

REQUEST FOR PROPOSALS

TOWN OF TYRONE TRANSPORTATION ENGINEERING SERVICES

Project Number: PW-2026-04



Prepared on: 7/19/2026

SEALED PROPOSAL MUST BE DELIVERED TO:

Town of Tyrone
Attn: Scott Langford, PE
950 Senoia Road
Tyrone, GA 30290

Proposals Due: August 26, 2026 by 11:00 AM EST

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ADVERTISEMENT FOR REQUEST FOR PROPOSALS

Owner: The Town of Tyrone

Project Name: 2026 Transportation Engineering Services

Project Number: PW-2026-04

Project Location: Town of Tyrone – Town Limits

Description of Project/Services: Provide professional engineering services for design and construction of transportation improvements and traffic studies.

RFP DOCUMENTS MAY BE OBTAINED FROM: <http://www.tyronega.gov/bid-items>

- All public notices, addendum and other documents shall be posted at <http://www.tyronega.gov/bid-items>
- Licensure: To be considered for selection, persons or firms must be properly licensed in accordance with the requirements of the Official Code of Georgia Annotated, as amended, at the time of proposal submission.
- All communication shall be in writing with the Project Manager listed below. Preferred method of communication is email.

Project Coordinator/Manager: Scott Langford, PE Title: Public Works Director & Town Engineer

Address: Street: 950 Senoia Road

City: Tyrone

State: Georgia

ZIP: 30290

EMAIL: slangford@tyrone.org

Phone: 770-487-4038

Pre-submittal Conference: None

Submittal Due Date: August 26, 2026 Time: 11:00 AM

Number of Copies: 4 paper, 1 pdf

Submittal Delivery Address:

Hand Delivery: Town of Tyrone

Attn: Scott Langford, PE

950 Senoia Road

Tyrone, GA 30290

Mail Services: Town of Tyrone

Attn: Scott Langford, PE

950 Senoia Road

Tyrone, GA 30290

Approved By: 

(Assistant Town Manager)

Date: 07/22/2026

THE TOWN OF TYRONE
2026 TRANSPORTATION ENGINEERING SERVICES

1.0 INTRODUCTION

1.01 General:

The Town of Tyrone (Town) has experienced considerable growth in the past 20 years. The Town is seeking qualified professional service firms (Firm) to serve as a Transportation Engineer of Record (EOR) for projects within the Town's limits. These projects range from planning and traffic studies to design, permitting, utility coordination, right of way acquisition and construction management. The Town of Tyrone's overall goal with this Request for Proposals (RFP) is to provide safe passage, improve intersections, and handle traffic volume more efficiently. The contract will be through an on-call contract starting during our Fiscal Year FY27 (7/1/26 to 6/30/27) with options to extend the contract for five additional fiscal years. The Town reserves the right to solicit other Consultants for tasks that would otherwise fall within the services listed herein.

1.02 Site Visit and Pre-Proposal Meeting:

The Town will not hold a pre-proposal meeting. A site visit is recommended but not required. The purpose of the visit is to further acquaint your team with the roads and transportation system. By submitting the RFP, the Firm acknowledges that they are familiar with the sites and existing conditions as ascertained through a site visit. No adjustments will be made to the contract price due to existing site conditions which could have been discovered by the site visit by the Firm. You are not to discuss the project with the Town's employees. All questions should be in writing via email to the Project Manager, Scott Langford at scott.langford@tyronega.gov.

1.03 Town Transportation System

The Town's transportation system consists of a small number of GDOT State Functional Classified Roads, those being: Dogwood Trail (major collector), Senoia Road (minor arterial) Tyrone Road (minor arterial), and Palmetto Road (minor arterial). Overall, the Town maintains approximately 68 miles of paved roads and 2 miles of unpaved roads. The only State maintained road within the Town's physical limit is SR-74.

Funding for the Town's roads comes from the General Fund, Special Purpose Local Option Sales Tax (SPLOST), the State's Local Maintenance and Improvements Grant (LMIG and LMIG Supplemental) issued to the Town, and the State's TIP/LAP grant issued to the County for work that includes Tyrone's roads. Since the County manages the TIP/LAP projects the A&E services for this grant is completed by the County. The Town has recently applied for LAP certification; therefore, the Town may request assistance for future projects as awarded by the State.

Some of the recent transportation studies completed by the Town or Fayette County are included (or links provided) in Appendix B as well as the 2017 SPLOST projects that were transportation related in Appendix A.

1.04 Firm's Qualifications

Technical proposals will be considered only from those Firms who are regularly established in services described in the scope of work and who are financially responsible and have the necessary equipment and facilities required by this proposal to provide said services and to meet the standards as stipulated

in these documents. The Town may request information substantiating the above requirements. Failure to provide such information may result in the proposal being considered non-responsive. It is understood that the right is reserved by the Town to thoroughly inspect and investigate the establishment, facilities, equipment, business reputation, and other general qualifications of any Firm; and to reject any bid irrespective of bid prices, if it shall be administratively determined that any or all of the qualifications cannot be met.

2.00 STATEMENT OF WORK AND SCOPE OF WORK

2.01 The Town has an on-going need for engineering services related to the assessment, design, and delivery of transportation projects. The Town desires to enter into a contract with a qualified firm to serve as the Transportation Engineer of Record. The Consultant will provide on-call services with fees based on the hourly rates established in the Contract. Work shall be assigned on a Project Task Order basis. Each Project Task Order will specify a lump-sum amount or a maximum not-to-exceed amount and provide a detailed statement of work, requirements, specifications, and deliverables.

There will be no minimum amount of work or number of projects explicit or implied by the Contract, and the Engineer of Record shall execute projects as assigned.

The following projects are the Town's current priorities and will be the projects that the Town will be looking towards starting as budget allows:

- A. Road Resurfacing: Resurface sections of multiple roads.
 - a. The Town plans to start with the 2027 Asphalt resurfacing project number PW-2027-01. Funded by LMIG, SPLOST, and/or General Funds, this project will require developing construction plans, technical specifications, soil erosion and sedimentation control plans, and any other document, plan or drawing needed for permitting, and construction. Some minor assistance with procurement of a Contractor for construction maybe require such as cost estimate with line items for the Town's Bid form with quantities and descriptions. Construction Engineering and Inspection (CEI) Services will also be required for this project. The road sections for this project have already been identified.
- B. Road Preventive Maintenance – The Town has set itself in position to transition into more preventive maintenance projects to maintain and extend the life of our roads. This would include helping to create a preventive maintenance matrix that identifies key roads that are best candidates for preventive maintenance. Also included in the project would be developing plans, specifications, drawings and other documents as needed to bid and procure the projects along with providing Construction Engineering and Inspection (CEI) Services.
- C. Shamrock Park Improvements - Reconstruction
 - a. A recent study is included in Appendix A for this project. This project includes a multi-use path, pedestrian trail around the lake and landscaping. The Town plans to start with this 2023 SPLOST project for developing construction plans, right-of-way plans, utility plans, technical specifications, soil erosion and sedimentation control plans, and any other document, plan or drawing needed for permitting, land acquisition, and construction. Including assisting with procurement of a Contractor for construction, and providing Construction Engineering and Inspection (CEI) Services.

D. Senoia Road Corridor Transportation Improvement Project (TIP) – A recent study is included in Appendix B for this project. This project includes implementation of priority recommendations from the Towns most recent adopted Livable Centers Initiative (LCI). The project corridor is approximately 1.9 miles along Senoia Road from the intersection of Senoia/Tyrone/Palmetto to Senoia Road at East Crestwood Road. The Town intends to deliver this project as an ARC TIP project administered through GDOT's Locally Administered Projects (LAP) framework and GDOT's Plan Development Process (PDP). The selected consultant shall perform all work so that plans, supporting technical documentation, and cost/schedule products are acceptable for GDOT review/approval consistent with federal-aid requirements used for ARC TIP deliverability determinations. The Town has pursued this project in the 2026 TIP solicitation cycle. If project is awarded, the Town will seek PDP project management, testing, and construction inspection engineering services for the duration of construction. Although the Consultant services procured under this RFP will be funded with local funds, the Senoia Road Corridor project is intended for delivery through the ARC TIP and GDOT LAP process. The Consultant shall prepare all work products so that they are suitable for review, acceptance, and use by the Town, GDOT, ARC, FHWA, and other agencies having jurisdiction.

2.02 The following examples of work that may be necessary on projects and shall be included are, but are not limited to:

- Prepare A&E costs and schedule for the complete project as part of each Task Order form.
- Surveying – boundary surveys, construction staking, location surveys, survey of existing conditions, etc.;
- Preparation of legal descriptions for land acquisition;
- Preparation of Final Plats;
- Geotechnical Investigations;
- Construction Engineering and Inspection;
- Hot Mix Asphalt – Field inspection, coring, quality acceptance (per GDOT Inspection Manual), etc.;
- Pavement Design (e.g., preparation of job mix formula for Full Depth Reclamation, pavement type and thickness, etc.);
- Pavement Preservation
- Drainage Structures and Culvert Inspections;
- Cost Estimating;
- Grading Plans;
- Alternative Analyses, etc.

2.03 The Town will assign projects to the Transportation EOR on an as-needed basis. The projects may be assigned individually or in groups. Projects may consist of any engineering service related to Public Works. This may include, but is not limited to, the following scope of work:

1. Transportation Planning
 - a. Local, Regional, and Statewide Coordination and Planning
 - b. Detailed Planning Studies and Intersection Studies

- c. Alternate Systems Planning / Alternative Analysis
 - d. National Environmental Policy Act (NEPA) compliance for Federal-Aid Projects
 - i. History
 - ii. Air Quality
 - iii. Noise
 - iv. Ecology
 - v. Archaeology
 - vi. Freshwater Aquatic Surveys
 - vii. Bat Surveys
 - e. Public Engagement / Public Involvement
 - f. Location Studies
 - g. Traffic Analysis
 - h. Non-Motorized Transportation Planning
 - i. Personal Transportation Vehicle (e.g., golf cart) Planning
2. Road Design
- a. Rural and Urban Roadway Design (two-lane and multi-lane)
 - b. Traffic Operations Studies and Design
 - c. Landscape Architecture Design
 - d. Traffic Control Systems Analysis, Design and Implementation
 - e. Utility Coordination including Town owned utilities (Sewer)
 - f. Hydraulic and Hydrologic Studies (Transportation stormwater infrastructure)
 - g. Facilities for Bicycles, Pedestrians and Golf Carts
 - h. Roadway Lighting
 - i. Value Engineering
 - j. ADA compliance as applicable
 - k. Pavement preservation
3. Soils, Foundations & Material Testing
- a. Soil Survey Studies
 - b. Geological and Geophysical Studies
 - c. Laboratory Testing of Roadway Construction Materials
 - d. Field Testing of Roadway Construction Materials
 - e. Hazardous Waste Site Assessments
4. Construction
- a. Cost Estimating
 - b. Construction Engineering and Supervision
 - c. Project Management
 - d. Inspections and Material Testing
5. Erosion and Sedimentation Control
- a. Soil Erosion, Sedimentation, and Pollution Control Plan
 - b. Rainfall and Runoff Testing and Reporting
 - c. Field Inspection for Erosion Control

6. Topography

- a. Land Surveying
- b. Engineering Surveying
- c. Topographic Surveying
- d. As-Built Surveying
- e. Construction Layout and Staking
- f. Photogrammetry
- g. Overhead & Subsurface Utility Engineering (SUE)

Most of the work areas listed above correspond to GDOT Area Class / Employee Qualification used for Consultant Prequalification. Unless noted otherwise, descriptions for the work areas match those referenced and used by GDOT.

General notes below explain the Town's needs and preferences related to this RFP.

- Environmental – The Consultant shall generate all necessary Environmental documents and obtain the associated approvals and permits. The Consultant team shall have sufficient experience to satisfy National Environmental Policy Act (NEPA) requirements for federal-aid projects.
- Public Engagement – Projects may require public engagement. The Town can assist with coordinating and hosting Public Information Open House meetings and similar events. However, the Consultant team should have the resources to lead public engagement activities such as meetings, dissemination of information by social media, on-line surveys, etc.
- Project Data and Deliverables – All reports, plans, drawings, studies, specifications, estimates, maps, computations, computer files and printouts, and any other data prepared under the terms of this RFP shall become the property of the Town. The data shall be reasonably organized, indexed, bound and delivered to the Town within two weeks of written request from the Town. Most deliverables are expected to be received in electronic format. CAD files shall be provided in a format/version compatible to AutoCAD Civil 3D 2010. CAD files shall be provided to the Town on all construction projects.
- Invoices – the Consultant shall provide monthly reporting and invoicing on all active projects in a manner and format that is mutually agreed upon by the Consultant and the Public Works Director.
- Other Services – The Consultant team should have the resources available to provide the type of services listed in this document.

3.00 FIRM GENREAL RESPONSIBILITIES

3.01 The bidder shall be responsible for examining the work sites and becoming familiar with the work required at each site.

3.02 Notification to the Town if work to be performed is outside the scope of what was identified in the original Project Order agreement.

3.03 The Firm will consult with the appropriate Town personnel for approval prior to any schedule variance. Firm shall notify the Public Works Director at least 5 workdays prior to any activity rescheduling. Correspondence may occur via email (preferred) or phone call.

3.04 The Firm shall provide competent, suitable and qualified personnel to perform the work as required for each Project Order.

3.05 Firm's vehicles used inside the Town shall be in good repair, free from leaking fluids and properly registered.

3.06 The Firm shall satisfy the Georgia Department of Transportation requirements along with MUTCD standards, ADA-PROWAG standards, and AASHTO standards. The Firm will be required to follow MUTCD when working within any Town Right-of-Way. Cost for the Project Item Shall include all traffic control and signage.

3.07 All personnel are required to wear safety protective equipment as appropriate for the situation. The Firm will be responsible for providing the safety equipment to their employees.

3.08 The Firm shall purchase and provide all materials, supplies and labor necessary to fulfill the requirements of this proposal.

3.09 The Firm shall not commence work until which time a contract Task Order is signed by the selected Firm and the Town; but no later than 30 calendar days following the Town's contract Task Order execution.

4.00 TOWN OF TYRONE GENERAL RESPONSIBILITIES

4.01 Identify the project limits and furnish the Firm the following information:

- A. Provide approximate location of the work activities and expectations
- B. Provide firm with PCI information as available.
- C. Provide the Task Order to the Firm for execution.

4.02 As applicable, notify the Firm of discrepancies in work performed and discuss corrective action to be taken.

5.00 SUBMISSION CRITERIA

5.01 Submission: Provide four (4) complete and one electronic (pdf format) identical copies of the submitted Proposal to the Project Manager at:

Town of Tyrone
Attn: Scott Langford, PE
950 Senoia Road
Tyrone, GA 30290
770-487-4038
Scott.Langford@TyroneGA.gov

5.02 Proposal Due Date:

The deadline for submission of the RFP is listed in this proposal on the Advertisement for RFP page or as amended by an Addendum.

5.03 Responsibility:

The Town is not responsible for the proper or timely delivery of submittals. Failure to meet the deadline for receipt of submittals will result in rejection of the submittal. Submittals received after the deadline will not be considered whether delayed in transit or for any other cause whatsoever. Each firm is solely responsible for the accuracy and completeness of its submittal. Errors and omissions may constitute grounds for rejection.

5.04 Envelope:

Seal and mark the exterior of the envelope with, "RFP# PW-2026-04 for 2026 Transportation Engineering Services" along with the name and address of the firm.

5.05 Proposal Requirements:

Proposals shall be on 8.5" by 11" paper. **Proposal shall not exceed 25 pages** with a minimum font size of 11-point Times New Roman and one-inch margins. A "Page" is defined as a display of information on one side of a piece of paper. Double sided printed paper will count as two pages. Charts and Drawings can be submitted on 11" x 17" page (Z-folded to 8.5" x 11"), but will count as 2 pages per side. Pages should be numbered consecutively. A Table of Contents, with corresponding tabs in the body of the proposal, must be included as well to identify each section. Placing multiple tabs on the same page is acceptable. Any forms, affidavits, certifications or signed statements called for in the RFP may be included in a proposal as an appendix that will not count towards the page limit.

The submittal shall include one-page transmittal letter, cover page with RFP name and number, and table of contents. These pages do not apply toward the page limit. Responses covering over 25 pages total will not be viewed upon favorably by the Selection Committee.

In order to limit the cost incurred by responding to this solicitation, proposers are encouraged to be brief. Thick submittals with background and general marketing material are not desired. Instead, emphasis should be placed on responding to the evaluation criteria, understanding the project requirements and the project goals.

5.06 Costs to Prepare Responses:

The Town assumes no responsibility or obligation to the respondents and will make no payment for any costs associated with the preparation or submission of proposals.

5.07 Proposal Information:

The following information pertains to general information:

1. Offers submitted are good for 90 calendar days after the opening of the offer. By offering, the Firm acknowledges that they have examined the RFP and have a full understanding of the RFP and any addendum issued.
2. In the event of discrepancy between unit price and extended price, the unit price prevails.
3. The Town Reserves the right to waive any defect or irregularity in any proposal received.
4. The Town reserves the right to select a responsive, responsible firm on the basis of best value that is deemed to be most advantageous to the Town.
5. The Town reserves the right to reject any proposal or all proposals, and to re-release the request for proposals.

5.08 Questions about the project:

Questions shall be in writing to the Project Manager (Scott Langford – see Section 4.01 above), preferably in email format. Questions must be submitted at least 10 calendar days prior to the RFP submittal date and time. Responses to information will be via addendum posted on the Town's website at <http://www.tyronega.gov/bid-items>. Firm shall acknowledge receipt of all issued Addendum on the Required Document Checklist form located in Section **10.00 OWNER PROVIDED FORMS**. It is the Firm's responsibility to visit the website frequently to ensure they have the most up to date information.

6.00 EVALUATION CRITERIA

6.01 The Selection Committee will evaluate the content of the written proposals and the fee proposals based upon the criteria listed and point values in the table below. If it deems necessary, the Town may determine to short list 2-5 firms and conduct interviews. As the services being sought are considered professional in nature, the evaluation will be based upon consideration of the demonstrated qualifications and capabilities of the proposers. The criteria are tabulated below with their respective maximum point values.

RFP CRITERIA

Major Category	Maximum Points
Qualifications of the Firm	10
Firms Experience	15
Project Approach	35
Scheduling and Workload	10
Clarity of Submittal and Forms	5
Financial Stability	5
Fee Schedule	20

7.00 RESPONSE TO CRITERIA

7.01 General Information Regarding the Criteria:

By submitting a proposal, the Firm represents that they have (1) thoroughly examined and are familiar with the scope of services outlined in this RFP, and (2) are capable of performing quality work to achieve the Town's objectives. To simplify the review process and to obtain the maximum degree of comparability, the proposal must follow the outline described below and, at a minimum, contain the requested information. Respondents are encouraged to include additional relevant information. Omissions or incomplete responses in terms of content or aberrations in form may at the Town's discretion, render the proposal non-responsive.

7.02 Criteria Descriptions:

- A. Qualifications of the Firm – As part of the criteria submission. Firms shall address all relevant subjects as it perceives them, including but not limited to:
 - a. Number of years in business and location of home and working offices;
 - b. Address, telephone and email address for the firm and major subconsultants;
 - c. Number of personnel employed that will be available to provide service for the project. Note if personnel are full, part, or seasonal employment. Include the use of any subconsultants;
 - d. Project Team - provide names and a brief resume of Project Manager and other key staff. Include list of relevant licenses and certifications in the state of Georgia for these types of work activities including staff that has undergone all GDOT LAP training within the past 5 years; and,
 - e. Provide summary of GDOT prequalification(s) by Area Class and firm along with other relevant certifications/qualifications.
- B. Firm Experience – As part of the criteria submission, firms shall address all relevant subjects as it perceives them, including but not limited to:
 - a. List a minimum of three (3), but not more than six (6), projects with references within the past 5 years where similar type of work and successful completion was performed; specifically, at least one activity with intersection studies and one activity with design and construction management of GDOT TIP projects. List date completed, services provided, involvement of proposed Project Team members, time to complete the design, time to complete construction, final estimate of cost, amount of accepted bid and final cost after construction. Phone numbers and email addresses of references are to be included. The Town reserves the right to make reference checks on any listed project and results of such reference checks will be factored into the scoring;
 - b. In the last 5 years has any member of the team ever failed to complete any work awarded to it or been removed from any project awarded? If yes, provide an explanation and contact information for that Owner's Project Manager; and,
 - c. Is your firm currently in litigation or have been in the past 5 years? If so, explain.
- C. Project Approach – As part of the criteria submission. Firms shall address all relevant subjects as it perceives them, including but not limited to:
 - a. Provide examples, as applicable, of unique cost savings techniques that will enhance the services and final product to the Town;
 - b. Demonstrate your understanding of the proposal requirements;
 - c. Demonstrate your ability to stay on schedule and within budget; and,

- d. Provide insight on your Firm's ability to provide holistic approach to transportation planning studies, strategies for effective construction oversight, internal quality control procedures, project management techniques, "value-added" ideas, and other factors that Firm believes to be relevant to the RFP.
- B. Scheduling and Workload – As part of the criteria submission. Firms shall address all relevant subjects as it perceives them, including but not limited to:
 - a. Provide information on your current workload and how the Town's projects will be accomplished and effectively managed to deliver multiple project Task Orders simultaneously. Demonstrate your ability to move projects forward quickly. Provide availability of key Project Team members and backlog of work. Provide description of tools and software that will be used to develop and track projects;
 - b. Identify any foreseeable problems in the implementation of the project. Include how these potential problems may be resolved;
- D. Clarity of Submittal and Forms – As part of the criteria submission. Firms shall address all relevant subjects as it perceives them, including but not limited to:
 - a. Conforms with the format instructions as listed above.
 - b. Provides information listed in the Response to Criteria.
 - c. Provides relevant information in a clear and concise manner that demonstrates the Firm's ability to communicate their understanding of the project and their ability to performing the project.
 - d. Firms shall submit the following required fully executed and completed forms:
 - a. Complete, sign and submit the Owner provided Required Document Checklist form
 - b. Complete, sign and submit the Owner provided Contractor Affidavit under O.C.G.A. § 13-10-91(b)(1) forms Parts 1 and 2.
 - c. Complete, sign and submit the Owner provided Firm Information form.
 - d. Complete, sign and submit the Firm's Insurance Certificate on the ACORD 25 form
 - e. Complete, sign and submit the Firm's Hourly Rate Schedule form in a separate sealed envelope.
- E. Financial Stability – As part of the criteria submission. Firms shall address all relevant subjects as it perceives them, including but not limited to:
 - a. Form of ownership, including state of residency or incorporation. State if the offeror is a sole proprietorship, partnership, corporation, Limited Liability Corporation (LLC), joint venture, or other structure.
 - b. Provide Certificate of Insurance as described in Section 9.00 Administrative and Offeror Information section of this RFP.
 - c. Supply Current Ratio (Current Assets/Current Liabilities) experience for the last five (5) years, with a signed affidavit from the Firm's Financial Officer.
- F. Fee Schedule – As part of the criteria submission. Firms shall address all relevant subjects as it perceives them, including but not limited to:
 - a. **All cost information shall be provided in a sealed envelope separate from the proposal.**
 - b. An Hourly Rate Schedule should be included and list all job classes/titles expected to bill against this Contract as well as any additional unit costs associated with travel, production of documents, etc. All fees, unit rates and hourly rates shall be held constant for any Task Order executed throughout the length of the project.
 - c. The Hourly Rate Schedule information should acknowledge that any changes to the proposed rates, fees, or other costs for future project Task Orders after June 30, 2027

shall be requested by the Firm at the time for contract renewal to account for anticipated inflation. Hourly rates and fees will not be open to negotiation or changes after a contract renewal is awarded. Hourly Rates for project Task Orders already established prior to contract renewal are not subject to change when a Contract renewal is granted.

- d. As noted previously, work shall be assigned on a project Task Order basis. Each project Task Order will specify a lump-sum amount or a maximum not-to-exceed amount and provide a detailed statement of work, requirements, specifications, etc. The payment method for each project Task Order will be established based on the type of work being performed.

8.00 SELECTION PROCESS

8.01 A selection committee consisting of Town Staff will recommend the best suited firm to the Town Council at the Council meeting listed in the Schedule of Events below.

8.02 The committee will utilize the Criteria identified in the aforementioned in determining the best suited firm. The Town may choose to interview firms.

8.03 In addition to the required written submittals, the Selection Committee may require oral interviews. If oral interviews are requested; firms will be notified and will receive interview instructions. Key personnel from the firm who will be directly involved with the project should attend the interview. The interview panel will; in particular, be interested in knowing more about previous experiences, meeting deadlines, project approach and interacting with the individuals who will act as the primary contacts.

8.04 Schedule of Events

RFP Issued	July 29, 2026
Deadline for Submission of Questions	August 16, 2026
Proposal Due Date	August 26, 2026
Interviews if requested	September 3, 2026
Committee Recommendation to Council	September 17, 2026
Anticipated Start Date	TBD upon Council approval/Legal Counsel review
Completion date	June 30, 2027; 1 Year renewals if both parties are agreeable for up to five renewals total.

8.05 Contract Rate Negotiations

The Town will start with the highest ranked firm after evaluation of the RFP and interviews as conducted, and negotiate a contract at fair and reasonable compensation. If negotiations with the most qualified firm do not result in a satisfactory contract, the Town will terminate negotiations with this firm, and then undertake negotiations with the next most qualified firm. This process will continue until an agreement is reached or when the Town determines not to proceed further.

9.00 AMINISTRATIVE AND OFFEROR INFROMATION

9.01 Availability of RFP Documents

The RFP documents are available on the Town's website at <http://www.tyronega.gov/bid-items>.

9.02 No Commitment by the Town of Tyrone

This Request for Proposals does not commit the Town to award any costs or pay any costs, or to award any contract, or to pay any costs associated with or incurred in the preparation of a Proposal to this Request, or to procure or contract for services or supplies. In acceptance of Proposals, the Town reserves the right to negotiate further with one or more of the Firms as to any features of their proposals and to accept modifications of the work and price when such action will be in the best interest of the Town. This includes solicitation of a best and final offer from one or more of the proposers.

9.03 Proposal Representation

Each Proposer, who has the legal authority to sign and bind the firm, must sign the proposal with their usual signature and shall give their full business address on the form provided in this Proposal. Proposals by partnerships shall be signed with the partnership name by one of the members or by an authorized representative. Proposals by corporations shall be signed with the name of the corporation followed by the signature and designation of the President, Secretary, or other person authorized to bind it in the matter and shall have the corporate seal affixed thereto.

9.04 Insurance Requirements:

The Firm's Comprehensive General and Automobile Liability Insurance shall be written for not less than limits of liability as follows:

- A. Comprehensive General Liability
 - a. Bodily and Personal Injury, Property Damage and Contractual: \$2,000,000 Combined Single Limit Each Occurrence/\$2,000,000 General Aggregate.
 - b. General Aggregate Limits shall apply per Project.
- B. Comprehensive Automobile Liability
 - a. Bodily Injury and Property Damage: \$1,000,000 Combined Single Limit Each Occurrence
 - b. Any Auto including Hired and Non-Owned liability coverage is required.
- C. Workers Comprehensive
 - a. Workers' Compensation insurance covering all employees of Contractor or any subcontractor engaged in performing the services required by this proposal of not less than the minimum requirement of \$100,000 per accident/\$100,000 Disease each employee/\$500,000 Disease policy limit. At a minimum, the policy must also meet Georgia required coverage.
- D. Professional Liability Insurance
 - a. Covering negligent acts, errors, and omissions arising from the professional services performed by the consultant and its subconsultants under this contract.
 - b. Coverage shall be not less than \$2,000,000 per claim and \$2,000,000 annual general aggregate.
 - c. General aggregate limits shall apply per project.
- E. The Town must be named as additional insured on the policy of insurance as follows: Town of Tyrone; 950 Senoia Road; Tyrone, GA 30290.
- F. The policy **shall not** contain a waiver of subrogation.

Firm shall provide the Town with a valid Certification of Insurance evidencing the Town. The certificate shall be on the ACORD 25 form. The certificate will further confirm that at least thirty (30) days prior written notice will be furnished to the Town by Insurer before cancellation or non-renewal of policy. The insurance policies may not include a deductible, retention or self-insurance in excess of \$10,000. It is further understood that any coverage extended by reason of this paragraph shall be primary and non-contributory and such shall be evidenced on the Certificate of Insurance. Any insurance maintained by the Town of its own protection shall be secondary of excess insurance. All insurance companies providing coverage must have an AM Best Rating of A-VII or better unless approved by the Town in advance at its sole discretion.

9.05 Indemnification

The Firm shall save and hold harmless, pay on behalf of, protect, defend, indemnify the Town, assure entire responsibility and liability for losses, expenses, demands and claims in connection with or arising out of any injury, or alleged injury (including death) to any person, or damage, or alleged damage, to property of the Town or others sustained or alleged to have been sustained in connection with or to have arisen out of or resulting from the performance or the intended performance of any work/service, outlined or resulting from this agreement, by the Firm of their employees, including losses, expenses or damages sustained by the Town or Town Officials, including the Mayor and Council members and employees of the Town from any and all such losses, expenses, damages, demands and claims. The Firm further agrees to defend any suit or action brought against the Town or Town Officials based on any such alleged injury or damage and to pay all damages, cost and expenses in connection therewith or resulting there from. As an integral part of this agreement, the Firm agrees to purchase and maintain, during the life of this contract, contractual liability insurance in the amounts required in the general liability section Insurance Requirements. The obligations of the Firm pursuant to this paragraph shall not be limited in any way by any limitation in the amount or type of proceeds, damages, compensation, or benefits payable under any policy of insurance or self-insurance maintained by or for the use and benefit of the Firm.

9.06 Trade Secrets and Confidentiality

If any person or entity submits a bid or proposal that contains trade secrets, an affidavit shall be included with the bid or proposal. The affidavit shall declare the specific included information which constitutes trade secrets. Any trade secrets must be either (1) placed in a separate envelope, clearly identified and marked as such, or (2) at a minimum, marked in the affidavit or an attached document explaining exactly where such information is, and otherwise marked, highlighted, or made plainly visible. See Georgia law at O.C.G.A. § 50-18-72 (A)(34).

9.07 Non-Collusion

By responding to this request for proposals, the offeror shall be deemed to have represented and warranted that the proposal is not made in connection with any other offeror submitting a separate response to this request for proposals, and is in all respects fair and without collusion or fraud.

9.08 Notice to Proceed

The Town shall not be liable for payment of any work done or any costs incurred by any offeror prior to the Town issuing a written Notice to Proceed.

9.09 Contract Term

The term of this agreement shall begin upon issuance of a Notice to Proceed and continue through June 30, 2027. Thereafter, this agreement may be renewed by the Town for five additional one-year renewal terms. Renewal will be by letter or other written correspondence from the Town to the Firm thirty (30) days prior to expiration of the current.

9.10 Severability

The invalidity of one or more of the phrases, sentences, clauses or sections contained in the contract shall not affect the validity of the remaining portion of the contract. If any provision of the contract is held to be unenforceable, then both parties shall be relieved of all obligations arising under such provision to the extent that the provision is unenforceable. In such case, the contract shall be deemed amended to the extent necessary to make it enforceable while preserving its intent.

9.11 Termination of Award for Cause:

If, through any cause, the successful Proposer should fail to fulfill in a timely and proper manner its obligations or if the successful Proposer knowingly violates any of the covenants, agreements or stipulations of the award, the Town shall thereupon have the right to terminate the award by giving written notice to the successful Proposer of such termination and specifying the effective date of termination. In that event, all finished or unfinished services, reports or other materials prepared by the successful Proposer shall, at the option of the Town, become its property, and the successful Proposer shall be entitled to receive just, equitable compensation for any satisfactory work completed, prepared documents or materials as furnished. Notwithstanding the above, the successful Proposer shall not be relieved of liability to the Town for damage sustained by the Town by virtue of breach of the award by the successful Proposer and the Town may withhold any payments to the successful vendor for the purpose of set off until such time as the exact amount of damages due the Town from the successful Proposer is determined.

9.12 Termination of Award for Convenience:

The Town may terminate the award at any time by giving written notice to the successful vendor of such termination and specifying the effective date thereof, at least ten (10) working days before the effective date of such termination. In that event, all finished or unfinished services, reports, material(s) prepared or furnished by the successful Proposer under the award shall, at the option of the Town, become its property. If the award is terminated by the Town as provided herein, the successful vendor will be paid an amount which bears the same ratio to the total compensation as the services actually performed or material furnished bear to the total services/materials the successful Proposer covered by the award, less payments of compensation previously made. If the award is terminated due to the fault of the successful Proposer, termination of award for cause, relative to termination shall apply.

9.13 Force Majeure:

Neither party shall be deemed to be in breach of the contract to the extent that performance of its obligations is delayed, restricted, or prevented by reason of any act of God, natural disaster, act of government, or any other act or condition beyond the reasonable control of the party in question.

9.14 Governing Law: This agreement shall be governed in accordance with the laws of the State of Georgia. The parties agree to submit to the jurisdiction in Georgia, and further agree that any cause of action arising under this agreement shall be required to be brought in the appropriate venue in Fayette County, Georgia.

10.00 OWNER PROVIDED FORMS

- CONTRACTOR AFFIDAVIT UNDER O.C.G.A 13-10-91(b) (1) Parts 1 and 2 forms
- REQUIRED DOCUMENT CHECKLIST
- FIRM INFORMATION form

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

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

Federal Work Authorization User Identification Number

Date of Authorization

Name of Contractor

PW-2026-04: Transportation Engineer of Record
Name of Project

Town of Tyrone, Georgia
Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct. Executed on_____,
_____, 20___ in (city)_____, (state) _____

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

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

NOTARY PUBLIC

My Commission Expires:

O.C.G.A. 50-36-1 (e)(2) Affidavit

By executing this affidavit under oath, as an applicant for a(n) Contract, as referenced in O.C.G.A. 50-36-1, from Town of Tyrone, Georgia, the undersigned applicant verifies one of the following with respect to my application for a public benefit:

- 1) _____ I am a United States citizen.
- 2) _____ I am a legal permanent resident of the United States.
- 3) _____ I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act with an alien number issued by the Department of Homeland Security or other federal immigration agency.

My alien number issued by the Department of Homeland Security or other federal immigration agency is: _____

The undersigned applicant also hereby verifies that he or she is 18 years of age or older and has provided at least one secure and verifiable document, as required by O.C.G.A. 50-36-1 (e)(1), with this affidavit.

The secure and verifiable document provided with this affidavit can best be classified as: (Driver's License,

Passport, etc. - Attach copy)

In the making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of O.C.G.A. 16-10-2-, and face criminal penalties as allowed by such criminal statute.

Executed in _____ (city) _____ (state).

Signature of Applicant

Printed Name of Applicant

SUBSCRIBED AND SWORN BEFORE ME ON
THIS THE

_____ DAY OF _____, 20____

NOTARY PUBLIC

My Commission Expires: _____

**REQUIRED DOCUMENT
CHECKLIST**

(Submit this checklist and the documents listed below with your submittal)

PW-2026-04: TRANSPORTATION ENGINEER OF RECORD

FIRM NAME: _____

Firm Information _____

Contractor Affidavit under O.C.G.A. § 13-10-91(b)(1) _____

Pricing Proposal (Hourly Rate Schedule) – **Separate, Sealed Envelope** _____

Insurance Certificate ACORD 25 form _____

Required Document Checklist _____

Acknowledge Addenda issued (as applicable) - list all number(s) and date(s). _____

PW-2021-13: Transportation Engineer of Record

FIRM INFORMATION

COMPANY

Company Name: _____

Physical Address: _____

Mailing Address (if different): _____

LEGAL AUTHORIZED REPRESENTATIVE

Signature: _____

Printed or Typed Name: _____

Title: _____

Email Address: _____

Phone Number: _____

PROJECT MANAGER CONTACT INFORMATION

Name: _____

Title: _____

Office Number: _____ Cellular Number: _____

Email Address: _____

APPENDIX A

Project Number: PW-2026-04
Shamrock Park Supporting Documentation

APPENDIX B

Project Number: PW-2026-04
LCI Supporting Documentation

APPENDIX C

Project Number: PW-2026-04
Contract Supporting Documentation

AGREEMENT

2026 Transportation Engineering Services

Project #: PW-2026-04

This Agreement, made this day of _____, 2026 by and between The Town of Tyrone, GA (hereinafter in this Agreement called "Owner") and _____. (hereinafter in this Agreement called "Consultant").

WITNESSETH: That for and in consideration of the payment rates and agreements hereinafter mentioned:

1. The Consultant will provide technical transportation engineering services as described elsewhere in the contract documents for the contracted hourly rates and/or unit prices.
2. In the event Consultant's services are needed, Owner will issue a Task Order which includes a ceiling price and specify the number of days allowed for the work to be completed. The Task Order will commence upon written approval of the Owner and Consultant. The Consultant shall submit monthly invoices for Consultant's services, indicating the services rendered for each Task Order. Client shall promptly review all invoices and shall notify Consultant in writing within ten (10) business days upon receipt of the invoice, provide reasons for the objection, and promptly pay the undisputed amount. Invoices shall be considered "Past Due" if not paid within 30 days after receipt of invoice for services rendered. If the invoice is not paid within 30 days, Consultant may, without waiving any claim or right against the Owner, and without liability whatsoever to the Owner, stop work on the performance of the service. Owner shall remit payment to _____.
3. The term "Contract Document" means and includes the following in order of importance:
 - a) This Agreement
 - b) Request for Proposals, including Scope of Work, Terms & Conditions, Addendum & other components
 - c) Consultant's Proposal
 - d) Consultant's Affidavit under O.C.G.A. § 13-10-91 (b)(1)
 - e) Notice to Proceed

IN WITNESS WHEREOF, the parties hereto have executed or caused to be executed by their duly authorized official, this Agreement on the date first above written.

OWNER:

(Signature)

(Printed Name)

(Title)

ATTEST (COMPLETED BY OWNER):

(Signature)

(Printed Name)

(Title)

CONTRACTOR:

(Signature)

(Printed Name)

(Title)

(Address)

(Employer Identification Number)