

**REQUEST FOR PROPOSALS  
2011 TRANSPORTATION IMPROVEMENTS PROGRAM  
COBB COUNTY, GEORGIA  
COBB COUNTY DOT  
FOR  
COBB COUNTY BOARD OF COMMISSIONERS**

Sealed proposals will be received until **12:00 noon on May 10, 2012** at Cobb County Purchasing, for:

Project No./Project Name:               **E6060 / Request for Proposals – Sandy Plains Road  
Safety and Operational Improvements**

Project Description:                   **This project consists of installing a raised concrete median from  
Kinjac Road to Ebenezer Road. The project will also include  
access management. Traffic signal upgrades will be required for  
this project.**

Proposal Opening Date:               **May 10, 2012**  
Time / Location:                       **2:00 p.m., Cobb County Purchasing Department**

The Complete Request for Proposals may be found at <http://purchasing.cobbcountyga.gov/bid-list.htm>  
and <http://dot.cobbcountyga.gov/bid-rfp.htm>.

Proposers must meet the current prequalification requirements of the Georgia Department of Transportation.

Proposers are required to be in compliance with the "Georgia Security and Immigration Compliance Act."

**Disadvantaged Business Enterprise (DBE) Participation and Small Business Participation in all DOT contracts is encouraged.**

Cobb County will affirmatively comply with Title VI of the Civil Rights Act of 1964 and 78 Stat. 252, 42 USC 2000d—42 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, part 21 Nondiscrimination Act(s).

The Cobb County Board of Commissioners reserves the right to reject all Bids and waive any formalities.

*Advertised in the Marietta Daily Journal on  
April 13, April 20, April 27, May 4, 2012*



# COBB COUNTY DEPARTMENT OF TRANSPORTATION

1890 County Services Parkway

Marietta, Georgia 30008-4014

(770) 528-1600 • Fax: (770) 528-1601

## REQUEST FOR PROPOSALS

**Date:** April 13, 2012

**To:** Qualified Engineering Consulting Firms

**Re:** Request for Proposals for Engineering Consulting Services  
Sandy Plains Road – Safety and Operational Improvements  
Cobb County Project No. E6060

The Cobb County Department of Transportation is requesting non-cost technical proposals for Engineering Consulting Services for the above referenced project.

Selection Process 1, Competitive Negotiations, as defined in the Cobb County *Policy for the Procurement of Professional Services*, will be used to select the highest qualified consultant submitting a proposal for this project. A copy of the Procurement Policy can be found on the Cobb County DOT web site at <http://dot.cobbcountyga.gov/bid-rfp.htm>.

Funding for this project is entirely local funding from the 2011 One Percent Special Purpose Local Option Sales Tax or from Cobb County General Funds and is therefore exempt from conforming to the Georgia Department of Transportation's Plan Development Review Process.

**All engineering services shall be in accordance with CCDOT's Engineering Design Procedures, the applicable guidelines of the American Association of State Highway and Transportation Officials, GDOT's Standard Specifications for the Construction of Transportation Systems, project schedules, Plan Presentation Guide and all other applicable CCDOT guidelines. Any local funded project will not be sent to GDOT for review.**

**All Consultants, including subcontractors, should be pre-qualified with Georgia Department of Transportation OR Cobb County Department of Transportation. Prequalification with Georgia Department of Transportation is accepted as prequalification with Cobb County, and no additional submission is necessary. For those firms without Georgia Department of Transportation prequalification, Cobb County Department of Transportation prequalification is required. Additionally, prequalification will be required prior to contract award but not prior to proposal submittal.**

### **PROJECT LIMITS AND OVERVIEW**

This project consists of installing a raised concrete median from Kinjac Road to Ebenezer Road. The project will also include access management. Traffic signal upgrades will be required for this project.

### **GENERAL SCOPE OF SERVICE**

Engineering Consulting Services shall be furnished in accordance with the Cobb County Department of Transportation's Consultant Services Agreement, the current Engineering Design

Procedures Manual located online at <http://dot.cobbcountyga.gov/Consultant/Index.htm>, and the Cobb County Water System's Water and Sewer Specifications.

Water and sewer work on this project will be coordinated with the Cobb County Water System. If the proposer does not have water and sewer design service capabilities, Cobb County Water System will be responsible for all design work. The consultant will be responsible for incorporating the water and sewer plans into the final construction plan set, and the appropriate pay items and quantities into the detailed estimate and bid documents.

The ability to perform water and sewer work is **not** considered in the proposal evaluation process.

Cobb County DOT will make available the County Geographic Information System (GIS) data specific to this project for use in developing the concept and design to the successful proposer after the contract for this project is awarded to the successful proposer. Firms desiring to use Cobb County aerial photography in the preparation of their proposals can view and/or print copies of the photography from the online GIS website at [www.cobbgis.org/maps](http://www.cobbgis.org/maps), or can purchase the data from the Cobb County GIS Core Group.

### **SUBMITTING PROCEDURES**

If your firm is interested in submitting a non-cost technical proposal for this project, please provide **eight (8) copies** of the technical proposal as indicated below.

**Proposal Submittal**                      **May 10, 2012, 12:00 Noon at Cobb County Purchasing**  
1772 County Services Parkway  
Marietta, GA 30008-4021

**Proposal Opening**                      **May 10, 2012, 2:00 p.m. at Cobb County Purchasing**  
1772 County Services Parkway  
Marietta, GA 30008-4021

**Proposals submitted after the 12:00 Noon deadline shall be considered non-responsive and will not be opened. DO NOT DELIVER PROPOSAL TO THE COBB COUNTY DEPARTMENT OF TRANSPORTATION OFFICE.**

The technical proposal shall cover your firm's project approach, key staff identified for the project and relevant experience, experience of the firm, identification of any sub-consultants, project schedule and current workload. The technical proposal shall be limited to twenty (20) pages. Cover letter, resumes, promotional information, drawings or illustrations (i.e. typical sections), maps, reference letters, proposed concepts, pictures, project information sheets, litigation history, etc. will be considered part of the twenty (20) page limit. An 11" x 17" page folded to 8-1/2" x 11" will count as one page up to a maximum of five (5) 11" x 17" pages per proposal. **Proposals submitted in excess of twenty (20) pages will not be reviewed.** The technical proposals shall be sealed in an envelope or box with your firm's name and "**PROPOSAL FOR Sandy Plains Road-Safety and Operational Improvements, PROJECT NO. E6060**" clearly marked on the front. The following items do not count toward the page limit: Proposal Cover, Table of Contents, Dividers, Financial Stability Information; Local Vendor Presence Affidavit; and GDOT Pre-Qualification Notifications. Litigation History is only required for the Prime Firm.

## **PREQUALIFICATION CRITERIA**

Consultants, including subcontractors, should be pre-qualified with Georgia Department of Transportation or Cobb County Department of Transportation. Prequalification with Georgia Department of Transportation is accepted as prequalification with Cobb County and no additional submission is necessary. For those firms without Georgia Department of Transportation prequalification, Cobb County Department of Transportation prequalification is required. Additionally, prequalification will be required prior to contract award but not prior to proposal submittal.

## **EVALUATION CRITERIA**

The technical proposals will be evaluated and ranked, with the three top-ranked proposals presented to the Board of Commissioners for approval for the Cobb County Department of Transportation to negotiate the final scope of services and fee with the Consultant submitting the top-ranked proposal. The evaluation of the technical proposals will be based on the following criteria:

1. Staffing – Evaluation of the list of personnel specifically assigned to the proposed project, including their qualifications, overall experience and recent experience on projects of similar scope and complexity to the proposed project. **(25 points)**
2. Experience/Performance – Review of past performance on Cobb County projects or other projects of similar nature and complexity as the proposed project; evaluation of client references whether included in the proposal response or not; evaluation of litigation history for the past five (5) years, including for each case: style of the case, parties to the litigation, court in which litigation was filed, and civil action number; nature of claims; whether the case is pending or resolved, and, if resolved, the date of and manner in which it was resolved (e.g., relief granted by court, settlement by or among parties, dispositive motion, trial verdict); overall responsiveness to County's needs. **(35 points)**
3. Approach – Evaluation of the overall understanding of the scope of the proposed project; completeness, adequacy and responsiveness to the required information of the request for proposals. **(25 points)**
4. Availability and Local Vendor Presence **(10 points)**
  - (a) Availability  
Evaluation of the work load of the proposing firm and the staffing to be assigned to the proposed project; time schedule of the proposer in relation to that of the proposed project location of the offices or facilities from which the services are to be provided to the County
  - (b) Local Vendor Presence
    - (i) Five (5) **qualitative** evaluation criteria points will be given to each local vendor that meets approved qualifications where the estimated cost of professional services is expected to be between \$50,000.00 and \$100,000.00.
    - (ii) Three (3) **qualitative** evaluation criteria points will be given to each local vendor that meets the approved qualifications where the estimated cost of professional services is expected to exceed \$100,000.00.

**The Local Vendor Presence Affidavit is attached and will not count toward the page limit.**

5. Financial Stability – Financial Stability of the top proposer(s) will be evaluated by the Finance Department in the following areas: Liquidity Ratios (1 point); Financial Leverage Ratios (2 points); Profitability Ratios (1 point); and whether an audited or reviewed Financial Statement is submitted with the Proposal (1 point). **A maximum of 5 points may be awarded. Proposers who receive a score of 2 points or less will not be considered for award.** Finance will notify the selection committee of points to be awarded to the top proposers.

The following table indicates what will be ranked in terms of Financial Stability:

<b>Financial Evaluation of Bidder</b>							
<b>Liquidity Ratios</b>							
Current Ratio				Current Assets/ Current Liabilities			
Cash Ratio		<b>1</b>		Cash and Cash Equivalents / Current Liabilities			
<b>Financial Leverage Ratios</b>							
Debt Ratio				Long Term Debt / Total Assets			
Debt to Equity Ratio		<b>2</b>		Long Term Debt / Total Equity			
<b>Profitability Ratios</b>							
Return on Assets				Net Income / Total Assets			
Return on Equity		<b>1</b>		Net Income / Total Equity			
<b>Audited or Reviewed</b>		<b>1</b>					
<b>Total Points</b>		<b>5</b>					

Vendor may submit their financials in a separate sealed envelope but that does not exempt the financials from public disclosure. All documents will be available for public inspection after the contract has been awarded.

**GENERAL TERMS**

The successful proposer shall be required to sign as part of the terms and conditions of their being engaged by the County the following statements regarding Conflict of Interest, Contingency Fees, and Certification of Subcontractors:

- A. **CONFLICT OF INTEREST** -The Consultant certifies that, to the best of the Consultant's knowledge, no circumstances exist which will cause a Conflict of Interest in performing the services required by this contract, that no employee of the County, nor any member thereof, nor any public agency or official affected by this Agreement, has any pecuniary interest in the business of the Consultant or his Subcontractor(s), and that no person associated with the Consultant or the Consultant's Subcontractor(s) has any interest that would conflict in any manner or degree with the performance of the Agreement.

Should the Consultant become aware of any circumstances which may cause a Conflict of Interest during the term of this contract, the Consultant shall immediately notify the County. If

the County determines that a Conflict of Interest exists, the County may require that the Consultant take action to remedy the Conflict of Interest or terminate the agreement without liability. The County shall have the right to recover any fees paid for services rendered by the Consultant which were performed while a Conflict of Interest existed if the Consultant had knowledge of the Conflict of Interest and did not notify the County within one (1) week of becoming aware of the existence of the Conflict of Interest.

- B. **PROHIBITION AGAINST CONTINGENT FEES** – The Consultant warrants that the Consultant nor the Consultant's Subcontractor(s) have not employed or retained any company or person other than a bona fide employee working solely for the consultant or Subcontractor(s) to solicit or secure this Agreement and that the Consultant nor the Consultant's Subcontractor(s) have not paid or agreed to pay any person, company, corporation, individual, or firm other than a bona fide employee working solely for the Consultant or the Consultant's Subcontractor(s) any fee, commission, percentage, gift, or other consideration contingent upon or resulting from the award of this Agreement. For any breach or violation of this provision, the County shall have the right to terminate the Agreement without liability and, at its discretion, to deduct from the price, or otherwise recover, the full amount of such fee, commission, percentage, gift, payment, or consideration.
- C. **CERTIFICATION OF SUBCONTRACTORS.** The Consultant shall require each of the Consultant's Subcontractor(s) to sign a statement certifying to and agreeing to comply with the terms and conditions of A. and B. above. Such signed statements shall be on forms provided by the County. The Consultant shall return such executed forms to the County and they shall be incorporated in and become a part of the Agreement. No compensation shall be payable to the Consultant until executed certifications are received by the County for all of the Consultant's Subcontractors.

The Cobb County, Georgia, Department of Transportation, in accordance with Title VI of the Civil Rights Act of 1964 and 78 Stat. 252, 42 USC 2000d—42 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in federally assisted programs of the Department of Transportation issued pursuant to such Act, hereby

notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, sex, national origin, disability, or age in consideration for an award.

Disadvantaged Business Enterprise (DBE) Participation and Small Business Participation (SBP) in all DOT contracts is encouraged. Contractors must submit a DBE participation report to the County prior to beginning work on a project and a final DBE report must be submitted at the end of a project. Monthly DBE/Small Business utilization reports must be submitted with each monthly invoice. If DBE or Small Business participation changes during the course of a project, an updated participation report must be submitted to the County at the time of such change.

Cobb County reserves the right to reject any or all proposals submitted, or, where it may serve the best interest of the County, to request additional information or clarification from proposers. The County, in its sole discretion, also reserves the right to waive any informalities or technicalities relative to any and all proposals. At the County's discretion, presentations may be requested as part of the evaluation process. The County reserves the right to retain all proposals submitted, and to use any idea in any proposal regardless of whether the proposal is selected.

There is no expressed or implied obligation for Cobb County to reimburse any firm for any expense incurred in preparing or presenting a proposal in response to this request for proposals.

Any questions must be received no later than **12:00 Noon (Local Time) on Friday, May 4, 2012**. All questions should be sent via email to [Purchasing@CobbCounty.org](mailto:Purchasing@CobbCounty.org).

Sincerely,

**COBB COUNTY DEPARTMENT OF TRANSPORTATION**

Michael S. Cates, PE  
Pre-Construction Engineer

MSC/SHJ/dlb

Attachment: Project Location Map  
Local Vendor Presence Affidavit

## Local Vendor Presence Affidavit

By executing this affidavit, the undersigned vendor verifies that Cobb County may require additional documentation upon award or consideration of award regarding the applicant's qualifications for LVP status. This documentation may include but is not limited to information demonstrating: (1) the applicant has a physical office located within the geographical boundaries of Cobb County or a municipality located within the geographical boundaries of Cobb County for one (1) or more years; (2) the applicant has a current Cobb County Occupation Tax Certificate (or its equivalent from a Cobb municipality) on the closing date of solicitation for which a qualified bid has been submitted; and (3) the applicant has no outstanding or unresolved taxes, fees, fines or penalties with Cobb County or one of its municipalities. The applicant understands that failure to provide requested information may result in the County finding the applicant ineligible for the LVP program.

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

\_\_\_\_\_  
Signature of LVP Applicant

\_\_\_\_\_  
Printed Name of LVP Applicant

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

Executed on \_\_\_\_\_, \_\_\_\_\_, 201\_ in \_\_\_\_\_ (city), \_\_\_\_\_(state).

\_\_\_\_\_  
Signature of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME  
ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 201\_\_.

NOTARY PUBLIC

My Commission Expires: \_\_\_\_\_

\_\_\_\_\_  
Signature of Notary

*Form will not count toward page limit*

*Revised 02/27/2012*



