



COBB COUNTY DEPARTMENT OF TRANSPORTATION

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

REQUEST FOR PROPOSALS

Date: March 1, 2024

To: Qualified Transportation Planning and Engineering Consulting Firms

**Re: Request for Proposals for Transportation Planning Consulting Services
Allatoona Creek Greenway Trail Scoping Study
Cobb County Project No. AR17**

The Cobb County Department of Transportation is requesting non-cost technical proposals for Transportation Planning and Engineering Consulting Services for the above referenced project in support of implementation of Cobb County's Greenways and Trails Master Plan.

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 <https://www.cobbcounty.org/transportation/policies-permitting/procurement-bidding>

The Study is funded by transferred funds from the American Rescue Plan Act of 2021 (ARPA). Accordingly, the successful proposer will be required to comply with all applicable State and Federal rules and regulations, as well as those of Cobb County.

All transportation planning and engineering services shall be in accordance with applicable guidelines and standards of the Cobb County Department of Transportation, the American Association of State Highway and Transportation Officials, and the Georgia Department of Transportation. All project deliverables must be submitted to Cobb County Department of Transportation for review and approval.

PROJECT COMMUNICATION RESTRICTION

Consultants shall not communicate or request information about this project with any Cobb County employee staff members or Board of Commission members except during the written question/comment period, or as provided by any existing consultant agreements. This restriction is in effect beginning from the advertisement date until the project is awarded by the Board of Commissioners.

PREQUALIFICATION CRITERIA

All Consultants, including subconsultants, should be pre-qualified with Georgia Department of Transportation OR Cobb County Department of Transportation for service provided within the scope of services. 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.

Prime Consultant and/or Subconsultants – Area Class Required

- 1.06(a) NEPA Documentation
- 1.06(b) History
- 1.06(c) Air Quality Studies
- 1.06(e) Ecology
- 1.06(d) Noise
- 1.06(f) Archaeology
- 1.07 Attitude, Opinion, Community Value Studies
- 3.02 Two-lane or Multi-lane Urban Roadway Design
- 3.08 Landscape Architecture Design
- 3.13 Bicycles and Pedestrians Facility Design
- 4.01(a) Minor Bridge Design
- 5.01 Land Surveying
- 5.02 Engineering Surveying
- 6.01(a) Soil Survey Studies
- 6.02 Bridge Foundation Studies

PROJECT LIMITS AND OVERVIEW

The purpose of the scoping study is to develop safe, connected, multimodal, and cost-effective solutions to the project trail and to study the feasibility of alternatives, while also preparing projects for advancement to preliminary engineering phases in future Atlanta Regional Commission Transportation Improvement Project (TIP) project solicitations. Additionally, survey will be requested for all or part of the project alignment upon selection of a preferred trail alignment.

Allatoona Creek Greenway Trail is one of the eight priority trails identified in the Cobb County Greenways and Trails Masterplan. The planned trail along Allatoona creek will provide a scenic corridor and safe, alternative transportation connection between schools, parks, and cultural amenities in northwest Cobb County. Potential linked destinations include Allatoona Creek Park, Price Park, West Cobb Regional Library, Kemp Park, Harrison High School, and Lost Mountain Middle School. The maximum project budget is \$625,000.00.

PRE-PROPOSAL CONFERENCE

A non-mandatory Pre-Proposal Conference will be held at Cobb County Department of Transportation, and virtually on Monday, **March 11, 2024, at 11:00 a.m.** Virtual option will be via Microsoft Teams as the following link:

[Click Here To Join Teams Meeting](#)

Meeting ID: 253 025 428 988

Passcode: 6xwx2e

SCOPE OF WORK

I. General:

The request for proposals is to perform a Scoping Study for the proposed Allatoona Creek Greenway Trail, one of the priority trails identified in the Cobb County Greenways and Trails Master Plan.

Planning and Engineering consulting services shall be furnished in accordance with the Cobb County DOT's Consultant Services Agreement (CSA).

II. Area Covered:

The Study Area for the Allatoona Creek Greenway Trail Scoping Study will be further defined during the study process, but it generally includes the Allatoona Creek stream corridor in Cobb County from County Line Road within Allatoona Creek Park south through Leon Hall Price Park, and then south, connecting to Due West Road, as shown in the included **Project Location Map**.

The study area primarily follows along Allatoona Creek, with an assumed trailhead near the kayak launch area north of the confluence of the two branches of the creek and immediately south of County Line Road. From the trailhead south, the trail is proposed to follow along the Big Allatoona (southeasterly) branch of the creek, crossing Mars Hill Road, then Stilesboro Road and into and through Price Park to the southeast corner of the park. An optional spur trail to Dennis Kemp Lane near the Mars Hill Road/ Stilesboro Road intersection via power line easements should also be considered and evaluated in the study, as recommended in the Greenways and Trails Master Plan. This area includes West Cobb Regional Library and the Northwest Family YMCA, as well as several shopping areas

South of Price Park, the potential trail would continue along Allatoona Creek from the southeast corner of Price Park south, crossing Burnt Hickory Road and continuing along Kemp Park to the confluence of two creek branches north of Due West Road. The south end of the study area should include both branches of the creek to evaluate options for either or both branches to Due West Road with potential connections to Harrison High School and/or Lost Mountain Middle School.

Much of the trail corridor (approx. 60 percent) traverses publicly-owned land along Allatoona Creek and within parks, with the remaining area surrounded primarily by residential properties. The Allatoona Creek Greenway Trail is a complex alignment that will require crossing beneath several roadways, if feasible, as well as potential installation of boardwalks or other elevated walkways, depending on the extent of hydric soils along Allatoona Creek. Much of the corridor is within flood plain and/or wetland areas. Allatoona Creek Park is property leased to Cobb County by the U.S. Army Corps of Engineers. County owned properties include Price Park, Kemp Park, West Regional Library, and the school properties. Cobb Water System has several assets within the stream corridor, including sewer lines running parallel to the creek.

III. Project Background & Objectives:

In 2018, Cobb County Board of Commissioners adopted the Cobb County Greenway and Trail Masterplan. The Allatoona Creek Greenway Trail is one of the eight priority trails identified in the Masterplan, intended to provide a greenway corridor link between multiple Cobb County parks, schools, and major roadways in northwest Cobb County. With implementation of other proposed trails in the County, the Allatoona Creek Greenway Trail will be a key link in a broader trail network from Lake Acworth down to Dallas Highway.

This approximately 5.0-mile multi-use trail would provide additional recreation and active transportation opportunities within northwest Cobb County and increase non-motorized access to Allatoona Creek Park, which has more than 25 miles of hiking and biking trails. The greenway trail will link Allatoona Creek Park to Price Park, and the future county-owned Kemp Park. Additionally, there are opportunities to provide connections with Harrison High School, Lost Mountain Middle School, the West Cobb Regional Library, and residential neighborhoods in the vicinity of Allatoona Creek.

The purpose of the Scoping Study for Allatoona Creek Greenway Trail is to develop a project concept trail that improves safety, mobility and access for all roadway users, while also preparing the proposed trail project for advancement to the Preliminary Engineering phase and to secure future funding for the project.

The objectives of this study are to develop safe, connected, multimodal, and cost-effective solutions to the project trail and to study the feasibility of alternatives. The study will make project recommendations based on the following criteria and considerations:

- Consistency with the vision and goals set forth in the County's Comprehensive Transportation Plan, Greenway and Trail Master Plan, and the Atlanta Region's Plan.
- Broad public and stakeholder support.
- Maximize safety, connectivity, and efficiency throughout the trail.
- Potential to address the existing and future needs of pedestrian and bicycle users.
- Prepare data and materials for the future federal funding eligibility of all project phases.

The concept report process will include community outreach and public involvement, study the project areas' existing and future condition, assess the environmental and cultural resources, develop feasible alignment and concept design alternatives, and identify the preferred alternative to achieve safety and accessibility for the trail.

IV. Work Tasks:

The work to be accomplished under this contract is divided into the following tasks:

Task 1 – Project Management

County shall establish a Project Management Team (PMT) that includes, at a minimum, County project manager, consultant team members and other key DOT staff from Planning, Pre-Construction and other relevant departments. A kick-off meeting will be held with the project management team to discuss the goal of the study and refine the scope. The consultant will develop a Project Management Plan to identify approaches for communication, coordination, QA/QC, and schedule management after the kick-off meeting. The project management team will meet with the consultant monthly, at a minimum. Additional representatives and County staff may be included, as needed.

Deliverables:

- Kick-off meeting and meeting summary
- Project Management Plan
- Meeting minutes for PMT meetings

Task 2 – Stakeholder and Public Engagement

The goal of this task is to develop a planning outreach process that promotes the involvement of all stakeholders in the study area and, more specifically, any potential partners identified for future implementation. A concerted effort to reach out to senior, low-income and minority stakeholder

populations should be made. The County and its consultants will be responsible for designing an effective and innovative public involvement program.

The Stakeholder and Public Engagement Strategy (SPES) and schedule must be approved by the Project Management Team and shall include outreach and coordination with targeted stakeholders and agency partners, as well as broad outreach to the public. Minimum requirements are as follows:

- Stakeholder Steering Committee (SSC):
 - Agency coordination with relevant Cobb County departments, GDOT offices, Atlanta Regional Commission, Friends of Price Park, Cobb County Schools, Cobb County PARKS, Cobb County Water System, Cobb County Community Development, , other agency partners and identified neighborhood/community organizations as needed.
 - The Project Management Team with consultants shall identify individuals and agencies to approve the SSC members in advance of notification.
 - The SSC will be convened at least four (4) times over the project schedule and will assist the PMT with methodologies, background, outreach strategy, implementation plans and other milestones as needed.
- Public Engagement and Outreach:
 - Outreach to key stakeholders, including property owners, business owners, schools, churches, residents and tenants adjacent to the study area. The format may include, but not limited to, meetings (in person, phone or web-conference), onsite focus groups and/or walking tours, and/or individual stakeholder interviews.
 - A demonstrable effort shall be made to include persons or organizations that are or represent low-income, minority, persons with disabilities, or other disadvantaged stakeholders within reasonable proximity to the proposed study area.
 - Engagement with the public at large will include educating about design alternatives and potential impacts, as well as, seeking input and consensus on preferred concept, typical sections or improvements. A variety of tools and approaches should be used, including social media, surveys, and hosting outreach activities in the study area (e.g. at schools, churches or businesses along the corridor). A minimum of three (3) public open house meetings shall be held; however, the length and complexity of the project corridor may warrant more. Format, timing, and alignment with key project phases are to be determined as part of the SPE Strategy.
 - Neighborhood walkthroughs along various project segments should be held to help adjacent residents and other stakeholders visualize the future project and provide collaborative thoughts about trail opportunities and concerns. The project team should anticipate 4 to 6 total.
 - The SPES shall also provide recommendations for notifying the public and surrounding communities about outreach opportunities, including surveys, public meetings, and other engagement opportunities to provide feedback on the project, with special attention to ensuring residents and businesses along the project corridor are notified.
 - The SPES shall provide a recommended schedule of activities, and detail roles, responsibilities, strategies, likely participants, and notification details.
- Project information will be uploaded to a project website (hosted by the County) to provide project information to the public and shall include project materials, public event notifications, and design alternatives. The website shall also provide the opportunity for the public to leave feedback.

Deliverables:

- Stakeholder and Public Engagement Strategy (SPES)
- Project website and communication materials
- Meeting and Activities Summary
- Summary report of outreach efforts and feedback received from each meeting and important criteria and factors identified by stakeholders and the public. This should be provided as a standalone report, but also summarized in the final report (Task 6).

Task 3 – Existing Conditions & Technical Analysis

The consultant will conduct a thorough review and assessment of previous plans and existing conditions in the study area. The focus of the assessment will include the following:

- Conduct a review of relevant previous plans and studies, including but not limited to ARC's regional trail plan, CobbForward Comprehensive Transportation Plan (CTP), and Cobb County Greenways & Trails Master Plan.
- A review of all applicable policies, regulations, and guidelines for multi-use trail development, including design standards, widths, materials, permitting, and other relevant design considerations and requirements at a local, state, or national level.
- A review of current land use or transportation regulations or policies that impact the study area, and developments and projects underway, permitted or programmed in the study area.
- Review the existing data, conduct site visit(s), and review the adjacent trails and greenway facilities.
- Inventory and prioritize potential user destination along the trail and research the potential users and needs.
- Conduct preliminary environmental screening survey along the trail alignments. Survey shall include identification of wetlands, floodplains, wildlife, potential endanger species, and potential need for stream buffer permits, as well as possible impacts to potentially historic properties.
- Evaluate the traffic operations and safety. Identify potential conflict points in the trail corridors and recommended safety countermeasures based on GDOT and ARC's Complete Street policy.
- Under-bridge crossing feasibility should be determined at roadway crossings, particularly at Mars Hill Road, Stilesboro Road, Hadaway Road and Burnt Hickory Road bridges, to provide safe, grade-separated trail crossings where possible.
- Identify existing utilities that could be impacted by any of the alternative concepts identified, and corresponding contact information of the utility owners.
- Research right-of-way (ROW) information to determine number of parcels, driveways, easements, property owners, potential relocations and other impacts, and estimated costs for acquisitions including easements.
- Use of aerial photography, GIS mapping and GPS tools are acceptable
- Where applicable, review existing geotechnical, hydraulics/hydrology, and bridges/structures information to identify areas that allow an elevated structure
 - Provide assessment of soil composition and rock formations from existing plans and bridge foundation information
 - Establish area of potential impact due to longitudinal encroachment of any proposed boardwalk within National Flood Insurance Program floodway limits
 - Soil borings, where necessary and applicable, to provide adequate geotechnical information to determine feasibility of boardwalk or elevated trail structures, should data not be available through fieldwork or other previous reports.

The consultant will summarize the challenge and opportunities of the project based on the existing condition. This summary should provide an understanding of the needs for the improvements, challenges to feasibility, deliverability and constructability, etc.

Deliverable:

- Existing Conditions Analysis Document
- Memorandum or appendix to Existing Conditions report documenting feasibility and findings of under-bridge crossings and areas with elevated structures

Task 4 –Alternative Analysis and Concept Plan Development

Develop at least two alternative designs for the trail alignment, based on the existing conditions, technical analysis, and public and stakeholder involvement. Specific tasks include:

- Preliminary layout and typical sections should be provided for each alternative and any proposed spur trails.
- Evaluation of relative cost, feasibility, and constructability of alternative trail alignments and sections in logical phases or segments.
- Evaluation of impacts on right-of-way, environment, and utilities of each alternative trail alignment.
- Alternatives shall develop environmental improvement components to address potential environmental issue, shall develop safety countermeasures, and shall also comply with ARC and GDOT complete streets policies.
- Identification and conceptual layout of suitable and recommended areas for trailheads, parking areas, or other access points for the trail, as well as recommended amenities at the locations.

Based on the standard and evaluation, the study will identify at the preferred concept, or combine the alternatives into one optional concept. Justification and decision-making process for selecting the preferred concept shall be included in the study documentation.

Deliverable:

- Trail Concept Report, per CCDOT requirements
- Maps or exhibits of alternatives
- Memorandum summarizing the each alternative's pros and cons, such as feasibility, cost, meeting public's preferences, etc.

Task 5 – Survey Database Preparation

In preparation for Preliminary Engineering, a land survey shall be performed for the project alignment.

Database Preparation

- Establish Survey control and create survey control package.
- Provide OpenRoads Survey Database per the latest edition of GDOT's survey manual (including upstream and downstream of the existing drainage structures and bridges/culverts)
- Collect all areas inside the field survey limits. Collect all information required in the GDOT Survey manual to include but not limited to pavement, above ground utilities, utility spray markings, property, drainage, driveways, & buildings.
- Septic Tank Research to determine if project is on septic or sewer.
- Research and provide Property Owner's Database
- Perform Survey data processing to meet GDOT guidelines.

Task 6 – Final Project Deliverables

The following shall be developed and submitted in the format indicated below:

- Final Report document: prepare a Scoping Study document summarizing the goals of the project, methodology, documentation of all efforts and feedback from the public involvement process, existing conditions, technical analysis, alternatives considered, environmental and ROW assessment, concept layout and typical sections for preferred alignment, and implementation and management plan.
- Detailed cost estimate (engineering, acquisition, utilities, construction, etc.) for the optimal and for the alternative with inflation rate.
- Prepare an Implementation Plan that identifies the logical phases of implementation, potential implementation partners, responsibilities, cost estimates, timeline and potential sources of funding for each phase.
- Format:
 - Single combined PDF file of the final report document which includes the summary report, concept layout, typical sections and the remaining full documentation as appendices (as described above).
 - In addition to the final report, please provide *individual* files of each of the following:
 - Preferred and alternative concept plan layout and typical sections (PDF)
 - Environmental/historic resource scan memo or survey (PDF)
 - Cost Estimate (PDF & Excel)
 - One (1) printed final report document and appendices in 8.5"x11" and concept plan and typical sections in 11"x17".
 - A USB thumb drive or cloud web link containing electronic files in their original formats with supporting graphics and GIS or other data files (Word, Excel, InDesign, CAD, etc.).

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 <https://www.cobbcounty.org/gis>, or can purchase the data from the Cobb County GIS Core Group.

PROPOSAL FORMAT / SUBMITTING PROCEDURES

If your firm is interested in submitting a non-cost technical proposal for this project, please provide nine paper **(9) copies** (1 original and 8 copies are acceptable) of the technical proposal as indicated below. **Proposals shall also be submitted on a USB drive** containing all the submitted files in Adobe Acrobat (.PDF), Microsoft Excel (.XLS) and/or Microsoft Word (.DOC) formats. **The technical proposal shall cover the following and be formatted in the listed order: 1) Staffing, 2) Experience and Performance, 3) Approach, 4) Availability, and 5) Financial Stability.** Additionally, all addendum acknowledgement forms are to be signed and included in the proposal. See the "Evaluation Criteria" section of this RFP for information to be included for each of these criteria areas.

The technical proposal shall be limited to twenty (20) pages, either 20 single-sided or 10 double-sided. **Proposals submitted in excess of twenty (20) pages will not be reviewed.** The following items will be considered part of the twenty (20) page limit: cover letter, resumes, promotional information, drawings or illustrations (i.e. typical sections), maps, reference letters, proposed concepts, pictures, project information sheets, and litigation history. Litigation History is only required

for the Prime Firm. 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.

The following items **DO NOT** count toward the twenty (20) page limit: Proposal Cover, Table of Contents, Dividers, Financial Stability Information, consultant affidavit and agreements, subconsultant affidavit and agreements, immigration compliance certifications, DBE participation schedule, GDOT Pre-Qualification Notifications and Addendum.

The technical proposals shall be sealed in an envelope or box with your firm's name and "**PROPOSAL FOR Allatoona Greenway Trail Scoping Study, PROJECT NO. AR17**" clearly marked on the front.

Pre-Proposal Conference **March 11, 2024, 10:00 a.m.**
(non-mandatory) (Virtual Meeting – link provided above)

Deadline for Written Questions **March 18, 2024 5:00pm**
Email: ProcurementServices@cobbcounty.org

Proposal Submittal **March 28, 2024, 12:00 Noon**
 Cobb County Procurement Services
 122 Waddell Street
 Marietta, GA 30060

Proposal Opening **March 28, 2024, 2:00 p.m.**
 Cobb County Procurement Services
 122 Waddell Street
 Marietta, GA 30060

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.

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. **(25 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. **(35 points)**
4. Availability – Evaluation of the workload 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 **(10 points)**
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. Finance will notify the selection committee of points to be awarded to the top proposers. **(5 points)**

The Proposer is to submit the following ratios (accompanied by a letter from a CPA verifying review of financial ratios), which will be used to rank Financial Stability:

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

If the Proposer provides a performance bond, the five (5) points associated with Financial Stability will automatically be awarded.

If the top proposer receives two (2) points or less the County will hold 10% retainage until the project is 50% complete, 5% retainage until the project is 90% complete, and 2.5% retainage until the project is 100% complete. 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.

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.

The Consultant and their subcontractor(s) are required to be in compliance with the "*Georgia Security and Immigration Compliance Act*." The Consultants must execute and submit *Evidence of Compliance, Contractor Affidavit and Agreement, Subcontractor Affidavit and Agreement*, if applicable, and *Immigration and Compliance Certification* forms (attached) as part of their proposal.

Disadvantaged Business Enterprise (DBE) Participation and Small Business Participation (SBP) in all DOT contracts is encouraged. Proposers are subject to the requirements of Title 49, Code of Federal Regulations, Part 26, Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs. Proposers must submit a DBE Participation Schedule to the County with this RFP and a final DBE report must be submitted at the end of the project. Any subsequent changes and/or substitutions of DBE firms from the original DBE Participation Schedule must be submitted and approved by the County in advance. **Monthly DBE reports must be submitted with each monthly invoice.**

DBE Firms must be certified with the Georgia Department of Transportation's Equal Employment Opportunity (EEO) office.

No Small Business reports are currently required; however, this is subject to change at the **County's** discretion.

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 by 5:00pm Monday, March 18, 2024. All questions should be sent via email to ProcurementServices@cobbcounty.org.

Sincerely,

COBB COUNTY DEPARTMENT OF TRANSPORTATION



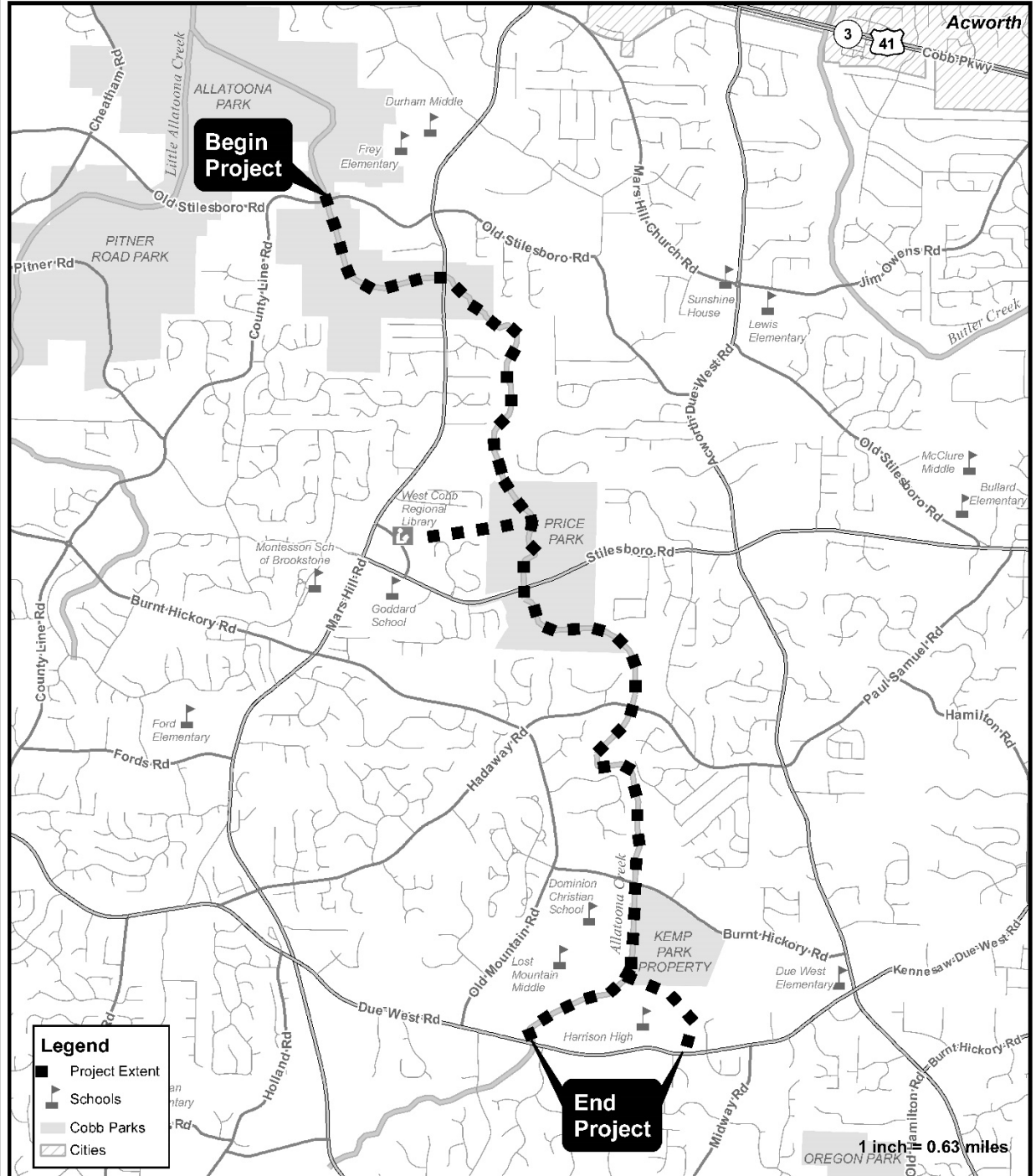
Laura F. Beall, AICP
Planning Division Manager
Project Manager

Attachments: Project Location Map
Exhibit A: Contractor Affidavit & Agreement
Exhibit A-1: Subcontractor Affidavit & Agreement
Exhibit A-2: Immigration Compliance Certification
DBE Participation Schedule

Cc: Drew Raessler, P.E. Agency Director CCDOT (electronic copy)
Michael Francis, P.E. Transportation Division Manager CCDOT (electronic copy)
Rustavius Ford, P.E. Pre-Construction Engineer CCDOT (electronic copy)
Karyn Matthews, P.E. District 2 & 3 Engineer CCDOT (electronic copy)
Scott Brown, AICP, CCDOT Senior Planner (electronic copy)
Procurement Services (electronic copy & hard copy)
Project File

PROJECT LOCATION MAP

LOCATION MAP



PROJECT:
Allatoona Creek Greenway Trail Scoping Study
Project No. AR17



Department of Transportation

Notes: Commission District 1

**CONTRACTOR AFFIDAVIT & AGREEMENT
(EXHIBIT A)**

This affidavit must be signed, notarized and submitted with any proposal requiring the performance of physical services. If the affidavit is not submitted with the proposal, proposal will be determined non-responsive and will be disqualified.

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 contracting with Cobb County, Georgia, has registered with, is authorized to use, and is participating in a federal work authorization program (an electronic verification of work authorization program operated by the U.S. Department of Homeland Security or any equivalent federal work authorization program operated by the U.S. Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA)). The undersigned contractor further attests that it will continue to use the federal Employment Eligibility Verification (EEV) work authorization program throughout the contract period.

The undersigned further agrees that should it employ or contract with any subcontractor(s) or should its subcontractor(s) employ other subcontractor(s) for the physical performance of services pursuant to the contract with Cobb County, Georgia, the contractor or subcontractor will:

- (1) Notify the County within five business days of entering into a contract or agreement for hire with any subcontractor(s);
- (2) Secure from any subcontractor(s) and/or their subcontractor(s) verification of compliance with O.C.G.A. § 13-10-91 on the attached Subcontractor Affidavit & Agreement (EXHIBIT E-2) prior to the commencement of any work under the contract/agreement;
- (3) Secure from any subcontractor(s) and/or their subcontractor(s) a completed Immigration Compliance Certification (EXHIBIT E-3) prior to the commencement of any work under the contract/agreement;
- (4) Provide the subcontractor(s) with legal notice that Cobb County, Georgia, reserves the right to dismiss, or require the dismissal of, any contractor or subcontractor for failing to provide the affidavit and/or for failure to comply with the requirements referenced in the affidavit;
- (5) Maintain records of such compliance and provide a copy of each such verification to Cobb County, Georgia, at the time the subcontractor(s) is retained to perform such services or upon any request from Cobb County, Georgia; and
- (6) Maintain such records for a period of five (5) years.

EEV (E-Verify) Program User ID Number

EEV Program Date of Authorization

BY: Authorized Officer or Agent
[Contractor Name]

Contractor Business Name

Printed Name

Date

SWORN AND SUBSCRIBED BEFORE ME
ON THIS THE ____ DAY OF _____, 20__

Notary Public

Commission Expires: _____

**SUBCONTRACTOR AFFIDAVIT & AGREEMENT
(EXHIBIT A-1)**

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 on behalf of Cobb County, Georgia, has registered with, is authorized to use, and is participating in a federal work authorization program (an electronic verification of work authorization program operated by the U.S. Department of Homeland Security or any equivalent federal work authorization program operated by the U.S. Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA)). The undersigned subcontractor further attests that it will continue to use the federal Employment Eligibility Verification (EEV) work authorization program throughout the contract period.

The undersigned further agrees that should it employ or contract with any subcontractor(s) or should its subcontractor(s) employ other subcontractor(s) for the physical performance of services pursuant to the contract with Cobb County, Georgia, the undersigned subcontractor will:

- (1) Notify the County within five business days of entering into a contract or agreement for hire with any subcontractor(s);
- (2) Secure from any subcontractor(s) and/or their subcontractor(s) verification of compliance with O.C.G.A. § 13-10-91 on this Subcontractor Affidavit & Agreement (EXHIBIT E-2) form prior to the commencement of any work under the contract/agreement;
- (3) Secure from any subcontractor(s) and/or their subcontractor(s) a completed Immigration Compliance Certification (EXHIBIT E-3) prior to the commencement of any work under the contract/agreement;
- (4) Provide the subcontractor(s) with legal notice that Cobb County, Georgia, reserves the right to dismiss, or require the dismissal of, any contractor or subcontractor for failing to provide the affidavit and/or for failure to comply with the requirements referenced in the affidavit; and
- (5) Maintain records of such compliance and provide a copy of each such verification to Cobb County, Georgia, at the time the subcontractor(s) is retained to perform such services or upon any request from Cobb County, Georgia; and
- (6) Maintain such records for a period of five (5) years.

EEV (E-Verify) Program User ID Number

EEV Program Date of Authorization

BY: Authorized Officer or Agent
[Subcontractor Name]

Subcontractor Business Name

Printed Name

Date

SWORN AND SUBSCRIBED BEFORE ME
ON THIS THE ____ DAY OF _____, 20__

Notary Public

Commission Expires: _____

(Effective 9/20/2013 Supersedes All Previous Versions)

IMMIGRATION COMPLIANCE CERTIFICATION
(To be completed by Contractor and all Subcontractors)
(EXHIBIT A-2)

I certify to the Cobb County Board of Commissioners that the following employees will be assigned to:

<hr/> <i>(Project Name/Description)</i>		
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>

I further certify to Cobb County, Georgia the following:

- The E-Verify program was used to verify the employment eligibility of each of the above-listed employees hired after the effective date of our contract to use the program;
- We have not received a Final Nonconfirmation response from E-Verify for any of the employees listed.
- If we receive a Final Nonconfirmation response from E-Verify for any of the employees listed above, we will immediately terminate that employee's involvement with the project.
- I have confirmed that we have an I-9 on file for every employee listed above and that to the best of my knowledge all the I-9s are accurate.
- To the best of my knowledge and belief, all of the employees on the above list are legally authorized to work in the United States.
- If any other employee is assigned to this Cobb County project, a certification will be provided for said employee prior to the employee commencing work on the project.

To the best of my knowledge and belief, the above certification is true, accurate and complete.

Sworn to by:

Employer Name & Address

Signature of Officer

Printed Name / Title

Date

SWORN AND SUBSCRIBED BEFORE ME
ON THIS THE ____ DAY OF _____, 20__

Notary Public

Commission Expires: _____

(Effective 9/20/2013 Supersedes All Previous Versions)

DBE PARTICIPATION SCHEDULE

BIDDER'S COMPANY NAME:		
Contract No. TBD Cobb County No. AR17	Allatoona Creek Greenway Trail Scoping Study	
BID DATE: March 28, 2024	TOTAL BID:	
THE DBE GOAL ON THIS CONTRACT IS: XX%		
I PROPOSE TO UTILIZE THE FOLLOWING DBE CONTRACTORS:		

VENDOR NUMBER	DBE NAME/ ADDRESS (CITY, STATE)	TYPE OF WORK	*WORK <u>CODE</u>	Race Neutral	Race Conscious	<u>AMOUNT</u>
TOTAL						

***For Departmental use only. Do not fill in Work codes.**

PLEASE NOTE: Only 60 % of the participation of a DBE Supplier who does not manufacture or install the product will be counted toward the goal. See below for further instructions.