



# Request for Proposal



## TOWN OF TYRONE LIVABLE CENTERS INITIATIVE

RFP Number: CD-2023-001

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**ADVERTISED:** 09/28/2023

**DUE:** 10/31/2023

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# Advertisement for Bids

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**Owner:** *Town of Tyrone*

**Project Name:** *2023 Tyrone Town Center Streetscape & Mobility Study LCI*

**RFP Number:** CD-2023-001

**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:** **10/31/2023**

**Approximate Service Cost:** \$200,000

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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:** Assistant Town Manager

**Address:** 950 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:** **10/31/2023** **Time:** **12:00PM**

**Location:** Tyrone Town Hall

**Project Number:** CD-2023-001

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

Town of Tyrone  
Attn: Phillip Trocquet  
950 Senoia Road  
STE. A  
Tyrone, GA 30290

**Approved By:** \_\_\_\_\_

(Town Manager)

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

# Introduction

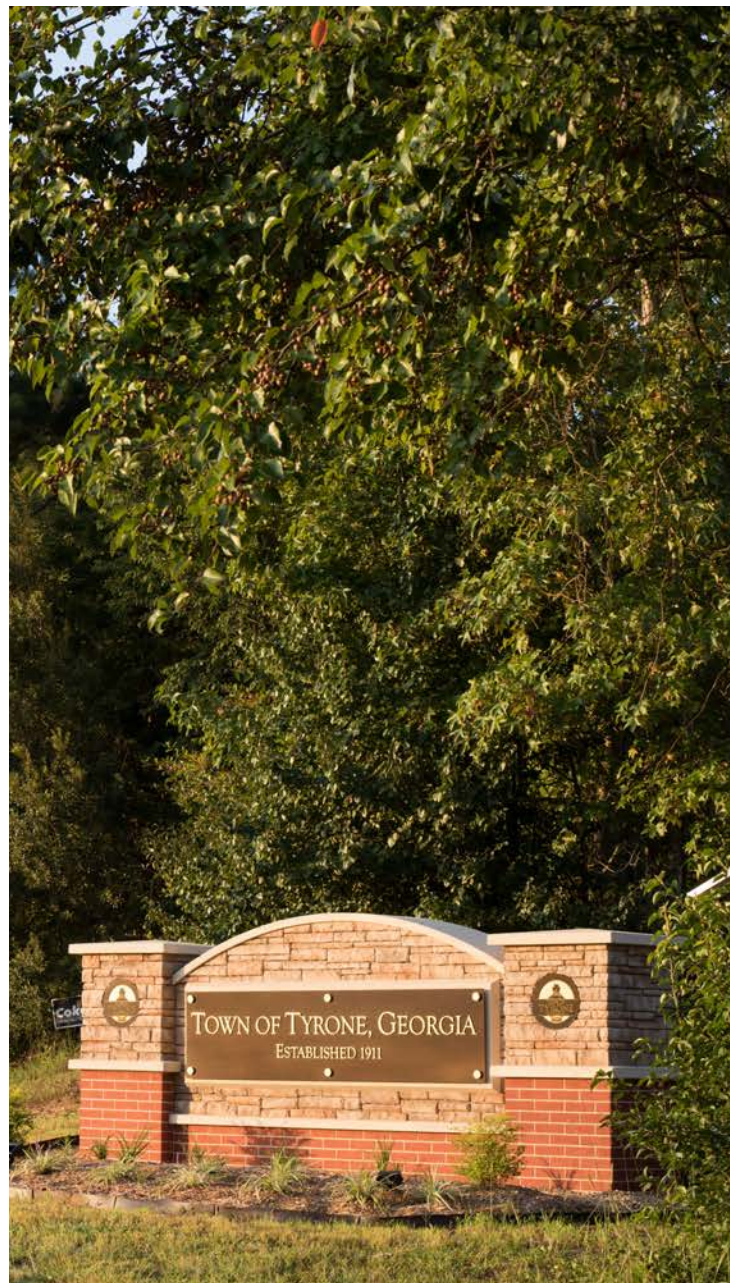
**A. PURPOSE OF PROPOSAL:** The Town of Tyrone is accepting proposals from qualified firms for the purpose of completing the Atlanta Regional Commission's (ARC) Livable Centers Initiative (LCI) study for our Town Center Character Area (*Attachment A-1*). Interested parties must submit one original and 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>09/29/2023</b>
<b>Question Submission Deadline</b>	<b>10/18/2023</b>
<b>Addenda Deadline</b>	<b>10/20/2023</b>
<b>RFP Submission Deadline</b>	<b>10/31/2023</b>
<b>Notification of Short-list</b>	<b>11/03/2023</b>
<b>Bidder Interviews</b>	<b>11/8/2023</b>
<b>Notification of Intent to Select</b>	<b>11/10/2023</b>
<b>Town Council Approval Meeting</b>	<b>11/16/2023</b>
<b>Draft Contract Due to ARC</b>	<b>12/01/2023</b>
<b>Execute Contract &amp; Begin Project</b>	<b>12/06/2023</b>
<b>Rough Completion Date</b>	<b>12/15/2024</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/Asst. Town Manager**  
Town of Tyrone  
950 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) implementation study for the Town Center District (*Attachment A-1*). The Town has established that the LCI should produce a Streetscape Design Schematic, Model Complete Streets/Street Construction Ordinances, Creative Placemaking Strategy, and Smart Tech Strategy for the Town Center (aka Downtown or TCD) area to further the goals of the *Envision Tyrone Downtown Plan* and Comprehensive Plan.

**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 purpose and goals for better streets and intersections in the LCI study area.*
- *Develop a framework of policies and programs to help accomplish the vision.*
- *Develop an appropriate design schematic that incorporates community needs and desires, identifies existing constraints, and produces buildable options.*
- *Develop model ordinances and policies for long-term consistency and goal-keeping for the community.*
- *Develop a Smart Tech & EV strategy that identifies the best integration of such infrastructure.*
- *List and prioritize implementation strategies.*

## 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.
- An examination of existing conditions of pedestrian, multi use, and streetscaping infrastructure locations as well as items identified in the 2021 Tyrone LCI.
- Survey existing conditions of pedestrian, roadway, and streetscaping infrastructure locations including significant old growth trees, topography, ROW dimensions, existing stormwater infrastructure, existing utilities, and road crossings.

- Identify physical constraints such as topography, lack of right-of-way, impacts to potentially historic properties, environmental features, and locations of utilities.
- Identify new stormwater infrastructure design feasibility.
- Examination and review of existing street construction ordinances land use ordinances and policies related to the project scope.
- Assess preexisting available surveys, CAD, and Shapefile data. *Available data includes: boundary survey for Shamrock Park, right-of-way survey and sewer construction drawings for Commerce Drive, Arrowood Road, and approximately 3,000' of Senoia Road from 864 Senoia Rd. to 993 Senoia Rd.*



## **TASK 2 - PUBLIC ENGAGEMENT**

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, youth, and elderly or disabled citizens. The firm will conduct an outreach process that promotes the involvement of all stakeholders in the study area. The engagement must comply with the following:

- Project information shall be uploaded to the project or town website to provide basic project information to the public along with project materials and meeting summaries.
- A Project Management Team shall be formed.
- The firm team will seek input and comments from a Project Advisory Group of major stakeholders.

A schedule of at least three public open engagement opportunities in a format determined by the project team. The following topics/milestones should be covered by the public engagement activities (at a minimum):

- Provide an overview of the study process, the goals of the study, key dates, and opportunities for public input.
- Solicit opinions on goals and objectives of the study, community needs, strengths, weaknesses, opportunities, and threats related to the potential pedestrian and streetscaping infrastructure locations in the LCI area.
- Seek input and consensus on the preferred concept, typical sections, or improvements.
- 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. The coordination meeting should include all affected organizations (such as GDOT, Fayette Co., 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, and future projects that the are needed to implement the plan once the plan is complete.

## **Task 3 - CONCEPT PLAN**

Prepare a concept layout, typical sections and cost estimates based on the existing conditions, and technical analysis. Specific elements shall include:

- Layout or schematic of the pedestrian and streetscaping infrastructure based on the existing conditions analysis and ROW survey.
- Alternative alignments and typical sections for the pedestrian and streetscaping infrastructure and connections.
- Development of crossing plans of roadways and intersections with concepts and costs.
- Public space placemaking elements and strategies, including but not limited to public art, wayfinding, and safety and decorative lighting.
- Preparation of analysis of alternatives report, which includes analysis of potential environmental impacts, transportation impacts, ROW, utility conflicts and overall cost estimates.
- Opportunities for the incorporation of green infrastructure within the transportation elements.
- Opportunities for the incorporation of smart technology and EV infrastructure within the transportation elements.
- Conceptual renderings of the pedestrian, multi-use, and streetscaping infrastructure, connections, and crossings.
- Temporary and/or interim transportation improvement recommendations.
- Preparation of adoptable text amendment ordinances and policies related to street construction standards, street networking, and complete street standards for the study area.



#### **TASK 4 - 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):

- **Summaries of the plan development process:**
  - A description of the study process and methodology, data gathering techniques and findings, and general outcomes.
  - A description of the public participation process used to achieve a community-supported program of improvements.
- **Draft Concept Plans and thematic concept(s)**
  - An area plan map outlining the type of elements and strategies to be installed at recommended locations. The summaries of these strategies written in a cohesive, user-friendly format.
  - A preferred layout and typical section of the pedestrian and streetscaping infrastructure.
  - Conceptual renderings that illustrate the street level improvements, green infrastructure, smart technology and EV infrastructure, and placemaking elements.
  - Model text amendment ordinances for new streetscape standards.
- **Implementation Strategy**
  - 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. This action plan should identify 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.
  - Changes to the Town of Tyrone's applicable ordinances and guidelines for code adherence and if necessary, recommendations for regulatory reform to implement the plan.
  - A phasing program based on the priority and implementation schedule of the various project elements to be undertaken in the project area.
  - A work program to implement the recommendations.
  - Cost estimates for all project components.

#### • **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 #2023-001
- 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  
950 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 and 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; and 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:

<b>Written Proposal/ Approach</b>	<b>25%</b>
<b>Qualifications &amp; Experience</b>	<b>20%</b>
<b>Demonstration of Understanding</b>	<b>25%</b>
<b>Company /Firm Standing</b>	<b>20%</b>
<b>Pricing Approach &amp; Cost</b>	<b>10%</b>

## A. WRITTEN PROPOSAL/PROJECT APPROACH (25%):

- 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 (20%):

- 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 (25%):

- 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 (20%):

- 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 (10%):

- 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.

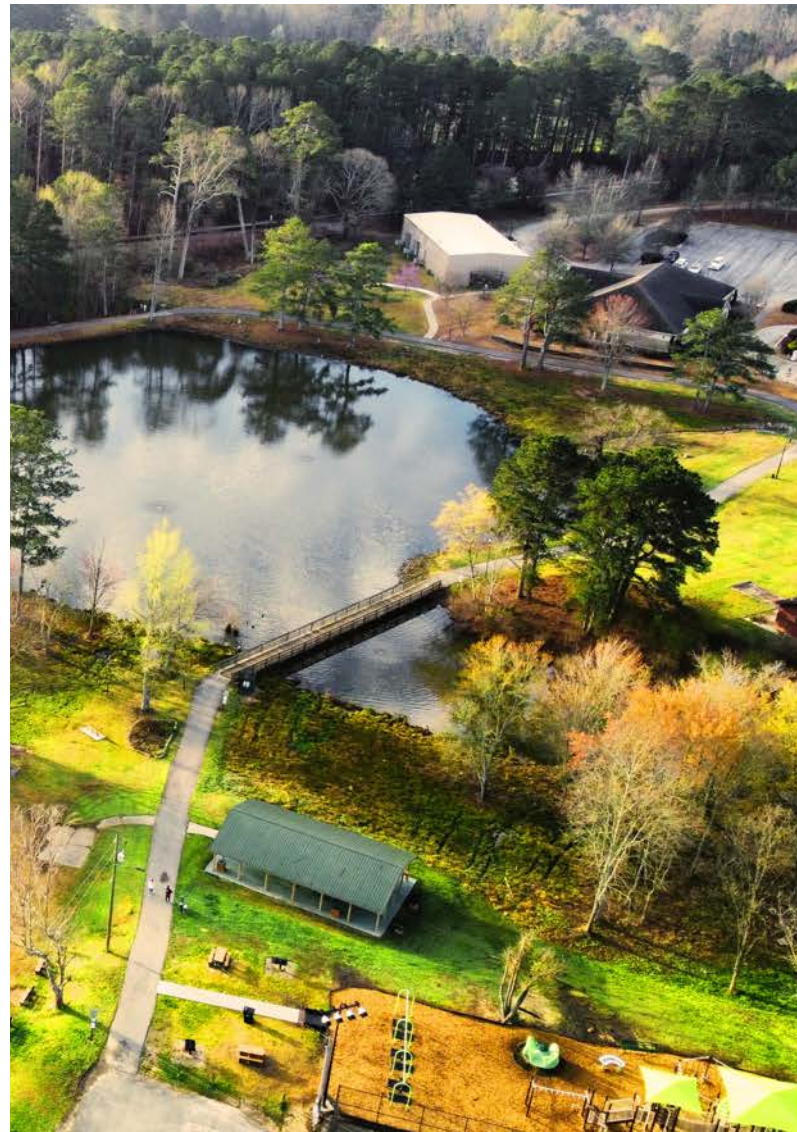
**G. INDEMNIFICATION:** The Firm shall save and hold harmless, pay on behalf of, protect, defend, indemnify the Town, assure entire responsibility and liability for losses, expenses, demands and claims in connection with or arising out of any injury, or alleged injury (including death) to any person, 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.

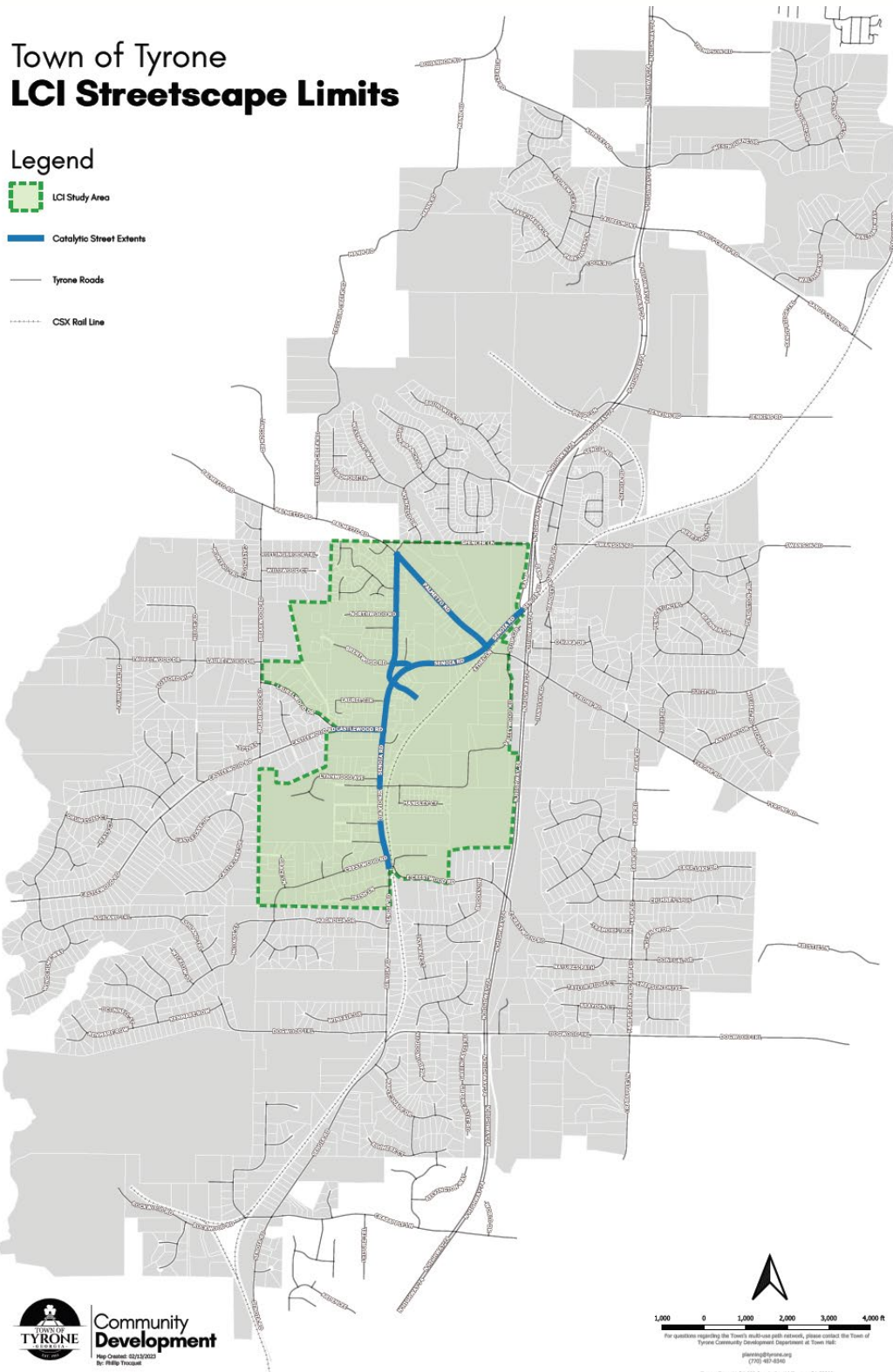
## D. REQUIRED FORMS:

- **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

## LCI Study Area



# 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  
\_\_\_\_\_, 2023.

\_\_\_\_\_  
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*

CD-2023-001 - 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 \_\_\_\_\_, 2023 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 \_\_\_\_\_, 2023.

-----  
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*