

08/14/2020

# Request for Proposal



## TOWN OF TYRONE LIVABLE CENTERS INITIATIVE

RFP Number: PZ-2020-001

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ADVERTISED: AUGUST 14, 2020  
DUE: SEPTEMBER 14, 2020, 11:00AM

# Contents

<b>Contents</b> .....	<b>1</b>
<b>Advertisement for Bids</b> .....	<b>2</b>
<b>Introduction</b> .....	<b>3</b>
Purpose of Proposal.....	3
Schedule.....	3
Communications.....	3
Q&A.....	3
<b>Scope of Work</b> .....	<b>4-7</b>
Type of Goods/Service Objectives.....	4
General Scope of Project.....	4
Area Covered.....	4
Work Tasks.....	4-7
Existing Conditions Assessment.....	4
Market Analysis.....	4-5
Public Input.....	5
Concept Plan.....	6
Project Deliverables.....	6-7
<b>Proposal Format</b> .....	<b>8</b>
<b>Evaluation &amp; Response to Criteria</b> .....	<b>9-10</b>
<b>Terms &amp; Conditions</b> .....	<b>11-12</b>
Acceptance, Negotiations, Equal Opportunity, Ownership.....	11
Compliance, Withdrawals, Indemnification.....	11
Firm Qualifications, Termination for Cause, Termination for Convenience.....	12
<b>Other Information</b> .....	<b>13</b>
Information Webpages, Multiple Vendors, Insurance Req, Req Forms.....	13
<b>Exhibits</b> .....	<b>14-17</b>
Attachment A: LCI Study Area.....	14
Attachment B: Certification of RFP Submittal.....	15
Attachment C: E-Verify Form.....	16
Attachment D: Fee Proposal Form.....	17

# Advertisement for Bids

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**Owner:** Town of Tyrone

**Project Name:** 2020 Tyrone LCI Study

**RFP Number:** PZ-2020-001

**Project Location:** Town of Tyrone

**Description of Project/Services:** To execute the LCI program in the Study Area through the completion of the work tasks listed in the Request for Proposal.

**Bid/Submittal Due Date:** 09/14/2020 @ 11:00am

**Approximate Service Cost:** \$120,000

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**PROJECT DOCUMENTS MAY BE OBTAINED FROM:** <http://tyrone.org/links/bid-items/>

- All public notices, addenda, and other documents shall be posted at: <http://tyrone.org/links/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 to the Town's Purchasing Agent listed below. Preferred method of communication is email.

**Town Purchasing Agent:** Phillip Trocquet

**Title:** Town Planner

**Address:** 881 Senoia Road, Tyrone GA 30290

**Email:** [ptrocquet@tyrone.org](mailto:ptrocquet@tyrone.org)

**Phone:** (770) 487-4038

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**Pre-submittal Conference:** None

**Submittal Due Date:** 09/14/2020

**Time:** 11:00am

**Location:** Tyrone Town Hall

**Project Number:** PZ-2020-001

**Submittal Delivery Address (Mail & Delivery):**

Town of Tyrone  
Attn: Phillip Trocquet  
881 Senoia Road  
Tyrone, GA 30290

**Approved By:**

  
(Town Manager)

**Date:**



# Introduction

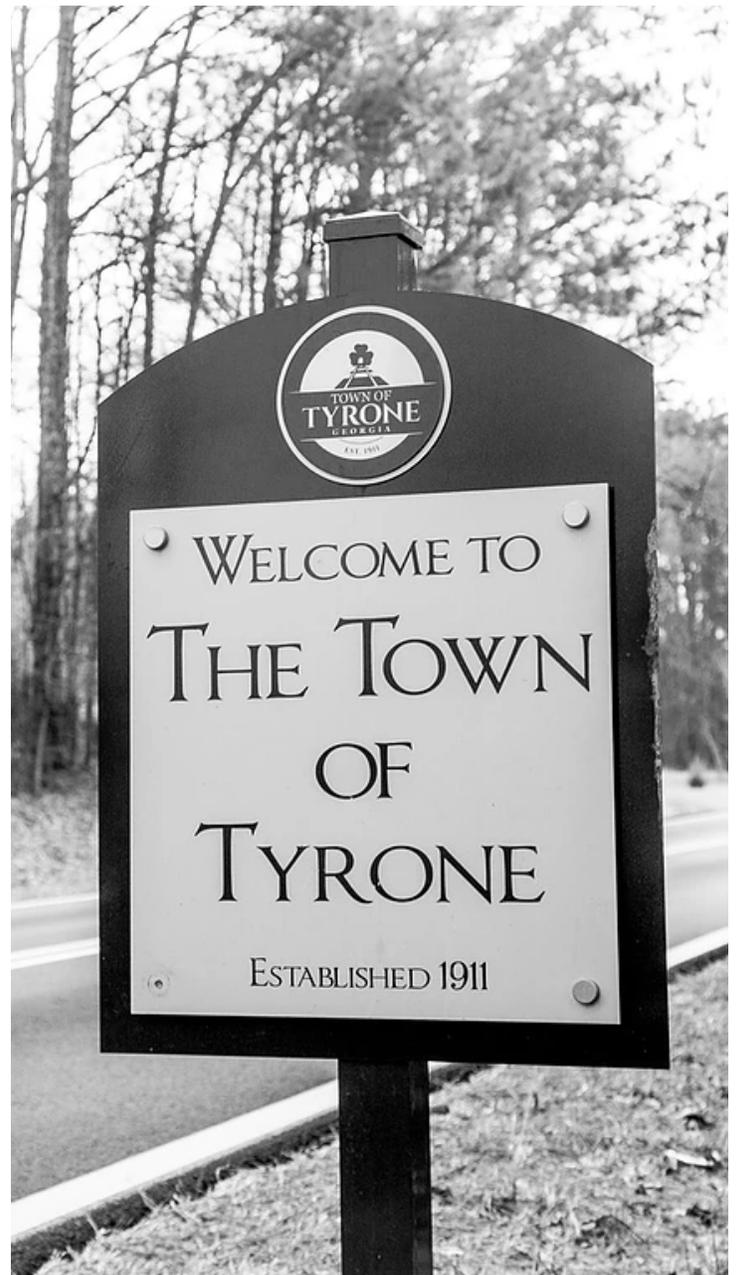
**A. PURPOSE OF PROPOSAL:** The Town of Tyrone is accepting proposals from qualified firms for the purpose of completing the Atlanta Regional Commission's (ARC) Livable Centers Initiative (LCI) study for our Town Center Character Area (*Attachment A*). Interested parties must submit one original and five (5) printed and one (1) electronic copy on a flash/jump drive to the Town of Tyrone Planning and Zoning Department by the due date and time for their proposals to be considered.

## B. SCHEDULE:

<b>RFP Advertised</b>	<b>08/14/2020</b>
<b>Question Submission Deadline</b>	<b>08/31/2020</b>
<b>Addenda Deadline</b>	<b>09/03/2020</b>
<b>RFP Submission Deadline</b>	<b>09/14/2020 @ 11:00am</b>
<b>Notification of Short-list</b>	<b>09/28/2020</b>
<b>Bidder Interviews</b>	<b>10/02/2020</b>
<b>Notification of Intent to Select</b>	<b>10/06/2020</b>
<b>Town Council Approval Meeting</b>	<b>10/15/2020</b>
<b>Draft Contract Due to ARC</b>	<b>10/30/2020</b>
<b>Execute Contract &amp; Begin Project</b>	<b>10/31/2020</b>
<b>Execute Contract &amp; Begin Project</b>	<b>11/2/2020</b>
<b>Rough Completion Date</b>	<b>11/30/2021</b>

**C. STAFF COMMUNICATION:** From the issue date of the solicitation document, until the firm/contractor is selected, and until the selection is made public, contractors/firms are not permitted to communicate with Town staff or elected officials except through the purchasing agent named in this document. A violation of this provision may result in the rejection of any bid or proposal of the offender by the Town. The Town will require pricing to remain firm for the duration of the contract and as amended in writing by Town Council.

**D. QUESTIONS & ANSWERS:** All questions concerning this RFP must be submitted via email or in writing to the Town's Purchasing Agent, Phillip Trocquet:



## Phillip Trocquet, Town Planner

Town of Tyrone  
881 Senoia Road  
Tyrone, GA 30290  
Direct: (770) 881-8322  
Email: [ptrocquet@tyrone.org](mailto:ptrocquet@tyrone.org)

Questions must be received by the date established in the RFP schedule. Answers will be issued by the Town in the form of an addendum and sent to all responding contractors as well as posted to the Town's website: <http://tyrone.org/links/bid-items/> no later than the date established in the RFP schedule. **Bidders must ensure they have all applicable addenda prior to submittal.**

# Scope of Work

**A. TYPE OF GOODS/SERVICES & OBJECTIVES:** The Town of Tyrone is seeking qualified firms to implement and complete the Livable Centers Initiative (LCI) study for the Town Center District (*Attachment A-1*). The Town has established that the LCI should produce a master plan for the Town Center District (aka Downtown or TCD) area to create development standards, improve accessibility, maximize effectiveness of public spaces, expand mixed-uses, and support further development in the study area. This LCI plan will be informed by the Town's 2017 Comprehensive Plan, 2017 RSVP Visioning Exercise, and the Town's 2018 CDAP Zoning Assessment (*Located on the Town Website & referred to on page 11*).

**B. GENERAL SCOPE:** The Town of Tyrone and the Atlanta Regional Commission (ARC) have established the following general outcomes of the study:

- *Inform stakeholders about the Town's vision and goals for the LCI area.*
- *Develop a framework of policies and programs to help accomplish the vision.*
- *Develop guidance for development type, scale, and character in the study area.*
- *Identify key redevelopment sites and strategies to activate them.*
- *List and prioritize implementation strategies, specifically for public investment in the LCI area.*
- *Review and update zoning regulations in study area with an emphasis placed on regulations that support LCI priority areas.*

## C. WORK TASKS:

### TASK 1 - EXISTING CONDITIONS ASSESMENT

- Initial assessment focusing on the study area's current land use patterns, transportation patterns, environmental constraints, and urban design elements.
- Multi-use path analysis (walking, biking, PTV's)
- Access to jobs, retail, and neighborhood services
- Diversity of dwelling types; and design for healthy living and social interaction.
- This analysis should be coordinated with other completed studies (mentioned earlier), programs, developments, and the Town's Zoning Ordinance.

- Conduct assessment of existing conditions and issues (SWOT analysis) related to land use, transportation network, environmental constraints, housing, and infrastructure constraints within the study area.

### TASK 2 - MARKET ANALYSIS

Prepare a market and housing analysis that supports the plan recommendations and ensures the proposed plan is realistic.

The focus of the assessment will include, at a minimum, the following:

- Level of market opportunity and depth by land use and product type (i.e. how much and what type of retail is needed, overbuilt, etc.);
  - Identify an optimal tenant mix for the TCD area.
  - Include current vacancy rates, rental rates, and sale rates per square foot of retail, office, and residential uses in the LCI area and districts near to the LCI area.
  - Identify realistic future rates in the LCI area. Provide summary conclusions based on local data compared to the Atlanta south metro region.
- Demand and feasibility assessment for housing (by type and cost), retail, office, and other uses within the LCI area and assessment of competing uses in districts near the LCI area;
  - Identify market potentials and future housing & commercial absorption trends for the TCD.
  - Identify new housing development types that can be introduced within the LCI study area that align with the guidance for development type, scale, and character in the study area;
- Develop customer profiles, which should include detailed demographics, lifestyle segmentation data, commuting patterns, actual customer spending habits, or other pertinent information;
- Identify where new development can be located to most effectively catalyze further reinvestment;
- Develop recommendations that identify best practice(s) and/or development incentives or financing mechanisms for housing and economic development. (i.e. financial incentives, special districts, tax districts, Georgia Department of Community Affairs designations, recruitment strategies, local policies, etc. . .)

### TASK 3 - PUBLIC INPUT

The goal of this task is to develop a local planning outreach process that promotes the involvement of all stakeholders in the study area, with efforts and accommodations made to include low to moderate income, minority, ethnically diverse and elderly or disabled citizens. The Town of Tyrone will assist the firm in identifying all stakeholders and will assist in facilitating their involvement in the study process. These tasks will be documented through meeting notices, meeting summaries, and other written communications. Responses and acknowledgement of public comments will be addressed in the study reports. The public involvement process shall, at a minimum, include the following components:

**Project Management Team:** The Town of Tyrone shall establish a Project Management Team that includes a representative from the Town of Tyrone, the consultant, and ARC. This team shall meet or hold a conference call monthly to discuss the study progress and advise on public involvement and other planning process issues.

**Core Team:** A core team shall be established that includes the members of the Project Management Team along with representatives from key stakeholder groups in the study area. The Core Team must include representatives from relevant state, regional, and local government departments responsible for land use planning, transportation, and housing (including applicable housing authorities/agencies). The key responsibility of the Core Team is to review and comment on materials to be presented at public meetings, help advertise meetings, provide strategic direction to the plan, and distribute information to the larger community.

**General Public Engagement:** During the study process, the Town of Tyrone shall make a reasonable effort to involve all stakeholders in the study area, including property owners, residents, business owners, and employers/employees. The public involvement process should include a variety of methods, times, and techniques to reach the broadest range of stakeholders possible (i.e. workshops, charrettes, forums, surveys, open houses, etc). The Project Management Team, including the representative from ARC, and the Core Team must be notified of all meetings taking place in a timely manner.

A minimum of three (3) public engagement activities, in a format determined by the project team, following topics/milestones should cover the following topics/milestones (at a minimum):

- *Provide overview of study process, the goals of the study, key dates, and opportunities for public input;*
- *Solicit opinions on goals and objectives of the study, stakeholder needs, strengths, weaknesses, opportunities, and threats in the study area;*
- *Review preliminary findings, present draft plan, and gather comments;*
- *Seek approval of final plan documents and concepts.*

Virtual meetings and/or digital engagement activities can be used to meet the above activities.

**Final Plan Review and Transportation Coordination Meetings:** A transportation project coordination meeting is required to be conducted prior to finalizing the LCI plan recommendations. To ensure the transportation projects are feasible, the coordination meeting should include all affected organizations (such as GDOT, County Government, Town Public Works, etc.) to discuss potential projects prior to the transportation improvement list being finalized. The final plan review is to be at the ARC offices to discuss the plan process, issues, or unique activities that occurred, and future projects that the are needed to implement the plan once the plan is complete.



#### TASK 4 - CONCEPT PLAN

Prepare a concept plan for the study area based on the findings of Task 1, 2, and 3 and prepare a detailed development concept plan. At a minimum, this plan will assess and update the subject area's current land use patterns, environmental constraints, transportation patterns, and urban design elements, including pedestrian, bicycle, and cart access; access to jobs, retail, parks, and neighborhood services; diversity of dwelling types; public streetscape & parking design; utilization or re-design of existing public spaces and parks to enhance connectivity & quality of life; and design for healthy living and social interaction. This analysis should be coordinated with other completed studies, programs, developments, and organizations. At a minimum, this plan and study will contain the following components:

1. *Summary of existing conditions and issues identified in Task 1. Including land use, zoning, transportation, housing, parks, and infrastructure conditions.*
2. *Assessment of other relevant plans that have an impact on the plan update, also covered in Task 1.*
3. *Vision and goals for the LCI Study area that address:*
  - a. *Mix of land uses appropriate for future growth including new and/or revised land use regulations needed to complete the development program.*
  - b. *Job/housing match, and social issues such as access to healthy foods and aging in place.*
  - c. *Preservation of existing small-town character.*
4. *Recommended policies and programs to implement community vision.*
5. *Recommended revisions to ordinances and development regulations to support the vision including street and parking design standards.*
6. *Detailed implantation strategy and action plan to assist Town officials in moving the plan forward.*
7. *Specific recommendations for 1-2 catalytic sites in the area including a market analysis, regulatory recommendations, & visualization of key concepts.*
8. *Transportation assessment, recommendations, & design which include:*
  - a. *A streetscape & parking master plan integrating public parking, traffic flow, beautification in the study area, and conceptual renderings of key transportation recommendations.*
  - b. *Temporary/interim transportation improvements*
  - c. *Opportunities for green infrastructure within transportation recommendations*

#### TASK 5 - PREPARE PROJECT DELIVERABLES

The goal of this task is to compile the results of the overall work effort, the study process, relevant findings, and recommendations into a final study/plan document. The final study document shall include the following (not necessarily in this order) into an easy to read format:

- **Executive Summary**
- **Assessment of Existing Conditions from Task 1**
  - A summary of the findings from Task 1
- **Summaries of the plan development process from Task 3:**
  - A description of the study process & methodology, data gathering techniques & findings, and general outcomes.
  - A description of the public participation process used to achieve a community-supported program of improvements.
- **Concept Plan and Study, including:**
  - Maps, concept illustrations, and other graphic representations to support the plan including (but not limited to): the study area, existing land use, future land use, existing transportation facilities, and proposed transportation improvements.
  - Identify locations of Transportation recommendations.
- **Housing and Market Analysis from Task 2:** include a summary of the Housing and Market analysis and economic development recommendations in the planning document and executive summary and provide the full report as an appendix.
- **Implementation strategy:**
  - Describe the organizational structure and processes that will be used to ensure the action plan items are implemented. Focus should be given to collaboration opportunities with other organizations and strategies to ensure continued support from local elected officials, citizens and businesses.
  - Recommendations from the Market and Housing analysis
  - A 100-day Action plan shall be developed to include no-cost or very low-cost actions and organizational steps needed to keep momentum going and the stakeholders involved and sharing responsibility for the plan's success.

- The 100-Day Action Plan should include short-term creative placemaking measures and temporary transportation installations that the Town of Tyrone can undertake to test out concepts in a lighter, cheaper, faster manner.
  - A description of the changes required within the zoning ordinance, development regulations, adopted design standards, and /or other locally adopted policies to support the concept plan and street design standards, with revised language for adoption, and including a committed schedule for adopting such changes.
  - An evaluation process used to monitor plan implementation and update the action plan every five years (or more often if needed), should be identified.
- **Five-Year Implementation Plan (aka Schedule of Actions):** Using the “5 Year Implementation Plan” template provided by ARC, create a list of all actions and projects that are planned in the study area to implement the study goals, programs, and projects. Schedules should include estimated start date, completion date, cost estimate, and responsible party. This short-term implementation plan should include specific actions with start and end dates that implement the LCI plan, including, but not limited to:
    - A prioritized description of transportation improvement projects (local, state, and federal) that will support the study area goals;
    - A prioritized description of housing strategies, particularly for workforce and mixed-income housing developments, that support a job-housing match, aging in place, and efficient utilization of transportation facilities in the study area.
    - Description of economic development and placemaking strategies.
    - A prioritized description of transportation improvement projects that are longer term in nature consistent with the five-year implementation plan.
  - **Appendix:**
    - The full market/fiscal feasibility report.
    - Detailed transportation assessment.
    - Revised land development regulations to implement the concept plan including the street design standards.
    - Assessment of existing plan.

- **Format of Final Deliverables:**

- One (1) printed copy of the complete final report and appendices (8.5"x11"). Conceptual plans/layouts should be in 11"x17" format and may be broken into multiple small sections for legibility if needed.
- PDF file of Final Report and appendices.
- The 5-Year Implementation Plan in Excel using the ARC template.
- All electronic files in their original formats (e.g. MS Word, Excel, InDesign, etc. . .) with supporting graphics and GIS shapefiles.



# Proposal Format

**A. PACKAGING OF PROPOSAL:** Clearly label the outside of the shipping package/envelope as follows:

- Legal Name of Firm/Company submitting the proposal
- Name of primary point of contact for the firm
- RFP Number: RFP #2020-001
- Due: Date and time established in the RFP schedule or as amended by addendum

**B. SUBMISSION REQUIREMENTS:** The offeror shall deliver one original (marked), five (5) additional copies, and one flash drive containing an electronic PDF copy to the Purchasing Agent no later than the date set in the RFP schedule:

Town of Tyrone  
Attn: Phillip Trocquet, Purchasing Agent  
881 Senoia Road  
Tyrone, GA 30290  
ptrocquet@tyrone.org

*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.*

- Proposals should be prepared in a clear and concise manner. They shall be submitted on no more than 25, one-sided, 1" margin 8½" x 11" pages in no smaller than 11-point Times New Roman font, clearly organized.
- The Title page should identify the project; the name of the firm, name of the firm's primary contact, address, telephone number, and email address.
- The Table of Contents shall contain the sections and page numbers for the items listed below.
- Sections should be organized in tabbed sections as outlined by the evaluation criteria & clearly identified in a table of contents; said tabs may be consolidated.
- Forms other than the fee proposal shall be in their own appendix section.
- Fee proposals shall be submitted in a separate sealed envelope clearly labeled with the company/firm name and RFP number.
- The appendix section shall be no more than 8 pages.
- Tabs, table of contents, cover, appendix, and required forms will not be counted towards the 25-page limit.

**C. 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.

**D. COSTS TO PREPARE RESPONSES:** The Town of Tyrone assumes no responsibility or obligation to the respondents and will make no payment for any costs associated with the preparation or submission of proposals.

**E. QUESTIONS ABOUT THE PROJECT:** Questions shall be in writing to the Purchasing Agent, Phillip Trocquet, preferably in email format. Questions must be submitted at least 10 calendar days prior to the submittal date and time. Responses to information will be via addenda posted on the Town's website at <http://tyrone.org/links/bid-items/>. It is the firm's responsibility to visit the website frequently to ensure they have the most up-to-date information.

# Evaluation & Response to Criteria

**EVALUATION SUMMARY & SELECTION CRITERIA:** The selection team will review all proposals submitted. After reviewing the proposals, the team may, at its discretion, invite to interview and demonstrate performance at Tyrone Town Hall (at proposer's expense) short-listed proposers whose proposals appear to best meet the requirements set forth in the RFP. Selection will be based on the qualifications of the consultant team and the quality of the proposal. The Town reserves the right to call references provided in the submittal and to require phone or personal interviews with firms requiring additional evaluation. Include a summary of the firm's understanding of services and work to be performed and include relevant experience of the firm. The following criteria will be used for evaluation:

## Written Proposal/ Project Approach

## Qualifications & Experience

## Demonstration of Understanding

## Company /Firm Standing

## Pricing Approach & Cost

### A. WRITTEN PROPOSAL/PROJECT APPROACH:

- General -The Town of Tyrone is looking for an innovative and creative approach that recognizes the unique small-town character of the community and builds off of those qualities in order to develop a vision that will allow the Town to develop in a healthy and sustainable way. The Town will also look at the quality and thoroughness of the proposal.
- Project Approach - Provide a statement that describes the Scope of Work as you understand it. Describe the approach, means, methods, and procedures to be used to gather data, analyze findings, perform community engagement tasks, and develop recommendations as requested.

- Required Forms - The required forms listed below shall be fully executed as required. (Attachments A-3 - A-6)
  - Certification of RFP Acknowledgement of Addenda
  - Georgia Illegal Immigration Reform and Enforcement Act Form
  - Fee Proposal Form

### B. QUALIFICATIONS & EXPERIENCE:

- General -Related experience of the firm with similar projects comparable in type, size, and complexity. Overall experience in planning, zoning ordinances/development regulations, real estate market analysis & forecasting, development pro-formas, and community engagement. Utilization of minority and disadvantaged business enterprises.
- Team Qualifications - Include a summary of the firm's understanding of services and work to be performed and include relevant experience of the firm. Identify the project manager and key staff assigned if awarded. Provide resumes summarizing qualifications and experience. Include specific information on the staff's experience with planning, market analysis, and community engagement in small towns (specifically populations 10,000 and under).
  - Identify any sub-consultants and provide a summary of their scope of services. Please list the address, email address, and telephone number of the offices from which the services are to be provided.
  - Include the proposer's assurance, to the extent possible, that team members will be available and remain on the project until its completion. Include the availability of replacement team members in the event the proposed team members become unavailable prior to the commencement of or during the project.
- Project Experience & References - Each proposal shall provide at least three (3) case histories of recent similar projects completed by the firm within the last five (5) years. Please include the name, address, telephone number, and an email address for reference checks.
  - Specifically mention city and size of the community and how the firm communicated with their citizens.

# Response to Criteria

## C. DEMONSTRATION OF UNDERSTANDING:

- General-A demonstration of understanding and commitment to execute creative, contextual, and engaging approaches to community engagement. Ability to reach under-represented citizens and their successful inclusion into the process. An understanding of Tyrone's small-town nature and the mentality of citizens will also be considered.

## D. COMPANY/FIRM STANDING:

- General-This criteria will evaluate the Company/Firm's ability to meet DBE goals set forth by the Atlanta Regional Commission. Firms should cover their current workload and whether they will be able to dedicate sufficient time to the project. A demonstration of the Company/Firm's good financial standing, proper insurance coverage, and scheduling ability should also be included.
- Financial Standing- The contractor selected must be able, if requested, to provide proof that they are in good financial standing. Such information should include an assets to liability ratio. All records submitted by the Contractor may be subject to the Georgia Open Records Act, O.C.G.A. § 50-18-70 et seq. As such, the Contractor should be careful to not provide any proprietary information. In addition, the Town may require contact information with the contractor's financial institution(s), along with the necessary consent for the Town to contact the institution to inquire as to the financial status of the contractor.
- Project Schedule - Each proposer shall provide a detailed project schedule corresponding to the proposed methodology and highlighting key tasks and milestones, including all public engagement activities. Firm should provide an anticipated workload. This schedule should correspond to the dates listed at the beginning of the RFP.

## E. PRICING APPROACH & COST:

- General-Cost effective proposals are of significant importance in awarding this contract. Cost proposals should include a detailed line item budget including all labor and direct costs broken down by task and hours per the fee proposal form. If the proposal includes recommended services beyond the scope listed, those should be called out separately.



# Terms & Conditions

**A. ACCEPTANCE OF PROPOSALS:** The Town of Tyrone reserves the following rights and options:

- To reject any and/or all submittals or portions of submittals.
- To short-list up to 5 firms
- To reject a subconsultant
- To re-advertise if deemed necessary
- To interview candidates prior to making a selection
- To issue subsequent requests for qualifications or requests for proposals
- To not negotiate or contract for the services

To approve, disapprove, modify or cancel any of the scope of work to be undertaken.

**B. CONTRACT NEGOTIATIONS & COSTS:** The contract for the work proposed in the RFP may be contracted through the Town of Tyrone. The Town will negotiate the terms of the contract with the firm(s) submitting the top-ranked response or another ranked choice should negotiations with the top-ranked firm fail. The Town of Tyrone will not reimburse the firm any costs incurred prior to a formal notice to proceed.

**C. EQUAL OPPORTUNITY:** This will be an equal opportunity project; no person or business entity shall on the grounds of race, color, national origin, sex, age, or handicap/disability, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity conducted by the Town of Tyrone.

**D. OWNERSHIP:** The ownership of all data, materials, and documentation prepared for and submitted to the Town in response to this request for proposal shall belong exclusively to the Town of Tyrone and will be considered a record prepared and maintained or received in the course of operations of a public office or agency and subject to public inspection in accordance with the Georgia Open Records Act, Official Code of Georgia Annotated, Section 50-18-70, et. seq., unless otherwise provided by law.

**E. COMPLIANCE WITH LAWS:** In connections with the furnishings of supplies or performance of work under the contract, the offeror agrees to comply with the Fair Labor Standards Act, Equal Opportunity Employment Act Georgia Security and Immigration Compliance Act, and all other applicable Federal and State laws, regulations, and executive orders to the extent that the same may be applicable and further agrees to insert the foregoing provision in all subcontractors awarded hereunder.

**F. WITHDRAWALS:** A submitted proposal may be withdrawn prior to the due date by a written request to the purchasing agent. No proposals may be withdrawn after the scheduled date and time to receive the proposal listed in the RFP schedule or as amended by addendum.

**G. 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

# Terms & Conditions Cont.

**H. FIRM QUALIFICATIONS:** A proposal 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.

**I. 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.

**J. 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 thirty (30) 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.



# Other Information

## A. RFP INFORMATION WEBPAGES:

- Town of Tyrone's main website: [www.tyrone.org](http://www.tyrone.org).
- Supplemental Studies: <http://tyrone.org/departments/planning-and-zoning/>
- RFP Postings: [Home](#)> [Quick Links](#)> [Items for Bid](#) or directly at: <http://tyrone.org/links/bid-items/>

**B. MULTIPLE VENDORS:** While the Town expects to make only one award, multiple vendors may form a team to submit a joint proposal. All firms and individuals involved in each team must be identified in the proposal. A single individual and firm must be designated as having overall responsibility for services. The lead individual and firm will serve as the Town's primary contact and will be responsible for ensuring agreed-upon timelines and work requirements are met.

**C. INSURANCE REQUIREMENTS:** Prior to the award of a contract, the Contractor shall furnish a Certificate of Coverage or other proof that it has the following insurance with the Town named as additional insured that must remain in force for a period of at least one year after completion of the work:

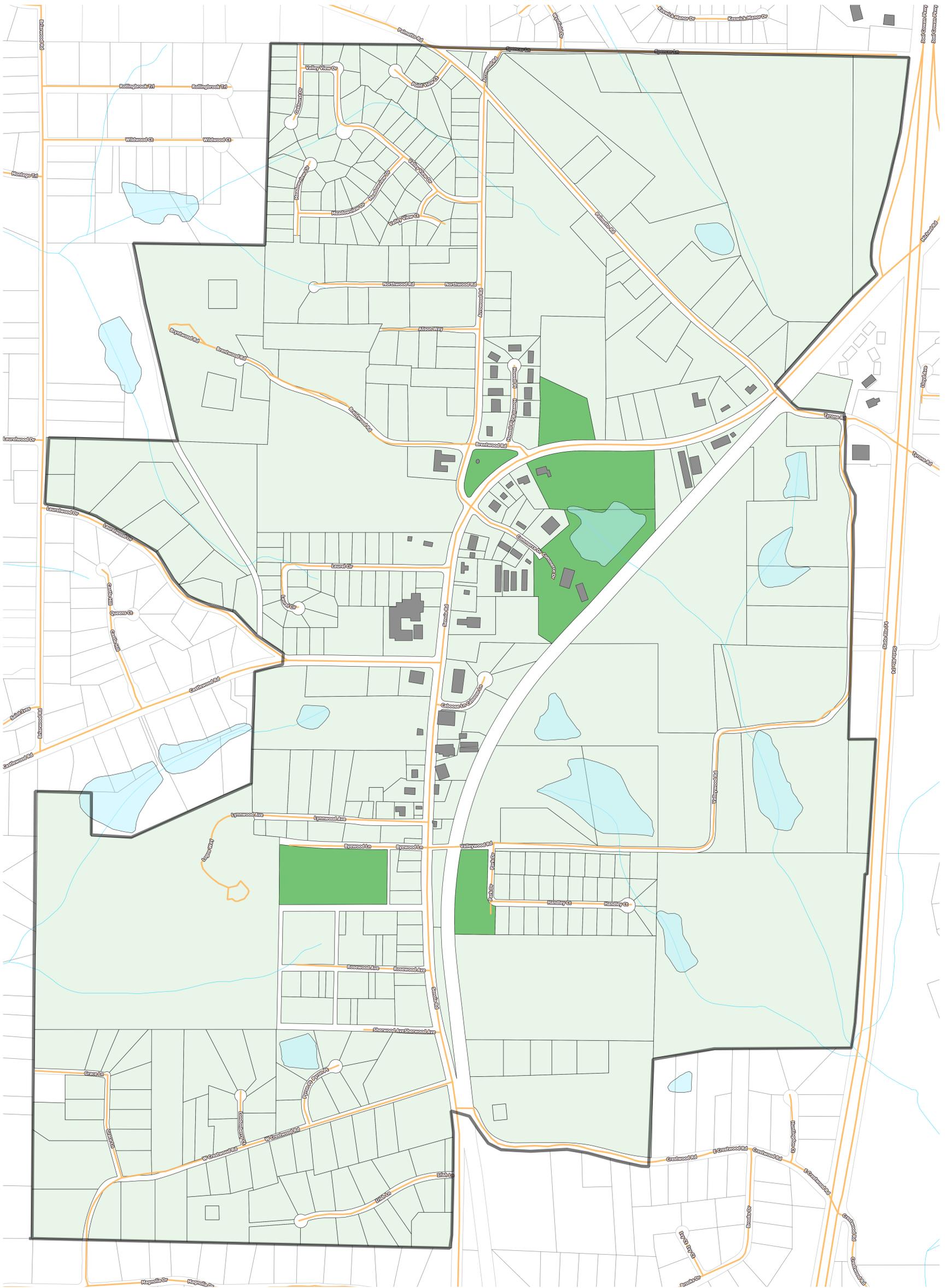
- Commercial General Liability, Contractual Liability, Products/Complete Operations Liability, Owners and Contractors Protective Liability, Errors and Omissions, and Personal Injury Liability Insurance - \$2,000,000 Combined Single Limit Bodily Injury and Property Damage- each occurrence.
- Comprehensive Automobile Liability Insurance - \$1,000,000 Combined Single Limit Injury and Property Damage Liability - each occurrence.
- Umbrella - \$1,000,000
- Workers' Compensation Insurance - \$100,000 Bodily Injury by Accident - each accident; \$500,000 Bodily Injury by Disease - policy limit; and \$100,000 Bodily Injury by Disease - each employee.

## D. REQUIRED FORMS:

- **Certification of RFP Submittal and Acknowledgement of Addenda** (*Attachment B*)
  - The individual signing the RFP shall have the authority to negotiate the full scope of services on behalf of the organization and shall be authorized to bind the contract to the terms and conditions of this RFP.
- **Georgia Illegal Immigration Reform and Enforcement Act (IIREA) Form** (*Attachment C*)
  - In compliance with Georgia Security & Immigration Compliance Act of 2006 - O.C.G.A. 13-10-91, no public employer shall enter into a contract pursuant to this chapter for the physical performance of services within this state unless the contractor registers and participates in the federal work authorization program to verify information of all newly hired employees or subcontractors. Before a bid for any such service is considered by a public employer, the bid shall include a signed, notarized affidavit from the contractor attesting to the following:
    - The affiant has registered with and is authorized to use the federal work authorization program;
    - The user identification number and date of authorization for the affiant; and
    - The affiant is using and will continue to use the federal work authorization program
- **Fee Proposal Form** (*Attachment D*)
  - Interested offerors are to submit this form in a separate sealed envelope within the RFP submittal package.



# ATTACHMENT A TOWN OF TYRONE STUDY AREA



## Legend

- Parks
- LCI Study Area
- Tax Parcels
- Tyrone Roads
- Hydrology

## Town of Tyrone

Liveable Centers Initiative

50      0      50      100      150 ft



# Attachment B

## Certification of RFP Submittal

The undersigned declares that she or he is an authorized agent of the company or firm listed as the primary offeror; has carefully examined all the documents contained in this Request for Proposals (RFP) solicitation for the project; and certifies to the best of her/his knowledge that this Proposal fully complies with the requirements of the RFP and all addenda and clarifications issued in regard to the RFP.

The undersigned also hereby certifies that no person acting for or employed by the Town of Tyrone is directly or indirectly interested in this Proposal or any subsequent proposal, or in any contract which may be made under it, or in expected profits to arise therefrom; that the undersigned Offeror has not influenced or attempted to influence any other person or corporation to file a Proposal or any subsequent proposal or any other person or corporation; and that this submission is made in good faith without collusion or connection with any other person or corporation applying for the same work under a different Proposal.

The undersigned states that she or he has the necessary licenses, certifications, and professional credentials necessary to practice their respective professions within the State of Georgia under O.C.G.A

Acknowledgement of Addenda. By Signing below, the interested Offerors acknowledges receipt of the following addenda to this RFP:

Addenda No. and Date (if any)\_\_\_\_\_

### SIGNED UNDER THE PENALTY OF PERJURY:

Signature:\_\_\_\_\_

*(Signature of Authorized Agent)*

Print Name:\_\_\_\_\_

Title:\_\_\_\_\_

Firm Name:\_\_\_\_\_

Date:\_\_\_\_\_

Project Number:\_\_\_\_\_

Project Name:\_\_\_\_\_

Subscribed and Sworn before me  
this\_\_\_\_\_ day of  
\_\_\_\_\_, 2020.

\_\_\_\_\_  
Notary Public

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

# Attachment C

## E-Verify 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 contracting with the Town of Tyrone, Georgia (the "Town") has registered with and is participating in a 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 subcontract 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*

RFP 2020-001 - Town of Tyrone Livable Centers Initiative Study  
*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 \_\_\_\_\_, 2020 in \_\_\_\_\_(city), \_\_\_\_\_ (State)

-----  
*Signature of Officer or Authorized Agent*

-----  
*Printed Name and Title of Officer or Authorized Agent*

Subscribed and Sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

-----  
Notary Public

-----  
My Commission Expires:

# Attachment D

## Fee Proposal Form

**Instructions: Complete both parts of this bid form. Submit with RFP in a separate sealed envelope labeled with the RFP number and Company Name**

### PART I: BID SUMMARY

- Lump sum total cost for basic services: \$\_\_\_\_\_
- Lump sum total cost for total cost of additional services: \$\_\_\_\_\_
- Lump sum total cost of reimburseables not to exceed: \$\_\_\_\_\_

*Please provide a schedule of values detailing the hourly rate of employees and other services included in the bid proposal*

### PART II: CONTRACTOR INFORMATION

\_\_\_\_\_  
*Project Name and RFP Number*

\_\_\_\_\_  
Contractor/Firm Legal Name

\_\_\_\_\_  
*Company Address*

\_\_\_\_\_  
Federal ID

\_\_\_\_\_  
*Phone Number*

\_\_\_\_\_  
*Email*

\_\_\_\_\_  
*Officer/Authorized Agent Name*

\_\_\_\_\_  
*Signature of Officer/Authorized Agent*

\_\_\_\_\_  
*Date Submitted*

\_\_\_\_\_  
*Company Seal*