to default on any such contract.

I further certify that the proposer is a prequalified firm with the Georgia Department of Transportation (GDOT).

I acknowledge, agree and authorize, and certify that the proposer acknowledges, agrees and authorizes, that the Chatham County – Savannah Metropolitan Planning Commission (MPC) may, by means that either deems appropriate, determine the accuracy and truth of the information provided by the proposer and that the MPC may contact any individual or entity named in the Statement of Qualifications for the purpose of verifying the information supplied therein.

I acknowledge and agree that all of the information contained in the Statement of Qualifications is submitted for the express purpose of inducing the MPC to award a contract.

A material false statement or omission made in conjunction with this proposal is sufficient cause for suspension or debarment from further contracts, or denial of rescission of any contract entered into based upon this proposal thereby precluding the firm from doing business with, or performing work for, the State of Georgia. In addition, such false statement or omission may subject the person and entity making the proposal to criminal prosecution under the laws of the State of Georgia of the United States, including but not limited to O.C.G.A. §16-10-20, 18 U.S.C. §§1001 or 1341.

Signature

Sworn and subscribed before me

This ____ day of _____, 20__.

NOTARY PUBLIC

NOTARY SEAL

My Commission Expires: _____



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Appendix II Notice of Non-Discrimination

NON-DISCRIMINATION STATEMENT

The proposer certifies that:

- (1) No person shall be excluded from participation in, denied the benefit of, or otherwise discriminated against on the basis of race, color, national origin, or gender in connection with any proposal submitted to the Metropolitan Planning Commission or the performance of any contract resulting there from;
- (2) That it is and shall be the policy of this Company to provide equal opportunity to all business persons seeking to contract or otherwise interested in contracting with this Company, including those companies owned and controlled by racial minorities, cultural minorities, and women;
- (3) In connection herewith, we acknowledge and warrant that this Company has been made aware of, understands and agrees to take affirmative action to provide such companies with the maximum practicable opportunities to do business with this Company;
- (4) That this promise of non-discrimination as made and set forth herein shall be continuing in nature and shall remain in full force and effect without interruption;
- (5) That the promises of non-discrimination as made and set forth herein shall be and are hereby deemed to be made as part of and incorporated by reference into any contract or portion thereof which this Company may hereafter obtain and;
- (6) That the failure of this Company to satisfactorily discharge any of the promises of nondiscrimination as made and set forth herein shall constitute a material breach of contract entitling the Metropolitan Planning Commission to declare the contract in default and to exercise any and all applicable rights and remedies including but not limited to cancellation of the contract, termination of the contract, suspension and debarment from future contracting opportunities, and withholding and or forfeiture of compensation due and owing on a contract.

Signature _____

Title _____

Company _____

Date _____

NOTARY PUBLIC

NOTARY SEAL

My Commission Expires: _____

Appendix III
Proposed Schedule of M/WBE Participation

PROPOSED SCHEDULE OF M/WBE PARTICIPATION

| Name of Proposer/Proposer: Proposal No.: <hr/> Project Title: Total Proposal Amount \$ <hr/> Name of M/WBE Participant | Address | Type of Work Sub-Contracted | Subcontract Value | MBE/WBE Status |
|--|----------------|---|---|--|
| | | | \$ | |
| | | | \$ | |
| | | | \$ | |
| | | | \$ | |
| | | | \$ | |

MBE Participation Value: % \$ _____

Women Participation Total Value: % \$ _____

The undersigned will enter into a formal agreement with the M/WBE Subcontractors/Proposers identified herein for work listed in this schedule conditioned upon executing of a contract with the Metropolitan Planning Commission.

Joint Venture Disclosure If the prime proposer is a joint venture, please describe below the nature of the joint venture and level of work and financial participation to be provided by the Minority/Female joint venture firm.

| Joint Venture Firms | Level of Work | Financial Participation |
|---------------------|---------------|-------------------------|
| | | |
| | | |

Signature: _____

Title: _____