

**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 February 23, 2012** at Cobb County Purchasing, for:

**Project Name:** Task Order Contracting

**Project Description:** To provide demand support in the implementation of Cobb County Department of Transportation Capital Improvements Programs

**Proposal Opening Date:** February 23, 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 are required to be in compliance with the "Georgia Security and Immigration Compliance Act."

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  
February 10 and February 17, 2012*



# COBB COUNTY DEPARTMENT OF TRANSPORTATION

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1890 County Services Parkway  
Marietta, Georgia 30008-4014  
(770) 528-1600 • Fax: (770) 528-1601

## REQUEST FOR PROPOSALS

**Date: February 10, 2012**

**To: Qualified Engineering Consulting Firms**

**Re: Request for Proposals (RFP) for Task Order Contracting**

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

Selection Process 4, Task Order Contracting, as defined in the Cobb County Policy for 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 [www.dot.cobbcountyga.gov/bid-rfp.htm](http://www.dot.cobbcountyga.gov/bid-rfp.htm).

**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.**

**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.**

### OVERVIEW

The Cobb County Department of Transportation hereby requests non-cost technical proposals for Task Order Contracting. This submission will assist CCDOT in selecting firms to provide demand support for CCDOT in implementation of its Capital Improvement Programs. No minimum or maximum amount of work is guaranteed under this solicitation, and work will be procured on an as-needed basis. The total maximum value of this contract is \$350,000.00 per firm, per year for a two-year period (\$700,000.00 maximum for life of contract). CCDOT needs sufficient information to determine that your firm is adequately staffed and capable of providing as-needed professional services for each of the following services for which you may attempt to qualify.

Four possible Task Order categories will be utilized for these services. Firms may submit on one or more categories. If submitting for more than one category, then a separate, sealed proposal shall be submitted for each category. The Task Order categories to be applied for are as follows:

- A. Transportation Planning & Environmental Services
- B. Highway Design; Roadway, Bridge, & Surveying
- C. Traffic Engineering
- D. Soils, Foundation & Materials Testing

To be considered for selection in one or more of the four categories, the Consultant shall be prequalified with the Georgia Department of Transportation in the following area classifications. Consultant shall submit the most recent "**Notice of Professional Consultant Qualification**" Form with their proposal. Failure to submit a copy of the "**Notice of Professional Consultant Qualification**" Form shall result in the proposal to be deemed non responsive. Sub Consultants may contribute to meeting the requirements for the overall team submitted.

- A. Transportation Planning & Environmental Services: **1.01, 1.02,1.04, 1.05, 1.06(a) 1.06(g), 1.07, 1.09, 1.12**
- B. Highway-Design; Roadway, Bridge & Surveying: **3.01, 3.02, 3.03, 3.07, 3.08 3.12, 3.13;4.01, 4.02,4.04, 5.01, 5.02, 5.03,**
- C. Traffic Engineering: **3.06, 3.07, 3.09**
- D. Soil, Foundation & Materials Testing: **6.01(a), 6.02, 6.03, 6.05**

### **SCOPE OF SERVICES**

For each of the following Categories, it is expected that Firms awarded Task Orders in one Category will be expected to coordinate with Firms awarded Task Orders in other Categories.

#### **Category A – Transportation Planning & Environmental Services**

**Transportation Planning** -- The Consultant shall provide technical assistance with the operation of the Atlanta Regional Commissions' travel demand model. The Consultant will work collaboratively with County staff to develop and control the model, specifically as it relates to Cobb County. The number of scenarios or applications conducted will depend on the complexity of the application and budget availability at the time of the request.

**Environmental Investigation and Permitting** -- The Consultant shall provide Environmental Investigation and Permitting services including the preparation of special environmental studies and impact analysis including but not limited to ecology, noise, air and cultural resources, complete environmental documentation including National Environmental Policy Act (NEPA) Environmental Assessments and Categorical Exclusions and Georgia Environmental Policy Act (GEPA) documentation, complete document reevaluations as required, complete permit applications including Army Corps of Engineers (USACE) 404 (both Individual and Nationwide), stream buffer variances and Federal Emergency Management Agency (FEMA) floodplain documentation, coordination of the documentation and permitting process through reviewing agencies including the Georgia Department of Transportation (GDOT), the Federal Highway Administration (FHWA), the United States Fish and Wildlife Service (USFWS), USACE, FEMA and the State Historic Preservation Organization (SHPO), coordination with design firms to incorporate project specific environmental constraints, complete wetland/stream mitigation coordination, design and monitoring and performance of construction/post-construction inspections to verify compliance with environmental documents and permits.

**Category B – Highway Design; Roadway, Bridge & Surveying**

The Consultant shall provide design services and develop engineering plans as requested by CCDOT to provide improvements to County roadways. Improvements may consist of operational improvements such as addition of turn lanes, correction of vertical and/or horizontal alignment and improvement of sight distance. Additional improvements may include replacing county bridges, individual drainage projects, sidewalk projects, survey services and others as deemed necessary by CCDOT.

Consultants shall be pre-qualified with GDOT for appropriate area/class. All plans shall be prepared meeting appropriate Federal, State and County specifications and done at a scale as directed by CCDOT; unless notified otherwise, the scale shall be 1" = 20'. These services will include concept development, right-of-way records research, survey services, traffic studies and projected design year forecasts, as detailed in Category A, drainage calculations, geotechnical engineering as detailed in Category D, cost and quantity estimates and construction and right-of-way plan preparation.

Public hearings may be held for specific projects or groups of projects in a particular area. These services may include pedestrian/bikeway improvement design services. The construction and right-of-way plans shall generally follow GDOT format as directed by CCDOT, and will generally include specifications, quantity calculations, typical sections, construction plan sheets, right-of-way plan sheets and tables, drainage plans and profiles, cross sections, mainline/side street/driveway plan sheets with profiles as appropriate, erosion control/water quality and monitoring plans as appropriate, traffic control/staging plans/detour plans as appropriate, utility plans showing both public and private including water/sewer design (by others) and adjustments, signing/markings/signal plans as appropriate, specifications and structural design for structures such as pedestrian bridges and retaining walls.

The Consultant shall provide design services and develop engineering plans as requested by CCDOT to replace or improve roadway bridges. All plans shall be prepared meeting appropriate Federal, State and County specifications and done at a scale as directed by CCDOT. The plans shall be completed at a scale of 1"=20'. Public hearings may be held for specific projects or groups of projects in a particular area. These services will include concept development, right-of-way records research, survey services, drainage and hydraulic calculations, Federal Emergency Management Agency (FEMA) submittal and approval, cost and quantity estimates and construction, right-of-way plan and structural plan preparation. These services may include other categories. The construction, right-of-way and structural plans shall generally follow GDOT format as directed by CCDOT, and generally include specifications, quantity calculations, typical sections, construction plan sheets, right-of-way plan sheets and tables, drainage plans and profiles, cross sections, mainline/side street/driveway plan sheets with profiles as appropriate, erosion control/water quality and monitoring plans as appropriate, traffic control/staging/detour plans as appropriate, utility plans showing both public and private including water/sewer design (by others) and adjustments, signing/markings/signal plans as appropriate, specifications and structural design for structures such as pedestrian bridges, retaining walls, structural bridge plans including deck plans/deck sections, end wall designs as appropriate, beam details, bent design, superstructures and substructures, plans and details and miscellaneous details. The Consultant may be asked to provide Environmental Investigation and Permitting services as outlined in Category A.

**Category C – Traffic Engineering**

The Consultant shall provide services for Traffic Signal Design, Traffic Signal Timing Optimization, and Traffic Studies. The Traffic Signal Design services shall include new signal locations and modifications for construction or scheduled rebuilds at various existing signalized locations as necessary. The Traffic Signal Timing Optimization services shall include development and preparation, signal software database modifications, field implementation and verification, and fine tuning adjustments to new coordination plans on various arterial and signal systems as required. The Traffic Studies services shall included signal warrant analysis, impact studies, and safety analysis. Pre Qualification is not required for Traffic Data Collection Firms.

**Category D – Soils, Foundation & Materials Testing**

The Consultant shall provide services for Soil Surveys, Bridge & Wall Foundation Investigations, Pavement Evaluations and Hazardous Waste Site Assessments as may be required by the Department. Services will be provided in conjunction with work in other categories and or other Department Projects. Construction & Materials testing is NOT part of this Category.

**Plan Submittals – All Categories**

For all categories, the following plan set submittal schedule shall be followed:

Concept Plan	5 Full Size in Color – Aerial
Preliminary Plans	2 Full Size sets 2 Half-Size sets
ROW Plans	2 Full Size Sets 2 Half-Size sets
Final Plan Review Plans	2 Full Size sets 2 Half-Size sets
Final Plans	1 Full Size Vellum 1 Full Size Bond 2 Half-Size sets

**Note: Electronic Plans via CD will be required for all submittals.(PDF &DGN)**

Engineering Consulting Services shall be furnished in accordance with the Cobb County Department of Transportation's current Engineering Design Procedures Manual, located online at <http://dot.cobbcountyga.gov/Consultant/Index.htm>.

Water and sewer work on this project will be coordinated with the Cobb County Water System. Cobb County Water System will be responsible for all CCWS 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.

Sub-consultants will be permitted as a part of the proposal, but must be clearly identified. Sub-consultants resumes and project references should be provided. Sub-consultants hourly rates must be included in the hourly rates submitted as part of this proposal. No work will be paid by CCDOT to any Consultant for work done by the Consultant or by a sub-consultant if the work is not billed in accordance to the hourly rates submitted as part of their proposal.(See Appendix A)

Sole responsibility rests with the Consultant to see that their proposals are received on time at the Cobb County Purchasing Office.

Proposals sent by email are not acceptable and will be rejected upon receipt. Consultants are expected to allow adequate time for delivery, either by postal service, or by courier. **DO NOT DELIVER TO THE COBB COUNTY DEPARTMENT OF TRANSPORTATION.**

To provide these services, the proposal shall address the firm's capabilities and resources in the following areas:

- Available qualified Human Resources (emphasis on local staff)
- Organizational structure relating to service delivery
- Local and company wide experience (emphasis on local experience)
- Proven, well developed process in the Task Order categories, including deliverables, approach to project, addressing important issues on the project and methods and process for addressing such issues to logical, favorable, and acceptable solutions
- Established and proven quality assurance and quality control procedures
- Appropriate equipment and technology

*Note: (Local staff is defined as Metro-Atlanta Area)*

All questions concerning this RFP shall be directed, in writing, to [purchasing@cobbcounty.org](mailto:purchasing@cobbcounty.org). Where appropriate, CCDOT responses to formal questions will also be in writing and will be posted at <http://purchasing.cobbcountyga.gov/bid-list.htm> and CCDOT at <http://dot.cobbcounty.ga.gov/bid-rfp.htm>.

Proposers shall be responsible for monitoring the websites and ensuring that they are up to date on all addendums. CCDOT will determine whether a response is appropriate and or necessary.

Individuals, firms, and businesses seeking an award of a Cobb County contract may not initiate or continue with any verbal or written communications regarding a solicitation with any County employee, elected official, or other County representative between the date of the issuance of the solicitation and the date of the final contract award by the Board of Commissioners.

Proposals submitted are not publicly available until after award by the Cobb County Board of Commissioners. All proposals and supporting materials, as well as correspondence relating to the RFP, become the property of Cobb County when received. Any proprietary information contained in the proposal should also be indicated. However, a general indication that the entire contents or a major portion of the proposal is proprietary will not be honored.

### **INSTRUCTIONS TO CONSULTANT**

**Consultant Qualifications:** No proposal shall be accepted from and no contract will be awarded to any person, firm, or corporation that is in arrears to Cobb County, upon debt or contract that is a defaulter, as surety or otherwise, upon any obligation to Cobb County or that is deemed irresponsible or unreliable by Cobb County. If requested, Consultant shall be required to submit

satisfactory evidence that they have a practical knowledge of the particular service proposed upon and that they have the necessary financial resources to provide the proposed service category called for as described in the "Instructions to Consultants".

**Consultant Representation:** Proposals must be signed in ink by a company official that has authorization to commit company resources and shall contain the firm's full business address. The person(s) who will be responsible for the engineering work shall be a registered Professional Engineer in the State of Georgia. The person(s) who will be responsible for the surveying work shall be a registered Land Surveyor in the State of Georgia. Appropriate professionals for other service categories, licensed in the State of Georgia, shall be responsible for those portions of the work as may be required by law.

**Basis of Project Short Listing / Selection:** CCDOT will select the firm(s) that best demonstrates that they would add the most value toward achieving the key objectives for implementing CCDOT's SPLOST and other Capital Improvement Programs. Cobb County's selection committee will review proposals using a two-part process as follows:

The technical proposals will be evaluated and ranked, with the top-ranked proposers presented to the Board of Commissioners for approval for the Cobb County Department of Transportation to negotiate the final scope of services 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 scope 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); and 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>					

Vendors 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.

All information will be considered the property of Cobb County at the time of submission; this is subject to the Open Records Act.

At CCDOT's discretion, or as deemed in CCDOT's best interest, firms may be short-listed a second time in order to determine the final recommendations to the Board of Commissioners. At this time, if CCDOT deems it necessary, CCDOT may request further information, explanations, clarifications, presentations, interviews or meetings.

The Consultant will be expected to sign a Consultant Services Agreement for Professional Services developed by Cobb County.

Successful Consultants are required within ten (10) days of the notice of award to provide the following:

1. Certificate of Insurance as specified in the proposal
2. Four (4) properly executed contract documents

**SELECTION PROCESS**

**Eight (8) bound copies of the Consultants' proposal are required for each service category.** All copies of the proposal shall be identical. Each proposal must be signed in ink by a company official that has authorization to commit company resources. Attached Fee Schedule (Appendix A) shall be included in the bound proposal.

Proposals shall be limited to a total of twenty (25) letter size, single sided printed pages using a font size no smaller than ten (10) points, for each category for which the firm elects to submit. Cover letter, resumes, promotional information, maps, reference letters, proposed concepts, pictures, project information sheets, litigation history, etc. will be considered part of the twenty-five (25) page limit. **Proposal received in excess of twenty (25) pages shall be deemed to be non responsive.** The following items do not count toward the page limit: Dividers, Financial Stability Information; Local Vendor Preference Affidavit; GDOT Pre-Qualification Notifications and Fee Schedules. Litigation History is only required for the Prime Firm.

The Minimum requirements to be included in the proposal are:

- I. Prime Firm Identification – Provide the full legal name of the firm, the firm's principal business office and its satellite offices (if any). Indicate the location(s) from which these Task Order Professional services will be performed, managed and achieved. Give information on the firm's history, business activities, size, employees, officers, affiliates, subsidiaries, ownership and corporate data, as applicable to the provision of that service.
- II. Effective and substantive (relative to key objectives) experience of the firm in the provision of similar services within the categories under consideration, with emphasis on local experience.
- III. Briefly describe experience in the past five (5) years including experience of firm in performing/providing professional services for State, County, and Municipal governments. Clients and references must be included. Provide this information in table form as follows:

<i>Date Services Provided</i>	<i>Client Name</i>	<i>Description of Specific Work Authorizations</i>	<i>Outcome (Budget/Schedule)</i>	<i>Contact Name/Phone Number</i>

- IV. Indicate the extent of the firm's involvement, whether as lead, sub-consultant or partner in the description column. Provide completed projects (preferably similar in scope & size and complexity) including client names and individuals to contact as references, for each interested category. Recent projects are preferred. For these projects, indicate the outcome with regards to key objectives to the project.

- V. Relevant qualifications, experience, and availability of proposed key staff members that may be involved in assignments. Break down capabilities by discipline. Include an organizational chart noting specific information regarding key personnel (local number of employees per category), footnoting any specific information regarding key personnel. Describe their qualifications and experience with similar Task Order Contracts. Resumes may be attached, narrative resumes preferred, and will count towards the 25 page limit.
- a. Descriptions of Consultant understanding and approach to projects in the categories under consideration. Provide a description of Consultant view of important issues that will be addressed on a typical project. Include methods and process for addressing such issues.
  - b. Description of Consultants' Quality Assurance/Quality Control process. Describe the firm's in-house procedures for ensuring the accuracy and integrity of its services. Include how issues such as schedule management, cost control, and overall quality assurance / quality control of the project deliverables will be addressed.
- VI. Fee Schedule:
- a. **Proposed fee schedule shall be submitted for each Category for which you are interested in qualifying with your proposal.** Hourly rates shall be provided for all potential labor categories that will be involved in the provision of professional services for the specific category for which the firm is applying for consideration. All overhead, profit, and direct charges such as, but not limited to document reproduction, photographic work, photo reprographic service, postage and shipping, transportation including mileage, and computer usage expenses, must be rolled into hourly rates. All sub-consultant fees are to be billed at rates identified in the fee schedule. This information will be scored as part of the overall proposal and shall not be submitted in a separate sealed envelope.

Termination for Cause: The County may terminate this contract for cause upon ten (10) days prior written notice to the Consultant of the Consultant's default in the performance of any term of this contract. Such termination shall be without prejudice to any of the County's rights or remedies by law.

Termination for Convenience: The County may terminate this contract for convenience upon ten (10) days prior written notice to the Consultant of the Consultant's default in the performance of any term of this contract. Such termination shall be without prejudice to any of the County's rights or remedies by law.

### **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**                      **February 23, 2012, 12:00 Noon at Cobb County Purchasing**  
1772 County Services Parkway  
Marietta, GA 30008-4021

**Proposal Opening**                      **February 23, 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-five (25) pages, INCLUDING cover letter, resumes, promotional information, maps, reference letters, proposed concepts, pictures, project information sheets, litigation history. **Proposals submitted in excess of twenty-five (25) pages will not be reviewed.** The technical proposals shall be sealed in an envelope or box with your firm's name and "**PROPOSAL FOR TASK ORDER CONTRACTING**" clearly marked on the front.

### **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 Sub-consultants:

- 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 SUB-CONSULTANTS. 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 Sub-consultants.

Disadvantaged Business Enterprise (DBE) participation is strongly encouraged. A monthly DBE utilization report must be submitted with each monthly invoice.

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 **12:00 Noon (Local Time) on Monday, February 20, 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/ncr

Enclosure: Attachment A- Fee Schedule  
Local Vendor Presence Affidavit

# ATTACHMENT A PROPOSAL FEE SCHEDULES

**CATEGORY A – TRANSPORTATION PLANNING AND ENVIRONMENTAL SERVICES  
DESIGN SERVICES PROPOSAL FEE SCHEDULE**

Item No.	Billing Category	Hourly Rates (Jan 1 – Dec 31)	
		2012	2013
1.	Principal-In-Charge		
2.	Project Manager		
3.	Senior Planner		
4.	Staff Planner		
5.	Roadway Engineer		
6.	Senior Traffic Engineer		
7.	Traffic Engineer		
8.	Traffic Technician		
9.	Environmental Scientist		
10.	Senior Environmental Scientist		
11.	Principal Environmental Scientist		
12.	Community Public Outreach Liaison		
13.	Aquatic Surveys Specialist		
14.	Noise Analyst		
15.	Ecologist		
16.	Historic / Cultural Resources Specialist		
17.	Air and Noise Analyst		
18.	CADD Technician		
19.	Clerical		
20.			
21.			
22.			
23.			
24.			
25.			
26.			
27.			
28.			
29.			
30.			
Other (Specify Title) <i>(use additional sheets if necessary)</i>			

**CATEGORY B – HIGHWAY DESIGN ROADWAY, BRIDGE & SURVEYING  
DESIGN SERVICES PROPOSAL FEE SCHEDULE**

Item No.	Billing Category	Hourly Rates (Jan 1 – Dec 31)	
		2012	2013
1.	Principal-In-Charge		
2.	Project Manager		
3.	Senior Roadway Engineer		
4.	Roadway Engineer		
5.	Roadway Technician		
6.	Senior Planner		
7.	Senior Traffic Engineer		
8.	Traffic Engineer		
9.	Traffic Technician		
10.	Senior Bridge Engineer		
11.	Bridge Engineer		
12.	Bridge Technician		
13.	CADD Technician		
14.	Clerical		
15.	Principal Surveyor		
16.	Registered Surveyor		
17.	Senior Surveyor		
18.	Surveyor		
19.	2-Person Survey Crew		
20.	3-Person Survey Crew		
21.	GPS Crew		
22.	Landscape Architect		
23.			
24.			
25.			
26.			
27.			
28.			
29.			
30.			
Other (Specify Title) (use additional sheets if necessary)			

**CATEGORY C – TRAFFIC ENGINEERING  
DESIGN SERVICES PROPOSAL FEE SCHEDULE**

Item No.	Billing Category	Hourly Rates (Jan 1 – Dec 31)	
		2012	2013
1.	Principal-In-Charge		
2.	Project Manager		
3.	Senior Traffic Engineer		
4.	Traffic Engineer		
5.	Traffic Technician		
6.	ATMS Technician		
7.	CADD Technician		
8.	Clerical		
9.	Traffic Counts ADT per / Each		
10.	Traffic Counts Directional / per / Each		
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Other (Specify Title) (use additional sheets if necessary)			

**CATEGORY D – SOILS, FOUNDATION, AND MATERIALS TESTING  
DESIGN SERVICES PROPOSAL FEE SCHEDULE**

Item No.	Billing Category	Hourly Rates (Jan 1 – Dec 31)	
		2012	2013
1.	Principal-In-Charge		
2.	Project Manager		
3.	Senior Geotechnical Engineer		
4.	Geotechnical Engineer		
5.	CADD Technician		
6.	Clerical		
7.	Drilling Crew / Hour		
8.	Environmental Engineer / Scientist		
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Other (Specify Title) <i>(use additional sheets if necessary)</i>			

**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.

\_\_\_\_\_  
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*