

REQUEST FOR PROPOSALS

HONEYSUCKLE RIDGE RD. IMPROVEMENTS ENGINEERING DESIGN (RFP No. 002-17)

Section 1 - Background

The voters of the City of Rome and Floyd County approved a Special Purpose Local Option Sales Tax (SPLOST) from which a portion of the additional one-cent sales tax to be collected will be used to fund the design and construction of the transportation project described in this RFP. This project consists of the rehabilitation/improvement of a portion of Honeysuckle Ridge Road beginning at a point approximately 1000 feet south of the intersection of Honeysuckle Ridge Road and Callier Springs Road continuing southwesterly along Honeysuckle Ridge Road for approximately 1300 feet. The total SPLOST funds allocated to complete this project are \$650,000.00. The SPLOST budget for this project is intended to cover all costs associated with design, right-of-way/easement acquisition, permitting, utility relocation, construction, and construction administration.

Section 2 - Scope of Services

2.1 General

The successful bidder shall develop a complete set of engineering construction drawings, specifications, contract and bid documents required to solicit bids to complete the construction of the project. The City of Rome has developed specifications and a template for bid documents that shall be used for the project. The successful bidder shall also provide assistance through the bidding phase of the project. The successful bidder for engineering design services shall perform such other engineering tasks that may be necessary to insure project constructability including, but not limited to:

- 1) Identifying right-of-way/easement requirements and preparing legal plats to acquire right-of-way/easements;
- 2) Identifying public/private utilities to be relocated;
- 3) Designing the relocation or redesign of City/County utilities as required;
- 4) Evaluating drainage and designing drainage facilities;
- 5) Performing any geotechnical investigations required to support design decisions;

- 6) Identifying and securing any pre-construction permits required by local, state and/or federal law;
- 7) Securing the approval of all design documents by regulatory authorities such as the USDA Natural Resource Conservation Service, the Georgia Department of Natural Resources, and the U.S. Army Corps of Engineers as required.

The successful bidder shall furnish the City of Rome with five (5) sets of bound construction drawings, specifications, contract and bid documents (pre-bid), and four (4) sets of original executed contract documents (post-bid). The City of Rome shall also be furnished with digital copies of all the above documents for archival purposes and future reproduction (suitable formats include .pdf, .dwg, and .doc).

2.2 Project

This section of Honeysuckle Ridge Road (Exhibit "A") is currently a split-level roadway having a variable width of asphalt pavement, very little if any shoulder width, and a variable side slope between the upper and lower roadway which in some locations is 1H:1V. A cross section at Station 3+35 is included herein for the engineers review and use (Exhibit "B"). This project is intended to improve safety along the split-level section of Honeysuckle Ridge Road. Improvements will generally consist of overlaying the existing roadway with 1-1/2" asphaltic pavement (Superpave), the installation of 30-inch curb & gutter, the construction of as much shoulder as economically feasible, the installation of other components as required to make the roadway safer (guard rail, retaining walls, etc.), along with any required modifications to the storm drainage system to convey stormwater runoff from the project. There are existing driveways along this project that are fairly steep which must be connected back to the new roadway while maintaining those transitions to as good if not better than current conditions. This will be a critical portion of the design and may require cross sections at existing drives to clearly demonstrate that this requirement is met. Evaluation of existing cross slope and longitudinal slope of the existing roadway shall be evaluated and modified as required to provide a new typical section of a 11-1/2-ft. (minimum) travel lane (edge of pavement to edge of pavement) with 1/4" per foot cross slope and a longitudinal slope having positive grade which shall be reviewed with the owner prior to establishment of "final grade". All areas requiring adjustment shall be reviewed with the owner prior to establishment of "final grade". The final plans should include cross sections at 50-ft. intervals, all high and low points, driveways as required, and at all drainage structures, with relevant stationing, offsets, and elevations shown thereon. The engineer or his representative is required to visit the project site prior to submittal of the Proposal and shall provide certification of that visit as part of the submission of this RFP.

2.3 Responsibilities of the City of Rome

In order to advance the project, The City of Rome shall provide design grade topographical survey data for the project in a digital format. The preliminary topographic survey is included with this bid package in an AutoCAD file. If this format is not acceptable, the bidder shall work with the City of Rome Engineering Department to select a format acceptable to said bidder. Any additional survey information required for the design of the project shall be provided by the City of Rome Engineering Department in a timely manner. The current owner of each parcel along with their deed reference and Tax Identification

number shall be included within the digital file. In order to “best-fit” the existing roadway, the City of Rome has established a “Construction Centerline” which is included within the digital file of the preliminary topography survey. This Construction Centerline shall be used as the alignment to design the project. Sufficient additional survey data will be provided typically at 50-ft. intervals and at all edge of pavement low points and high points to aid with the evaluation of the grade to develop cross-sections, and to enable design decisions that eliminate ponding of water. Existing utilities will also be included within the digital file. Some of these improvements are: existing drainage, water lines, water valves, water meters, fire hydrants, power poles, fences, and trees.

Should they be required, the City of Rome shall prepare all deeds and easements necessary for right-of-way acquisition and construction based on plats provided by the successful bidder as a part of their work. The City of Rome shall also be responsible for all right-of-way or easement acquisition.

Section 3 - Utilities, Regulatory Coordination and Permitting

The successful bidder shall be responsible for coordinating the engineering design with utilities located in existing and proposed right-of-ways. The responsibility for utility relocations will be the responsibility of the respective utilities, and not the contractor, except as pertains to storm drainage, water distribution, sanitary sewer, and traffic control. These later exceptions shall be included in the engineered design and made a part of the construction contract when relocations or modifications are required. As part of the utility modifications, all manholes and water valve boxes shall be adjusted to match final grade of the new roadway should any exist.

The successful bidder shall be responsible for coordinating the design and securing the preconstruction approval of the design by local, state or federal regulatory authorities. Such approvals may include, but are not limited to, the Georgia Department of Natural Resources for any required buffer variances, the U.S. Army Corps of Engineers for work impacting state waters such as stream crossings, and the USDA Natural Resource Conservation Service (in Rome) for soil erosion and sediment control design and NPDES compliance.

Section 4 - Project Schedules

Each Proposal shall include a schedule of activities for the project from the time of contract award for design services to the anticipated completion of construction. It is desirable to complete the project design as soon as possible in order to bid and award the project to ‘lock-in’ construction costs before inflationary pressures compromise the budget established by the 2013 SPLOST that will fund it.

Section 5 - Submittal Requirements

Each bidder must submit four (4) copies of their Proposal, enclosed in a sealed envelope or box, addressed to Ms. Johnna Allen, Purchasing Director, P.O. Box 1433, Rome, Georgia, 30162-1433, and labeled “HONEYUCKLE RIDGE ROAD IMPROVEMENTS - ENGINEERING DESIGN (RFP No. 002-17)”. Proposals shall be received until 10:00 a.m. on Thursday, February 16, 2017 in the City of Rome Purchasing Department located in City Hall, 601 Broad Street, Rome, Georgia 30161, at which time all

Proposals will be publicly opened and acknowledged in the Sam King Room in City Hall, 601 Broad Street, Rome, Georgia, 30161.

Proposals must contain the following information:

- 1) Bidders Declaration (form attached)
- 2) Certificate of Non-Discrimination (form attached)
- 3) Non-Collusion Affidavit (form attached)
- 4) State of Georgia Prompt Pay Act Affidavit (form attached)
- 5) Request for Taxpayer Identification Number and Certification (form attached)
- 6) Drug Free Work-Place Certification (form attached)
- 7) E-Verify Compliance Affidavit (form attached)
- 8) SAVE Compliance Affidavit (form attached)
- 9) The statement: "The bidder acknowledges the receipt of Addenda ____ ." (list each).
- 10) Description of the Scope of Services to be provided, consistent with this Request, including any substantial differences between the Services Requested and those Proposed.
- 11) Bidder's information on qualifications and experience.
- 12) Proposed schedule of activities and tasks for the project.
- 13) Cost proposal for services that is detailed sufficiently to evaluate the financial implications of the Proposal for the agreement contemplated, or the term of the Contract, as appropriate.
- 14) Certification of a site visit by the Engineer or his representative to the site.

Section 5 - Qualifications and Experience

Proposals must provide the following information to establish the qualifications and experience of the Bidder:

- 1) A brief description of the company represented by the Bidder, including a short history of the company, comments regarding the type of work normally performed by the company, the size of the company's professional, technical, and support staff, the resources that are available to the company pertinent to the Proposal, and the number of years the company has been in existence.
- 2) The Bidder's financial strength as contained within the Bidder's last three fiscal year's audits.
- 3) Certification that the Bidder or its officers or any predecessor companies are not under any part of the Bankruptcy Act nor ever filed under the Bankruptcy Act within the previous seven years.
- 4) Provide a listing of relative experience in providing roadway engineering design services, with emphasis on projects similar in scope, or characteristics to that proposed for the City of Rome.
- 5) Provide a minimum of three references from similar projects with local governments. Provide the name of a contact person with a telephone number or other contact information.
- 6) Provide a summary of qualifications, specific and general, of the company, and/or branch office, and anticipated personnel to be assigned to the project.

- 7) Provide an outline of the project organizational structure to be used by your company with a description of each person's role in development and delivery of the proposed engineering design services. Explain if sub-contractors will be used and for what purpose.

Section 6 - Cost Proposal

The Proposal must include a cost proposal that identifies the allocation of cost for engineering services for the project by major task or activity. The cost proposal should provide a summary of cost for the project in aggregate which shall be the 'not to exceed' basis for the Contract. The cost proposal should include an hourly billing rate schedule for all staff positions that are anticipated to be involved in the project. Finally, the cost proposal shall include a 'not to exceed' cost for any subcontracted services not provided by the bidder but necessary to fulfill the responsibilities of the bidder's Proposal for services.

Section 7 - Insurance

The successful bidder shall not commence work under this contract until all insurance described below has been obtained and certificates of such insurance has been furnished to and approved by the City of Rome. All of the certificates of insurance shall contain a provision that coverage under the policies will not be cancelled or allowed to expire until at least 30 days prior written notice has been given to the City of Rome.

- 1) The successful bidder shall procure and maintain Workmen's Compensation Insurance for all of his employees to be engaged in work on the project under this contract, and in case any such work is sublet, the bidder shall require the subcontractor similarly to provide Workmen's Compensation insurance for all the latter's employees to be engaged in such work unless such employees are covered by the protection afforded by the bidder's Workmen's Compensation insurance. Workmen's Compensation insurance shall satisfy statutory limits of liability.
- 2) The successful bidder shall procure and shall maintain during the life of the Contract Agreement, such Comprehensive General Liability insurance as shall protect him and any subcontractor performing work covered by this contract from claims for damages for bodily injury, including accidental death, as well as from claims for property damages, which may arise from operations under the Contract Agreement, whether such operations are by himself or by any subcontractor or by anyone directly or indirectly employed by either of them. The amount of insurance shall not be less than the following:
 - a. \$1,000,000 Bodily Injury, including death, each occurrence.
 - b. \$250,000 Property Damage, each occurrence.
 - c. \$2,000,000 Property Damage, in the aggregate.

3) The successful bidder shall procure and shall maintain during the life of the Contract Agreement, Comprehensive Automobile Liability insurance in amounts not less than the following:

- a. \$1,000,000 Bodily Injury or death to any one person.
- b. \$1,000,000 Bodily Injury, each occurrence.
- c. \$250,000 Property Damage, each occurrence.

Section 8 - Questions and Interpretations

8.1 Interpretations

No inquiries or interpretation of meaning concerning this Request for Proposal will be made to any bidder orally. Every inquiry or request for interpretation should be made in writing and to be given consideration must be received at least ten (10) days prior to the date fixed for opening the Proposals. All inquiries and requests for interpretation should be addressed and/or submitted simultaneously to:

Ms. Johnna Allen
jallen@romea.us
Purchasing Director
P.O. Box 1433
Rome, GA 30162-1433

Mr. Aaron W. Carroll, R.L.S., P.E.
acarroll@romea.us
Director of Engineering Services
P.O. Box 1433
200 Vaughn Rd.
Rome, GA 30162-1433

8.3 Addenda

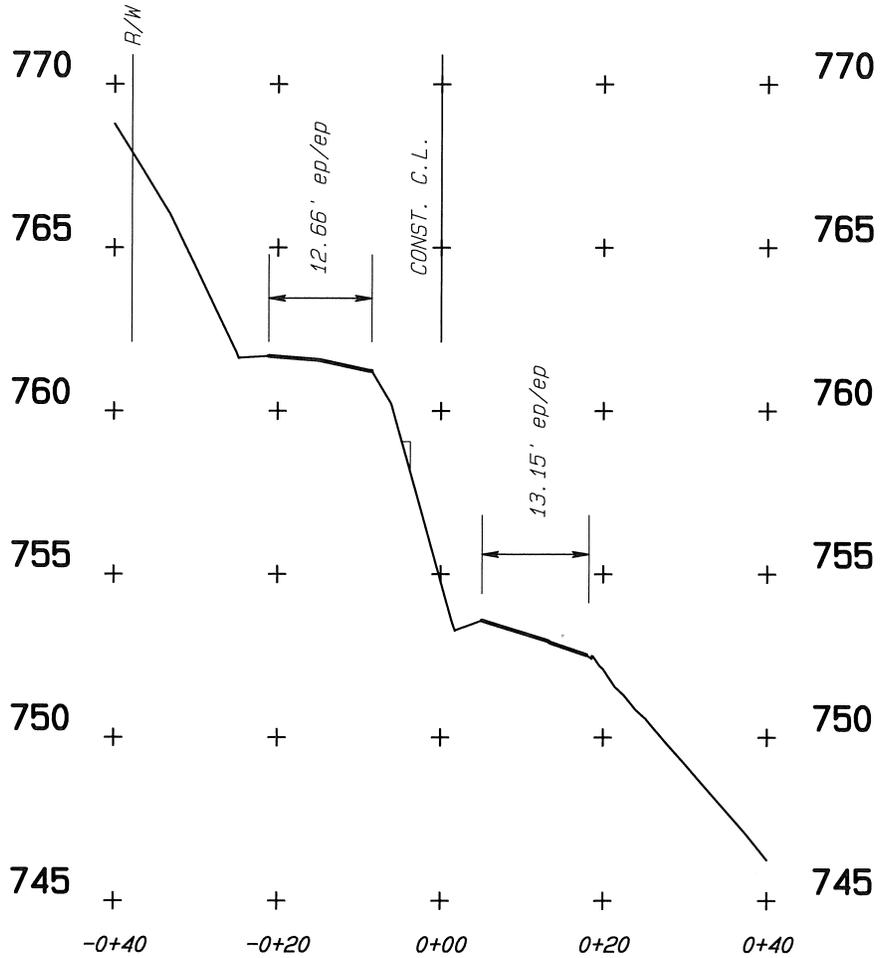
Responses to inquiries and requests for interpretations, or any supplemental instructions, will be in the form of written Addenda to the Request for Proposal which, if issued, will be published on the City of Rome website not later than five (5) days prior to the date fixed for opening the Proposals.



PROJECT MAP

1" = 200' (APPROX.)

EXIHIBIT "A"



HONEYSUCKLE RIDGE ROAD
 CROSS SECTION
 STA. 3+35.00

(Exhibit "B")

BIDDERS DECLARATION

The bidder understands, agrees and warrants:

That the bidder has carefully read and fully understands the full scope of the specifications:

That the bidder has the capability to successfully undertake and complete the responsibilities and obligations in said specifications.

That the bidder has liability insurance and a declaration of insurance form is included in the bid package.

That this bid may be withdrawn by requesting such withdrawal in writing at any time prior to **February 16, 2017 at 10:00 a.m.** but may not be withdrawn after such date and time.

That the City of Rome reserves the right to reject any or all bids and to accept that bid which will, in its opinion, best serve the public interest. The City of Rome reserves the right to waive any technicalities and formalities in the bidding.

That by submission of this bid the bidder acknowledges that the City of Rome has the right to make any inquiry or investigation it deems appropriate to substantiate or supplement information supplied by the bidder.

If a partnership, a general partner must sign.

If a corporation, the authorized corporate officer(s) must sign and the corporate seal must be affixed to this bid.

BIDDER:

Name

Title

Name

Title

AFFIX CORPORATE SEAL (If Applicable)

CERTIFICATE OF NON-DISCRIMINATION

In connection with the performance of work under this contract, the bidder agrees as follows:

The bidder agrees not to discriminate against any employee or applicant for employment because of race, creed, color, sex, national origin, ancestry or disability. The vendor shall take affirmative action to insure that employees are treated without regard to their race, creed, color, sex, national origin, ancestry or disability. Such action shall include, but not be limited to the following: employment, upgrading, demotion, transfer, recruiting or recruitment, advertising, lay-off or termination, rates of pay or other compensation and selection for training, including apprenticeship.

In the event of the bidder's non-compliance with this non-discrimination clause, the contract may be canceled or terminated by the City of Rome. The bidders may be declared, by the City of Rome, ineligible for further contracts with the City of Rome until satisfactory proof of intent to comply shall be made by the vendor.

The bidder agrees to include this non-discrimination clause in any sub-contracts connected with the performance of this agreement.

BIDDER

SIGNATURE

TITLE

CND-1

NON-COLLUSION AFFIDAVIT

The following affidavit is to accompany the bid:

STATE OF

COUNTY OF

Owner, Partner or Officer of Firm

Company Name, Address, City and State

Being of lawful age, being first duly sworn, on oath says that he/she is the agent authorized by the bidder to submit the attached bid. Affidavit further states as bidder, that they have not been a party to any collusion among bidders in restraint of competition by agreement to bid at a fixed price or to refrain from bidding; or with any office of the City of Rome or any of their employees as to quantity, quality or price in the prospective contract; or any discussion between bidders and any official of the City of Rome or any of their employees concerning exchange of money or other things of value for special consideration in submitting a sealed bid for:

FIRM NAME _____

SIGNATURE _____

TITLE _____

Subscribed and sworn to before me this _____ day of _____ 20_____

NOTARY PUBLIC

STATE OF GEORGIA PROMPT PAY ACT AFFIDAVIT

THIS AFFIDAVIT IS TO ACCOMPANY THE BID

GEORGIA PROMPT PAY ACT: The Georgia Prompt Pay Act was enacted by the General Assembly in 1994 and took effect January 1, 1995. This act requires owners to pay contractors within 15 days of receipt of a pay request by the owner or the owner's representative. If payment is not made the owner shall pay the contractor 1% per month interest on the delayed payment. Additionally, the contractor must pay subcontractors within 15 days of receipt of payment from the owner.

This Act is Code Section 13-11-1 (Georgia Laws of 1994, p. 1398 par. 4)

Firm Name: _____

Signature: _____

Title: _____

Subscribed and Sworn to before me this _____ day of _____, 20 _____

Notary Public

Request for Taxpayer Identification Number and Certification

**Give Form to the
requester. Do not
send to the IRS.**

Print or type See Specific Instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <input type="checkbox"/> Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
	5 Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	6 City, state, and ZIP code	
	7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number										

OR

Employer identification number										

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/w9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

CITY OF ROME

DRUG-FREE WORKPLACE CERTIFICATE

By signature on this certificate, the Bidder certifies that the provisions of O.C.G.A. Section 50-24-1 through 50-24-6 related to the “Drug-Free Workplace Act” will be complied with in full. The Bidder further certifies that:

1. A drug-free workplace will be provided for the Bidder’s employees during the performance of the contract; and
2. Each contractor who hires a subcontractor to work in a drug-free workplace shall secure from that subcontractor the following written certification: “As part of the subcontracting agreement with (contractor’s name), (subcontractor’s name) certifies to the contractor that a drug-free workplace will be provided for the subcontractor’s employees during the performance of this contract pursuant to O.C.G.A. Section 50-24-3(b)(7).”

By signature on this certificate, the Bidder further certifies that it will not engage in the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana during the performance of the contract.

Bidder: _____

By: _____

Name Printed: _____

Title: _____

Date: _____

DFWP-1

CITY OF ROME, GEORGIA
E-VERIFY COMPLIANCE AFFIDAVIT

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 City of Rome, 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
(Not Required if Less than 10 Employees)

Signature (if less than 10 employees)

Date of Authorization

Name of Contractor

Name of Project

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:

EVER-1

CITY OF ROME, GEORGIA

SAVE COMPLIANCE AFFIDAVIT

O.C.G.A § 50-36-1(e) (2) Affidavit

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

- 1) _____ I am a United State 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:

_____.

In 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. § 16-10-20, and face criminal penalties as allowed by such criminal statute.

Executed in _____ (city), _____ (state).

Signature of Applicant

Name of Applicant Printed

SUBSCRIBED AND SWORN

BEFORE ME ON THIS THE

_____ DAY OF _____, 20_____

NOTARY PUBLIC
My Commission Expires:

SAVE-1