

City of Stockbridge Finance Department
4640 North Henry Boulevard
Stockbridge, GA 30281
770-389-7900

RFP # 201608-05
PROFESSIONAL ENGINEERING SERVICES



Important notice- please read carefully!

All RFP's must be received at the City of Stockbridge Finance Department before 12:00 PM (noon) on the due date. Any received after that time will not be accepted. The City accepts no responsibility for delays in the mail. Mail or deliver to:

City of Stockbridge Finance Department
Attn: Procurement Specialist
4640 North Henry Boulevard
Stockbridge, GA 30281

Any revisions made on the outside of the envelope WILL NOT be considered. All vendors are required to submit the original and at least four (4) duplicated copies of any RFP submitted to City of Stockbridge. Non-submission of duplicate copies may disqualify your bid/proposal.

A label has been enclosed to affix to your RFP. This label must be affixed to the outside of the envelope or package, even if it is a "No Bid" response. Failure to attach the label may result in it being opened in error or not routed to the proper location for consideration.

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**City Of Stockbridge
RFP For Professional Engineering Services**

Invitation to Propose and Schedule of Events

1.0 INVITATION TO PROPOSE

The City of Stockbridge is soliciting proposals for Professional Engineering Services. It is the intent of the City of Stockbridge (hereinafter referred to as "City") to accept and evaluate proposals from interested and qualified firms (hereinafter referred to as "Proposers") to provide professional on-call general municipal engineering services performed in a prompt, professional and workmanlike manner, and in accordance with the standards of the profession. All work, unless otherwise specified, shall be provided on a time and materials basis, and completed to the satisfaction of the City Manager or his/her designee within the time periods allocated, as mutually agreed to at the beginning of the assignment.

The City has issued this RFP for the sole purpose and intent of obtaining proposals from Proposers to provide professional on-call general municipal engineering services.

The successful Proposer will be notified by the City of acceptance of the proposal. The successful proposer must submit an executed Contract and Certificate of Insurance before a Notice to Commence can be issued. Upon receipt of the Notice to Commence, the successful proposer shall begin work with the requisite workforce on the date specified.

2.0 SCHEDULE OF EVENTS

SCHEDULE OF EVENTS FOR RFP # 201608-05 Professional Engineering Services - Stockbridge, Georgia	
RFP Issued	August 24, 2016
Deadline for requests for clarifications and questions. These requests will be answered in an addendum and must be emailed to: driley@cityofstockbridge-ga.gov	September 7, 2016 10:00 AM
RFP Due	September 26, 2016 12:00 Noon
Oral Presentation For Short Listed Firms	Date TBD

**City Of Stockbridge
RFP For Professional Engineering Services**

Instructions to Proposers

1.0 REQUEST FOR PROPOSAL (RFP) GUIDELINES

- 1.1 The City has determined that the use of competitive sealed bidding will be practical or advantageous in completing the acquisition of the services described herein. Competitive sealed proposals shall be submitted in response to this solicitation. The proposals shall be evaluated in accordance with the evaluation criteria set forth in this RFP.

Unless directly related to the response and referenced in the text, sales brochures are not required. All submissions will become property of the City and will not be returned. The City, in its sole discretion, may reject any and all proposals and/or issue subsequent requests for qualifications and proposals.

The City has established certain requirements with respect to submittal of proposals by Proposers. Whenever the terms "SHALL", "MUST", "WILL", or "IS REQUIRED" are used in this RFP, the specifications being referred to are considered as mandatory requirements of this RFP. Failure to meet any mandatory requirements will cause rejection of the proposal.

Whenever the terms "CAN", "MAY", or "SHOULD" are used in the RFP, the specification being referred to is a desirable outcome and failure to provide any items so termed may not be cause for rejection, however, it may cause a reduction in score during the evaluation process.

The award shall be made to the responsible Proposer, herein also referred to as the Contractor and/or Firm whose proposal is determined in writing to be the most advantageous for the City, taking into account all of the evaluation factors set forth in this RFP. No other factors or criteria shall be used in the evaluation. **The City of Stockbridge reserves the right to reject any and all proposals submitted in response to this request.**

2.0 PROPOSAL SUBMITTAL

The comprehensive and detailed proposal may not be longer than One Hundred (100) pages including but not limited to the requested information outlined below.

2.1 Qualifications Section

All Proposers must submit a qualifications section within their proposals. The qualifications section must include information in the following three (3) areas:

- General management ability
- Financial stability and strength
- Engineering experience, including municipal engineering.

2.2.1 General Management

Proposers will be evaluated on the basis of their demonstrated overall management and experience, as reflected in the successful implementation of previous and/or current projects. Each Proposer shall demonstrate the ability to perform all required tasks successfully, and

City Of Stockbridge
RFP For Professional Engineering Services

Instructions to Proposers

must demonstrate the requisite management skills and experience in integrating the performance of such tasks. Information submitted by each Proposer shall define both technical and managerial capabilities in terms of past performance. Other management evaluation criteria will include, but will not be limited to, the following factors:

- Demonstrated successful working relationships with municipalities
- Number of similar municipal engineering services provided in the metropolitan area
- Innovative techniques used to increase efficiency

2.2.2 Financial Stability and Strength

The Proposer must demonstrate sufficient financial resources to carry out its responsibilities as outlined in this RFP and to back-up its contractual obligations. Proposers will be evaluated on the basis of their credit references and their demonstrated ability to provide municipal engineering services.

The Proposer must submit at least three (3) credit references. Where the Proposer is a corporation, submit evidence that the Proposer is in good standing under the laws of the state of incorporation. If that state is other than Georgia, a certificate that said Proposer is registered to do business in the State of Georgia will also be required.

The Proposer must submit its litigation history (with explanation) for the last five (5) years regarding any company, partner, subcontractor, or subsidiary involved in litigation, and/or any corporate officer.

2.2.3 Engineering Experience

Proposers will be evaluated on the basis of their demonstrated experience in providing municipal engineering services. Proposers are encouraged to submit references for existing engineering services, especially under contract with municipalities, to demonstrate their experience and success. The City may give particular attention to the performance data provided for these referenced projects.

The Proposer must demonstrate the following:

- Overall experience in engineering; and Experience in the successful operation of providing engineering services to municipalities.

List and describe your experience in sufficient detail, five (5) projects your firm has completed in the past five (5) years that are similar in scope and complexity to this RFP. If the number exceeds ten (10), list the most relevant. Please provide references and contact information for these projects, including phone number and email address. Include the budget along with the project type for each one.

**City Of Stockbridge
RFP For Professional Engineering Services**

Instructions to Proposers

2.2 Overview of Services

The Proposer shall describe services proposed in this RFP. This overview shall provide sufficient information to demonstrate the Proposer's clear understanding of the services requested by the City through this RFP.

2.3 Required Certifications and Attachments

- E-Verify Form
- W9 Form
- Business License
- Non-Collusion Bidding Certificate – Attachment 2
- Non-Collusion Affidavit of Sub-Contractor – Attachment 3
- Certification regarding debarment, suspension, and other responsibility Matters Primary Covered Transactions – Attachment 4
- Ineligibility Certificate – Attachment 5
- Certification of Drug-Free Workplace – Attachment 6
- Conflict of Interest and Prohibition Against Contingent Fees Certification – Attachment 7
- Certificate of Insurance – Attachment 8
- Affidavit Verifying Status of City Public Benefit Application - Attachment 9
- Certification Regarding Lobbying – Attachment 10
- Proposal Submittal Letter – Attachment 11
- Contractor Affidavit under O.C.G.A. 13-10-91(b)(1)
- Subcontractor Affidavit under O.C.G.A. 13-10-91(b)(3)

2.4 Cost Proposal

The proposed prices shall be submitted using Attachment 1 in a separate sealed envelope and labeled as such.

3.0 PROPOSAL SUBMISSION

One (1) original and four (4) copies of the proposal submittal package shall be submitted in a sealed envelope using label provided in Attachment 14 and delivered to the City's Procurement Specialist's Office, 4640 North Henry Boulevard, Stockbridge, Georgia, 30281 before Noon on September 26, 2016. Proposals received after the deadline will not be considered.

4.0 REQUESTED ADDITIONAL INFORMATION

4.1 Prior to contract award, the City must be assured that the selected Proposer has all the resources to successfully perform under the Contract. This includes, but is not limited to, an adequate number of personnel with the required skill, availability of appropriate equipment in sufficient quantity to meet the ongoing needs of the City, financial resources sufficient to complete performance under the Contract, and experience in similar projects. If, during the evaluation process, the City is unable to assure itself of the Proposer's ability to perform, the City reserves the right to request the Proposer for any information deemed necessary to determine the Proposer's responsibility. If such information is required, the Proposer will be so notified and will be permitted five (5) business days to submit the information requested.

**City Of Stockbridge
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Instructions to Proposers

5.0 NOTICE OF OTHER REGULATIONS AND REQUIREMENTS

- 5.1 Proposers are required to examine the scope carefully and to make sure they have full understanding of outlined scope. The City of Stockbridge will not be responsible for proposer's errors or misjudgment, nor for any information or lack of information, on location conditions, and/or general laws and regulations.
- 5.2 Failure of a proposer to be aware of any applicable federal, state, or local regulations shall not excuse compliance, regardless of whether specifically cited in the Contract Documents and Specifications or any related document.

6.0. AUTHORITY TO SIGN

- 6.1 If a proposal is made by an individual, the name and mailing address must be shown. If made by a firm or partnership, the name and mailing address of each member of the firm or partnership must be shown. If made by a corporation, the Corporate Certificate must be executed.
- 6.2 The proposer should ensure that the legal and proper name of his/her proprietorship, firm, partnership, or corporation is printed or typed in the space provided.

7.0. PROPOSAL SECURITY AND PERFORMANCE BONDS

- 7.1 No bond is required

8.0 RIGHTS RESERVED

- 8.1 The City of Stockbridge reserves the right to reject any or all proposals, to waive informalities and to re-advertise. The City of Stockbridge also reserves the right to reject proposals which are non-confirming or to reopen the proposal if all proposals exceed funds available for the project.
- 8.2 The City of Stockbridge reserves the right to reject any or all proposals from proposers who are declared non-responsive. A proposer who cannot demonstrate sufficient financial resources to perform the contract within the time specified or who has failed to successfully perform previous contracts, or whose lack of character, integrity, reputation, judgment, and experience raise questions about the successful completion of the work may be declared non-responsive. Any proposer whose lack of compliance with laws, ordinances and regulations relating to similar projects of similar character may also be declared non-responsive.
- 8.3 Proposers failing to include all documents in the submittal package as required by the proposal requirements may cause the proposal to be declared as non-responsive and be rejected. The failure to follow instructions in completing any part of the proposal package may also cause the proposal to be declared non-responsive and be rejected.

**City Of Stockbridge
RFP For Professional Engineering Services**

Instructions to Proposers

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- 8.4 The City of Stockbridge reserves the right to reject any proposal which contains unauthorized additions, conditions, limitations, or provisions to the terms of the proposal, including such changes which result from interlineations, additions, or deletions made to the documents in the proposal package.
- 8.5 The City of Stockbridge reserves the right to contract with other engineering firms at the City's sole discretion.
- 8.6 The City reserves the right to select more than one firm as part of this contract.

9.0 PROPOSAL EVALUATION

- 9.1 The City will use its staff members as the review committee, to review and analyze the details of the qualified submitted proposals.
- 9.2 The City will objectively evaluate the proposals submitted to determine the best value for the City. A comprehensive set of criteria will be used to quantify the merits of each proposal package.

- 9.3 Proposal will be evaluated and scored based upon the following categories:

A.	Technical Requirements	
a.	Experience	20 points
b.	Qualifications	15 points
c.	Experience of Assigned Personnel	15 points
d.	Proposal Content	5 points
e.	<u>Financial Stability</u>	5 points
	Subtotal	60 points
C.	Oral Presentation	20 points
B.	Price	20 points
	<u>TOTAL</u>	100 points

10.0. ORAL PRESENTATION

- 10.1 Short-listed Contractors will be required to give an oral presentation to the evaluation staff to demonstrate their understanding of the project and their ability to meet the specifications of the proposal. The dates for the presentation are to be determined.

11.0. AWARD OF CONTRACT

- 11.1 The Term of the new Professional Engineering Services Contract (hereinafter referred to as the "Contract") will be a period of three (3) years, with a one (1) year renewal option. The contract is terminable at the conclusion of each fiscal year or upon sixty (60) days written notice to terminate the contract by the City Manager. The City reserves the right to evaluate the Contractor annually to ensure all expectations are being met. If the Firm is not meeting City's expectations the contract can be terminated.

**City Of Stockbridge
RFP For Professional Engineering Services**

Instructions to Proposers

12.0. CONTRACT NEGOTIATIONS

- 12.1 City Staff may negotiate with the top-ranked Proposer as authorized by the City Council, for the purpose of finalizing the Contract. If negotiations with the top-ranked Proposer are not successful, the City staff may then initiate negotiations with the second-ranked Proposer, and so on. The City reserves the right to negotiate specific work elements with a Proposer into the Contract.
- 12.2 Failure to execute contract within ten (30) days after the date of Notice of Award of the contract shall be just cause for the annulment of the award. At the discretion of the City of Stockbridge, the award may then be made to the next lowest responsible and responsive proposer, or project may be re-advertised.

13.0. INSURANCE, PROOF OF COVERAGE

- 13.1 The Proposer shall be required to furnish the City of Stockbridge with satisfactory proof of insurance coverage consistent with the policies and requirements of O.C.G.A. §50-21-37 and as specified in the contract agreement. The insurance requirements are shown in Attachment 8 of this document.

14.0 TIME

- 14.1 The contractor shall commence work with requisite workforce and equipment on a date specified in a written "Notice to Commence" order from the City of Stockbridge. Anticipated date for commencement of work is within the fourth quarter of 2016.

15.0 CONDITIONS

- 15.1 Each proposer shall fully acquaint him/herself with conditions relating to the scope and restrictions attending the execution of the work under the contract. It is also expected that the contractor will obtain information concerning the conditions at locations that may affect its work.
- 15.2 Except with respect to events or conditions, which are not discoverable, the contractor shall make his/her own determination as to conditions and shall assume all risk and responsibility and shall complete the work in and under conditions encountered or created, without extra cost to the City.
- 15.3 Each proposer is responsible for any inspections of sites if applicable and for reading and being thoroughly familiar with the contract documents and requirements. The failure or omission of any proposer to so familiarize him/herself shall in no way relieve the proposer from any obligation in respect to his/her proposal.

**City Of Stockbridge
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Instructions to Proposers

16.0 ADDENDA AND INTERPRETATION

- 16.1 No interpretation of the meaning of the contract documents will be made orally to any Proposer. Any request for such interpretation should be in writing, via email, to the Procurement Specialist no later than September 7, 2016 by 10:00AM. Clarifications and questions will be answered in an addendum and posted to the City of Stockbridge website.
- 16.2 The City reserves the right to amend or clarify this RFP by addenda. Addenda will be posted to the City's Website. It is solely the Proposer's responsibility for checking the City's Website on a regular basis for Addenda and/or any updates. The City's Website may contain important information that may directly impact your proposal. Failure to account for addenda and updates may result in the rejection of your proposal as non-responsive.
- 16.3 Addenda may be issued at any time prior to the date for receipt of proposals. If such revisions or clarifications are of such a magnitude as to warrant, in the opinion of City, the postponement of the date for the receipt of proposals, written notification will be posted to the City's Website announcing the revised date.
- 16.4 Addenda will be posted to the City's Website. All addenda issued to this RFP shall become part of the RFP document. Proposers shall acknowledge receipt of any such addenda in their proposal.

17. PUBLIC RECORDS DISCLOSURE:

- 17.1 All RFP's submitted to the City are subject to public disclosure pursuant to Georgia's Open Records Act.

**City Of Stockbridge
RFP For Professional Engineering Services
Project Scope**

1.0 PROJECT SCOPE

The Contractor shall perform professional on-call general municipal engineering services for various projects throughout the City. The aforementioned services shall be performed in a prompt, professional and workmanlike manner and in accordance with the standards of the profession. All work, unless otherwise specified, shall be provided on a time and materials basis, and completed to the satisfaction of the City Manager or his/her designee within the time periods allocated, as mutually agreed to at the beginning of the assignment

The work under this contract shall consist of work and services to be performed by providing professional on-call general municipal engineering services for the City, including all the supervision, materials, equipment, labor and all other items necessary to complete said work.

The services to be provided consist of a broad range of services that includes, but is not limited to: general consulting; civil engineering; land surveying; management of capital improvement projects; project design and construction support; computer and/or manual drafting; staff augmentation; planning; design; surveying; management and consulting services and activities at the City's discretion in efforts to meet its capital improvement programs; and other civil engineering and/or community development projects deemed necessary by the City. The City will determine the work to be performed and other tasks associated with Public Works infrastructure design and construction.

Certain projects, if assigned, shall be performed pursuant to a "not-to-exceed" budget. For these projects, the Contractor shall prepare a detailed scope of work, a payment schedule, and a schedule of deliverables for review and approval by City Manager or his/her designee.

The Contractor shall provide all engineering services necessary to develop and produce a complete deliverable that will satisfy the scope of work negotiated. The Contractor shall work with the City Manager or his/her designee who will indicate system needs and assist in achieving the desired scope of work. Upon approval, the City may issue a Task Order and a Notice to Proceed ("NTP") that specifies the "not to exceed" dollar amount of the Task Order with the start work and completion dates.

The City will pay the Contractor on a monthly basis, based on timely invoicing. Detailed reports should accompany each monthly invoice.

The City reserves the right to cancel an outstanding Task Order at any time at the City's discretion if it is in the best interest of the City. Upon the cancellation of an outstanding Task Order, the City will pay the Contractor for any authorized work that has been satisfactorily performed, up to and through the date of cancellation. In the event of cancellation, the Contractor will not be entitled to any additional compensation for unauthorized work or anticipated loss of profits due to such cancellation.

There is no minimum amount of work guaranteed under this contract.

The services to be provided must be in the following format in order to be considered for this RFP. It is the City's desire for the Contractor to provide the following as needed, but not limited to, the below requests.

**City Of Stockbridge
RFP For Professional Engineering Services
Project Scope**

Administrative Department

- Attend Council Meetings to advise Mayor and Council when requested
- Advise City Manager when requested
- Advise City Attorney when requested
- Prepare Special Studies when requested
- Prepare plans, specifications and other bid documents for City-initiated building projects
- Perform Construction Contract administration for City initiated building projects.

Public Works Department

It is the City's desire for the Contractor to provide engineering services to the Public Works Department in accordance and compliance with City Ordinances and Policies. Requested services include but are not limited to the following:

- Advise City Manager or his/her designee when requested
- Provide Program Management Services on Capital Improvement Projects (from beginning to NTP, and or during duration of project)
- Provide drawings/plans for Capital Improvement Projects
- Prepare Plans, specifications and other bid documents for City initiated projects
- Review system expansions proposed by new developments
- Assist with EPD permitting, surveys and other regulatory efforts
- Review in-progress construction when requested.

Road System Assistance

- Prepare Road System inventory and database
- Evaluate condition of existing facilities when requested
- Prepare plans, specifications and other bid documents for City-initiated projects
- Perform Construction Contract administration for City-initiated road projects
- Analyze intersection operations
- Review system additions proposed by new developments
- Assist with GDOT permitting, surveys and other regulatory efforts
- Assist with DRI process when requested
- Traffic Studies
- Maintain and update Standard Road System Specifications and Details
- Review in-progress construction when requested.

Sewer System Assistance

- Assistance with designing system improvements and construction engineering
- Evaluate treatment capacity needs
- Evaluate inflow/infiltration data when requested
- Prepare Plans, specifications and other bid documents for City-initiated projects.
- Perform Construction Contract administration for City-initiated sewer projects.
- Analyze system for flow conditions
- Review system extensions proposed by new developments
- Review for proper quality and location of sewer lift stations, if required

City Of Stockbridge
RFP For Professional Engineering Services
Project Scope

- Assist with EPD permitting, surveys and other regulatory efforts
- Maintain and update Standard Sanitary Sewer System Specifications and Details
- Act as Professional Engineer of Record for City Plan review delegation from EPD
- Review in-progress construction when requested.
- Conducting final inspection and testing.

Water System Assistance

- Assistance with designing system improvements and construction engineering
- Prepare Plans, specifications and other bid documents for City-initiated projects.
- Perform Construction Contract administration for City-initiated water projects.
- Analyze system for flow conditions
- Review for utility lines
- Review for proper sizing of utility lines
- Review for location of connections with utility line
- Evaluate metering issues when requested
- Review system extensions proposed by new developments
- Assist with EPD permitting, surveys and other regulatory efforts
- Maintain and update Standard Sanitary Water System Specifications and Details
- Act as Professional Engineer of Record for City Plan review delegation from EPD
- Review in-progress construction when requested.
- Conducting final inspection and testing.

Stormwater and drainage assistance

- Prepare MS4 Stormwater Management Plan required by EPD
- Prepare MS4 Annual Stormwater Report to submit to EPD
- Prepare plans, specifications and other bid documents for City-initiated projects
- Perform Construction Contract administration for City-initiated Stormwater projects.
- Analyze system for flow conditions
- Evaluate condition of existing facilities when requested
- Review system expansions proposed by new developments
- Assist with EPD permitting, surveys and other regulatory efforts
- Maintain and update Standard Storm Sewer System Specifications and Details
- Review in-progress construction when requested
- Assist with formation of Stormwater Utility.

Meetings

- Attend Council meetings and other meetings when requested and deemed necessary by the City.
- Meet with the City Manager or his/her designee to provide updates of upcoming and current projects.

Additional Services

- Offer advice to the City on engineering matters referred thereto and/or matters that are naturally incidental to the role of the City Engineer
- Answer questions that may arise of a technical engineering nature
- Advise the City on matters relating to Zoning, Subdivision Regulations, Utility infrastructure, Sidewalks, and similar matters
- Complete required Georgia EPD reports such as annual NPDES Storm Water Drainage reports, etc.

**City Of Stockbridge
RFP For Professional Engineering Services
Project Scope**

- Periodically review available State and Federal loan and grant programs with City staff.
- Prepare reports regarding public improvements, repairs of streets, bridges and sidewalks, and such other reports as may be requested by City
- Provide accurate plats and records of all public works, lands and property owned by City, upon request
- Regularly update GIS and make the City aware of all information obtained for GIS that is incompatible, incomplete, or otherwise erroneous, of which Engineer becomes aware.

Billing

Maintain and forward to the City detailed billing statements which set forth, at a minimum, the number of hours (broken into job classification and hourly billing rate therefor in accordance with Attachment 1. Please note Attachment 1 will be completed as part of the Cost Proposal.

None of the above services shall be rendered by the Contractor prior to receiving City authorization, as it pertains to a specific project, for said rendition of services. Said authority may be provided by the City Manager or his/her designee.

Personnel Requirements

The Contractor shall designate a Project Manager, acceptable to the City, who will be responsible for initiating and implementing the work and maintaining effective communications among the Contractor, the City, and other involved agencies and organizations. The Contractor shall retain sufficient personnel and equipment to fulfill the requirements and specifications for the services described in this RFP. The Contractor will provide an Engineer to oversee projects in the City.

Payment Terms

All Proposers shall submit a complete Professional Engineering Services Schedule of Fees. If the Proposer is awarded the contract, this Schedule of Fees will be the basis for the final terms of City-approved City Engineer Services.

**City Of Stockbridge
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Cost Proposal**

CLASSIFICATION	HOURLY BILLING RATE
Principal Professional Engineer	\$ /hour
Senior Professional Engineer	\$ /hour
Professional Engineer	\$ /hour
Staff Engineer	\$ /hour
Registered Land Surveyor	\$ /hour
Survey Supervisor	\$ /hour
2- Person Survey Team	\$ /hour
3- Person Survey Team	\$ /hour
Office Survey Technician	\$ /hour
Professional Planner	\$ /hour
Senior Mapping Technician	\$ /hour
Design Technician	\$ /hour
CAD Drafter	\$ /hour
Information System Professional	\$ /hour
Computer Programmer	\$ /hour
Information System Technician	\$ /hour
Administrative Assistant	\$ /hour
Administrator	\$ /hour

**City Of Stockbridge
RFP For Professional Engineering Services
Cost Proposal**

****Please list below any other fees in which you would like to include in your Cost Proposal**

Other Services/Fees	HOURLY BILLING RATE
1.	\$ /hour
2.	\$ /hour
3.	\$ /hour
4.	\$ /hour
5.	\$ /hour
6.	\$ /hour
7.	\$ /hour



CITY OF STOCKBRIDGE FINANCE DEPARTMENT

4640 North Henry Boulevard

Stockbridge, Georgia 30281

(770) 770-389-7900

Email to: driley@cityofstockbridge-ga.gov

IMPORTANT NOTICE – PLEASE READ CAREFULLY!!

ALL bids **MUST** be received at the City of Stockbridge Finance Department.

REQUIRED CERTIFICATIONS/ATTACHMENTS

The following certificates/attachments must show that they have been acknowledged (completely filled out, signed, stated N/A with reasons) and returned with bid. Any forms not returned will cause bid to be nonresponsive and thus not considered.

ATTACHMENT 2

NON-COLLUSION BIDDING CERTIFICATE

This Form Must Be Signed and Return with Bid or Bid will be deemed Non-responsive.

By submission of this certificate, each Proposer and each person signing on behalf of any Proposer certifies under penalty of perjury, that to the best of its knowledge and belief:

1. The cost or prices to be negotiated shall have been arrived at independently without collusion, consultation, communication or agreement, for any purpose of restricting competition as to any matter relating to such costs or prices with any other Proposer or with any competitor.
2. Unless otherwise required by law, the cost or prices to be negotiated have not been knowingly disclosed by the firm prior to the opening of price negotiations, directly or indirectly to any other Proposer or to any competitor; and,
3. No attempt has been made or will be made by the Proposer to induce any person, partnership or corporation to submit or not submit a Statement of Qualifications for the purpose of restricting competition.

Signature of Authorized Agent

Name/Title of Authorized Agent

Date

ATTACHMENT 3

NON-COLLUSION AFFIDAVIT OF SUB-CONTRACTOR

State of _____
County of _____

_____, being first duly sworn, deposes and says that:

(1) He/She is _____ (owner, partner officer, representative, or agent) of _____, the sub-contractor that has submitted the attached RFP;

(2) He is fully informed respecting the preparation and contents of the attached RFP and of all pertinent circumstances respecting such RFP;

(3) Such RFP is genuine and is not a collusive or sham RFP;

(4) Neither the said sub-contractor nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affidavit, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other Vendor, firm or person to submit a collusive or sham RFP in connection with the Contract for which the attached RFP has been submitted or refrain from proposing in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Vendor, firm or person to fix the price or prices in the attached RFP or of any other Vendor, or to fix any overhead, profit or cost element of the proposing price or the proposing price of any other Vendor, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the City of Stockbridge or any person interested in the proposed Contract; and

(5) The price or prices quoted in the attached RFP are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the sub-contractor or any of its agents, representatives, owners, employees, or parties in interest, including this affidavit.

(Signed)

(Title)

Subscribed and Sworn to before me this _____ day of _____, 20 ____.

Name _____

Title _____

My commission expires (Date)

ATTACHMENT 4

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS; PRIMARY COVERED TRANSACTIONS

This Form Must Be Signed and Return with Bid or Bid will be deemed Non-responsive.

The Proposer, _____ certifies to the best of its knowledge and belief that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal, State, or local department or agency;
2. Have not within a three-year period preceding this Proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or Contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with the commission of any of the offenses enumerated in paragraph (2) of this certification; and
4. Have not within a three-year period preceding this application/Proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

Where the Contractor is unable to certify to any of the statements in this certification, such participant shall attach an explanation to this Proposal.

The Contractor, _____, certifies or affirms the truthfulness and accuracy of the contents of the statements submitted on or with this Certification and understands that the provisions of 31 U.S.C. Sections 3801 Et Seq., are applicable thereto.

Signature of Authorized Agent

Name/Title of Authorized Agent

Date

Witness

ATTACHMENT 5

INELIGIBILITY CERTIFICATE

This Form Must Be Signed and Return with Bid or Bid will be deemed Non-responsive.

I hereby certify that I am a principal and duly authorized agent of _____,
and it is also whose address is _____,
certifies that the Contractor, nor any of its subcontractors to be used in performing this Contract, are
listed on the list of Ineligible Contractors maintained by the Comptroller General of the United
States.

Signature of Authorized Agent

Name/Title of Authorized Agent

Date

ATTACHMENT 6

CERTIFICATION OF DRUG-FREE WORKPLACE

This Form Must Be Signed and Return with Bid or Bid will be deemed Non-responsive.

I hereby certify that I am a principal and duly authorized agent of _____
_____, and it is also whose address is _____
_____, certifies that:

1. The provisions of Section 50-24-1 through 50-24-6 of the Official Code of Georgia Annotated, relating to the "Drug-Free Workplace Act" have been complied in full; and
2. A drug-free workplace will be provided for the consultant's employees during the performance of the Contract; and
3. Each subcontractor hired by the consultant shall be required to ensure that the subcontractor's employees are provided a drug-free workplace. The Consultant shall secure from that subcontractor the following written certification: "As part of the subcontracting agreement with the Consultant, certifies to the Consultant that a drug-free workplace will be provided for the subcontractor's employees during the performance of this Contract pursuant to paragraph (7) of subsection (b) of the Official Code of Georgia Annotated Section 50-24-3"; and
4. It is certified that the undersigned will not engage in the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana during the performance of the Contract.

Signature of Authorized Agent

Name/Title of Authorized Agent

Date

ATTACHMENT 7

CITY OF STOCKBRIDGE CONFLICT OF INTEREST AND PROHIBITION AGAINST CONTINGENT FEES CERTIFICATION

This Form Must Be Signed and Return with Bid or Bid will be Deemed Non-responsive.

I hereby certify that I am a principal and duly authorized agent of _____,
and, it is also whose address is _____,
certifies that to the best of its knowledge there are no circumstances which shall cause a Conflict
of Interest in performing services for City of Stockbridge.

Signature of Authorized Agent

Name/Title of Authorized Agent

Date

ATTACHMENT 8

INSURANCE REQUIREMENTS

Within ten days of Notice of Award, and at all times that this Contract is in force, the Contractor shall obtain, maintain and furnish the City Certificates of Insurance from licensed companies doing business in the State of Georgia with an A.M. Best Rating A-10 or higher and acceptable to the City covering:

1. Workers' Compensation and Employer's Liability Insurance. Worker's Compensation Insurance in compliance with the applicable Worker's Compensation Act(s) of the State of Georgia wherein the work is to be performed or where jurisdiction could apply in amounts required by statutes. Employer's Liability Insurance, with limits of liability of not less than \$1,000,000 per accident for bodily injury.
2. Commercial General Liability Insurance, including contractual liability insurance, product and completed operations, personal and advertising injury, and any other type of liability for which this Contract applies with limits of liability of not less than \$1,000,000 each occurrence / \$2,000,000 policy aggregate for personal injury, bodily injury, and property damage. Commercial General Liability Insurance shall be written on an "occurrence" form.
3. Automobile Liability Insurance with limits of liability of not less than \$1,000,000 per accident for bodily injury and property damage if automobiles are to be used in the delivery of or in the completion of services and work or driven into the City's property. Insurance shall include all owned, non-owned and hired vehicle liability.
4. Umbrella Insurance with limits of liability excess of Employer's Liability Insurance, Commercial General Liability Insurance and Automobile Liability Insurance in the amount of not less than \$3,000,000.
5. Professional (Errors and Omissions) Insurance – for Professional Services and for all Design/Build Projects with limits of liability of not less than \$3,000,000 per occurrence or claim / \$3,000,000 policy aggregate. Such policy shall also include coverage for losses arising from the breach of information security or cyber liability (including Errors & Omissions, Security and Privacy Liability and Media Liability), whether combined with Professional Liability policy or placed as a separate policy, but carrying the same limits of liability. Such coverage shall insure damage, injury and loss caused by error, omission or negligent acts, including all prior acts without limitation, related to the professional services to be provided under this Contract. The policy shall be amended to include independent contractors providing professional services on behalf of or at the direction of the Contractor. The definition of Contractual Liability shall be amended to state that liability under a contract of professional services is covered. Further, coverage shall be afforded for fraudulent acts, misappropriation of trade secrets, internet professional services, computer attacks, personal injury, regulatory actions, wrongful acts, contractual liability, privacy policy, and insured versus insured. The Contractor shall ensure that coverage under this policy continues for a period of thirty-six months after

completion of services.

6. Fidelity Bond (Employee Dishonesty) in the sum of not less than \$50,000.

All such insurance shall remain in effect until final payment is made and the Project is accepted by the City. If the Contractor receives notice of non-renewal or material adverse change of any of the required coverages, the Contractor shall promptly advise the City in writing. Failure of the Contractor to promptly notify the City on non-renewal or material adverse change of any of the required coverages terminates the Agreement as of the date that the Contractor should have given notification to the City. The insurance policies shall contain or be endorsed to contain, the following provisions:

- (a) A provision that coverage afforded under such policies shall not expire, be cancelled or altered without at least thirty days prior written notice to the City.
- (b) Workers' Compensation and Employer's Liability and Property insurance policies shall contain a waiver of subrogation in favor of the City and the City's boards, officials, directors, officers, employees, representatives, agents, and volunteers.
- (c) Commercial General Liability, Automobile Liability and/or Errors and Omissions (if project involves environmental hazards) insurance policies shall include an endorsement making the City and the City's boards, officials, directors, officers, employees, representatives, agents, and volunteers, additional insureds under such policies.

A copy of these endorsements shall be provided to the City.

Certificates of Insurance showing that such coverage is in force shall be filed under this Contract by the Contractor to the City.

The obligations for the Contractor to procure and maintain insurance shall not be construed to waive or restrict other obligations and it is understood that insurance in no way limits liability of the Contractor whether or not same is covered by insurance.

Certificate Holder should read: The City of Stockbridge, 4640 North Henry Blvd., Stockbridge, Georgia 30281.

**ATTACHMENT 9
AFFIDAVIT VERIFYING STATUS FOR CITY PUBLIC BENEFIT APPLICATION**

By executing this affidavit under oath, as an applicant for the City of Stockbridge, Georgia Business License or Occupational Tax Certificate, Alcohol License, execution of contract or other public benefit as referenced in O.C.G.A. Section 50-36-1, I am stating the following with respect to my application for a City of Stockbridge license/permit and/or contract for:

Name of Applicant

1) _____ I am a United States citizen

OR

2) _____ I am a legal permanent resident 18 years of age or older or I am an otherwise qualified alien or non-immigrant under the Federal Immigration and Nationality Act 18 years of age or older and lawfully present in the United States.*

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of O.C.G.A. Code Section 16-10-20.

Signature of Applicant: _____ Date: _____

Printed Name: _____

*Alien Registration number for non-citizens: _____

****PLEASE INCLUDE A COPY OF YOUR PERMANENT RESIDENT CARD, EMPLOYMENT AUTHORIZATION, GREEN CARD, OR PASSPORT WITH A COPY OF YOUR DRIVER'S LICENSE IF YOU ARE A LEGAL PERMANENT RESIDENT.**

Subscribed and Sworn Before Me on this the ____ Day of _____, 2016.

Notary Public: _____

My Commission Expires: _____

*Note: O.C.G.A. Section 50-36-1 (e)(2) requires that aliens under the Federal Immigration and Nationality Act, Title 8 U.S.C., as amended, provide their alien registration number. Because legal permanent residents are included in the federal definition of "alien", legal permanent residents must also provide their alien registration number. Qualified aliens that do not have an alien registration number may supply another identifying number below:

ATTACHMENT 10

CERTIFICATION REGARDING LOBBYING

This Form Must Be Signed and Return with Bid or Bid will be Deemed Non-responsive.

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of a Local, State or Federal agency, in connection with the awarding of any contract, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any contract, grant, loan, or cooperative agreement.
2. The undersigned shall require that the language of this certification be included in the award documentations for sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000, and not more than \$100,000 for each such failure. [Note: Pursuant to 31 U.S.C. 1352(c)(1)-(2)(A), any person who makes a prohibited expenditure or fails to file or amend a required certification or disclosure form shall be subject to a civil penalty of not less than \$10,000, and not more than \$100,000 for each such expenditure or failure.

The Contractor, _____, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the contractor understands and agrees that the provisions of 31 U.S.C 3801, *et seq.*, apply to this certification and disclosure, if any.

Signature of Contractor's Authorized Agent: _____

Name and Title of Contractor Authorized Agent: _____

Date: _____ Telephone #: _____

Firm or Company Name: _____

Address: _____

ATTACHMENT 11

PROPOSAL SUBMITTAL LETTER

This Form Must Be Signed and Return with Bid or Bid will be deemed Non-responsive.

The undersigned, _____, hereby submits its bid proposal to furnish all labor, materials, equipment, delivered by the undersigned, to the City of Stockbridge, Georgia.

The undersigned acknowledges and agrees that the Proposal submitted by the undersigned shall be binding upon the undersigned and that if City of Stockbridge, Georgia, awards the Contract to the undersigned, the Proposal made by the undersigned and delivered to City of Stockbridge, Georgia herewith, together with such award, will constitute a legal, valid and binding Contract between the undersigned and City of Stockbridge, Georgia. The Contract created pursuant to the previous sentence shall incorporated the terms and conditions of the bid including, but not limited to, the bid Scope of Work, Solicitation instructions and Conditions, the Contract Provisions and the Contractor's Cost Proposal, all as described in the bid.

IN WITNESS WHEREOF, the undersigned has duly executed and delivered this Proposal Submittal Letter this _____ day of _____, 2016

By

Title

Sworn to and subscribed before me the ____ day of _____, 2016.

Notary Public

My Commission Expires:

Date

ATTACHMENT 12

CONTRACTOR AFFIDAVIT under O.C.G.A. 13-10-91(b)(1)

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 engaged in the physical performance of services on behalf of the City of Stockbridge and has registered with, is authorized to use, and uses, the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. 13-10-91. Furthermore, the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number

Date of Authorization

Name of Contractor

Name of Project

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, __, 2016 in Stockbridge, Georgia.

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE _____ DAY of _____, 2016.

My Commission Expires: _____
NOTARY PUBLIC

ATTACHMENT 13

SUBCONTRACTOR AFFIDAVIT under O.C.G.A. 13-10-91(b)(3)

By executing this affidavit, the undersigned subcontractor verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract with _____ on behalf of Name of public employer _____ has registered with, is authorized to use, and uses, the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. 13-10-91. Furthermore, the undersigned subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the subcontractor with the information required by O.C.G.A. 13-10-91(b). Additionally, the undersigned subcontractor will forward notice of the receipt of an affidavit from any other contracted sub-subcontractor, the undersigned subcontractor must forward, within five business days of receipt, a copy of the notice to the contractor. Subcontractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number

Date of Authorization

Name of Subcontractor

Name of Project

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, __, 2016 in Stockbridge, Georgia.

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE _____ DAY of _____, 2016.

NOTARY PUBLIC

My Commission Expires: _____

ATTACHMENT 14

SEALED RFP LABEL
PLEASE ATTACH LABEL TO OUTSIDE OF RFP PACKAGE

SEALED RFP ENCLOSED

DELIVER TO:

City of Stockbridge Finance Department
Attn: Procurement Specialist
4640 North Henry Boulevard
Stockbridge, Georgia 30281

RFP # 201608-05

DATE: September 26, 2016

RFP MUST BE RECEIVED BEFORE 12:00 NOON

DESCRIPTION:

RFP FOR PROFESSIONAL ENGINEERING SERVICES