

# **MACON-BIBB COUNTY PLANNING & ZONING COMMISSION/ MACON AREA TRANSPORTATION STUDY MPO**

**DATE:** August 11, 2023

**FOR:** PROFESSIONAL CONSULTING SERVICES

**SUBJECT:** RFP MATS #2024--001: MATS MPO 2050 FREIGHT PLAN

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You are invited to submit a proposal to provide Transportation Planning Consulting Services for a freight plan covering the service area for the Macon Area Transportation Study Metropolitan Planning Organization (hereafter referred to as MATS MPO).

Inquiries regarding proposals should be made to Jeff Ruggieri, AICP, Executive Director, Macon-Bibb County Planning & Zoning Commission/MATS MPO at 478-241-2561, e-mail: [jruggieri@mbpz.org](mailto:jruggieri@mbpz.org). Technical questions may be directed to Michael J. Greenwald, Ph. D., AICP, Planning Director/MPO Technical Coordinator, Macon-Bibb County Planning & Zoning Commission/MATS MPO at 478-241-2566; email: [mgreenwald@mbpz.org](mailto:mgreenwald@mbpz.org).

The total cost of this project is not to exceed **\$250,000**. Because this project is anticipated to be funded in part through Federal sources, applicants will be expected to demonstrate conformity with all applicable Federal requirements (see Section V, Items C, D and E for full details).

Attached hereto is the Request for Proposal (RFP) instruction document. The written requirements contained in this (RFP) shall not be changed or superseded except by written addendum from Macon-Bibb County Planning & Zoning, in their capacity as the staff of the MATS MPO. Failure to comply with the written requirements for this proposal may result in rejection of the proposal by the Macon-Bibb County Planning & Zoning Commission/MATS MPO.

**One (1) USB Flash drive with a copy of the Proposal WITHOUT Pricing, and One (1) Separately Sealed paper copy of section V-A Price and Proposal Schedule** must be submitted. Proposals are to be sealed, marked with the offeror's name and address and labeled, **"RFP MATS #2024--001: MATS MPO 2050 FREIGHT PLAN"** and delivered to:

**Macon-Bibb County Planning & Zoning Commission/MATS MPO  
Attn: RFP MATS #2024--001: MATS MPO 2050 FREIGHT PLAN  
200 Cherry St., Suite 300  
Macon, Georgia 31201**

Not later than **5:00 P.M. ET, September 12, 2023**

A qualified interpreter for the hearing impaired is available upon request at least 10 (ten) days in advance of the proposal opening date. Please call Michael Greenwald (tel: 478-241-2566; e-mail [mgreenwald@mbpz.org](mailto:mgreenwald@mbpz.org)) for more information. This service is in compliance with the Americans with Disabilities Act (ADA).

Hand delivered copies may be delivered to the above address ONLY, between the hours of 8:00 a.m. and 5:00 p.m. E.T., Monday through Friday, excluding those holidays observed by the Macon-Bibb County Planning & Zoning Commission/MATS MPO.

The Macon-Bibb Planning & Zoning Commission/MATS MPO reserves the right to reject any and all proposals, to waive any technicalities or irregularities, and to award the contract based on the highest and best interest of the Macon-Bibb County Planning & Zoning Commission/MATS MPO

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## SECTION I - REQUEST FOR PROPOSAL SUBMISSION INSTRUCTIONS

ALL PROPOSALS RECEIVED WILL BECOME A PART OF THE OFFICIAL CONTRACT FILE AND MAY BE SUBJECT TO DISCLOSURE.

**A complete signed proposal must include the documents listed below:**

**PROPOSAL FORMAT:** Offerors are expected to examine the specifications, price schedule, and all instructions. Failure to do so will be at the offeror's risk. Each offeror shall furnish the information required by the solicitation. *The proposal and price schedule must be signed by an officer of the company, who is legally authorized to enter into a contractual relationship in the name of the offeror.*

**All proposals received will become a part of the official contract file and may be subject to disclosure.**

**PROPOSAL FORMAT:** All proposals should include the information outlined below and **in the following order:**

1. **Cover Letter:** A brief cover letter of introduction and interest.
2. **Table of Contents:** Including all sections and subsections.
3. **Business Information:** State the full name and address of your organization, and the branch office or other subordinate element that will perform the services described in this proposal. Include telephone number, point of contact and official signature of an authorized company representative. Indicate whether you operate as a single proprietorship, partnership, or corporation. Include the state(s) in which you are incorporated and/or licensed to operate.
4. **Qualifications and Experience:** Include an organization chart and summary resumes of key personnel proposed for the project, including designations of the team leader, the consultant responsible for design, the project architect, the person responsible for all proposed communications with the owner and all proposed sub-consultants and a description of their roles.
  - a. **Current Project Assignments:** Identify the current project assignment(s) and the currently identified completion date(s) for projects currently being managed by the key individuals proposed for our project.
  - b. **Understanding of the Project:** Statement of the firm's understanding of the project and proposed approach for providing requested services.
  - c. **Additional Services Required:** Based on the firm's understanding of the project, identify any additional services that might be required for a successful program.
5. **References:** Include a minimum of three references for contracts of a similar nature, preferably public sector references. Include the name, address, telephone number, point of contact and description of the contract for each reference. Examples of no more than three "reference projects" which represent the design teams approach to design solutions for projects of similar scale and complexity, and the information on these projects must indicate the contributions of proposed key personnel in the design and development of the "referenced projects" cited in the submittal.

6. **Financial Information and Documentation:** Provide relevant information regarding organizational stability and strength. Documentation may include:
  - a. A statement of organizational structure (e.g., sole proprietorship, partnership, corporation, joint venture, etc.), information regarding the make-up of that structure (e.g., owner, partners, board of directors joint venture partners, etc.), a listing of financial references.
  - b. Failure to Complete Prior Projects - Disclose whether the Offeror (or any general partner or joint venture of the Offeror) has ever failed to complete a similar project. If so, list the date of commencement of the project and the entity for which the project was to be performed, and explain why the project was not completed.
  - c. Disclose information and provide explanation regarding any contracts involving the offeror or joint venture firm within the last three years which exceeded initial program or project budget, exceeded initial schedule, and any contract penalties or damages assessed.
7. **Time/Cost Procedures:** A statement discussing your firm's procedures for controlling project time and cost during the design and construction phase.
8. **CADD/GIS Capabilities:** Consultant shall describe their in-house Computer Aided Design and Drafting (CADD) and Geographic Information System (GIS) capabilities.
9. **Other Relevant Information:** Include any other relevant information concerning the project in this section.

**SUBMITTAL FORMAT:** ALL proposal copies must be submitted in a sealed envelope or container with the **OUTER MOST** container stating the company name, address, telephone number, the RFP number and **TITLE (REP MATS #2024--001: MATS MPO 2050 Freight Plan)**. If you need assistance with Macon-Bibb Planning & Zoning Commission/MATS MPO application submission and/or procurement procedures, please contact Michael Greenwald, MATS MPO Technical Coordinator at 478-241-2554, e-mail: [mgreenwald@mbpz.org](mailto:mgreenwald@mbpz.org)

- ☐ **One (1) USB Flash drive with a copy of the Proposal WITHOUT Pricing**
- ☐ **One (1) Separately Sealed paper copy of Section V-D Price Proposal Schedule**  
**(Must be submitted separately in a sealed envelope)**

Offerors are responsible for informing any commercial delivery service, if used, of all delivery requirements and for ensuring that the required address information appears on the outer wrapper or envelope used by such service. No responsibility shall attach to the Macon-Bibb Planning & Zoning Commission/MATS MPO for the premature opening of a proposal not properly addressed and identified, and/or delivered to the proper or improper address. **Proposals via facsimile, or e-mail, WILL NOT BE CONSIDERED.**

**ALL DOCUMENTS SUBMITTED ON USB FLASH  
DRIVE MUST BE IN A SINGLE PDF FILE**

**THE MACON-BIBB PLANNING & ZONING  
COMMISSION/MATS MPO REQUEST FOR PROPOSAL (RFP)  
MATS #2024--001: MATS MPO FREIGHT PLAN PROJECT**

**SECTION II - REQUEST FOR PROPOSAL OVERVIEW AND PROCEDURES**

**A. INTRODUCTION**

**PURPOSE**

The Macon-Bibb Planning & Zoning Commission, in their capacity as the staff of the Macon Area Transportation Study Metropolitan Planning Organization desires to solicit competitive proposals from responsible vendors to conduct a freight movement study for the MATS MPO region. The scope of the study will include analyzing the current freight handling capabilities within the region, forecast of future freight volumes (by mode) through the planning horizon year 2050, identification of needed future projects, and prioritization of said future projects. Services are anticipated to be performed between October 15, 2023 and June 20, 2025 (i.e., FY 2024 through FY 2025). The cost is not anticipated to exceed \$250,000.00, subject to final negotiation with the awarded vendor.

The contractor will provide services per the scope of work as indicated in Section III.

**B. RFP TIMETABLE**

The anticipated schedule for the RFP and contract approval is as follows:

Proposal Documents Available                    **August 11, 2023**

Deadline for submission of questions   **August 22, 2023 at 5:00 p.m.**

Deadline for receipt of proposal            **September 12, 2023 at 5:00 p.m.**

**C. CONTACT PERSON**

The contact person for this RFP is Jeff Ruggieri, AICP, Executive Director, Macon-Bibb County Planning & Zoning Commission/MATS MPO (tel: 478-241-2561; e-mail: [juggieri@mbpz.org](mailto:juggieri@mbpz.org)). Technical questions should be directed to Michael J. Greenwald, Ph. D., AICP, Planning Director/MPO Technical Coordinator, Macon-Bibb County Planning & Zoning Commission/MATS MPO at 478-241-2566; email: [mgreenwald@mbpz.org](mailto:mgreenwald@mbpz.org).

Offerors are encouraged to contact only the contact persons stated above to clarify any part of this RFP. Explanation(s) desired by offeror(s) regarding the meaning or interpretation of this RFP must be requested in writing; non-written inquiries cannot be acknowledged. Any unauthorized contact shall not be used as a basis for responding to this RFP and also may result in the rejection of the offeror's submittal.

**D. ADDITIONAL INFORMATION/ADDENDA**

Request for additional information or clarifications must be made in writing no later than the date specified in the RFP Timetable; **these requests may be submitted via e-mail to either of the contact persons identified above.** The request must contain the offeror's name, address, phone number, fax number (if available), and email address.

The Macon-Bibb Planning & Zoning Commission/MATS MPO will issue responses to inquiries and any other corrections or amendments it deems necessary in written addenda issued prior to the proposal due date. Addenda shall be posted on the MATS MPO website by **August 25, 2023**. Offerors should not rely on any representations, statements or explanations other than those made in this RFP or in any

addendum to this RFP. Where there appears to be a conflict between the RFP and any addenda issued, the last addendum issued will prevail.

**Offerors must acknowledge any issued addenda. Proposals which fail to acknowledge the offeror's receipt of any addendum will result in the rejection of the proposal if the addendum contained information which substantively changed the Macon-Bibb Planning & Zoning Commission/MATS MPO's requirements**

Offerors who obtain this Request for Proposal from other than the Macon Transit Authority are **advised to re-visit the above websites to obtain any addenda which may be issued prior to the proposal closing date.** The Macon-Bibb Planning & Zoning Commission/MATS MPO assumes no responsibility for Offerors' failure to acknowledge any addenda issued.

E. **LATE PROPOSALS, WITHDRAWALS, MODIFICATIONS AND REJECTIONS**

Proposals shall not be modified, withdrawn, or cancelled by the offeror for a period of **ninety (90) days** following the time and date designated for the receipt of proposals, and each offeror so agrees in submitting their proposal. Negligence on the part of the Offeror in preparation of the proposal shall not be grounds for the modification or withdrawal of a proposal after the time set for proposal closing. Proposals received after the proposal due date and time are late and will not be considered. Modifications received after the proposal due date are also late and will not be considered

F. **PROPOSAL CLOSING**

Proposal schedule prices will not be opened or read aloud publicly. A list of names of firms providing proposals may be obtained from MATS MPO website or via email request to either [jruggieri@mbpz.org](mailto:jruggieri@mbpz.org) or [mgreenwald@mbpz.org](mailto:mgreenwald@mbpz.org), after the proposal due date and time stated herein. A tabulation of prices may be obtained upon award.

G. **NON-COLLUSION AFFIDAVIT**

By submitting a proposal, the offeror represents and warrants that such proposal is genuine and not sham or collusive or made in the interest or in behalf of any person not therein named, and that the offeror has not directly or indirectly induced or solicited any other offeror to put in a sham proposal, or any other person, firm or corporation to refrain from proposing and that the offeror has not in any manner sought by collusion to secure to that offeror any advantage over any other offeror.

By submitting a proposal, the offeror represents and warrants that no official or employee of the Macon-Bibb Planning & Zoning Commission/MATS MPO has, in any manner, an interest, directly or indirectly in the proposal or in the contract which may be made under it, or in any expected profits to arise there from.

H. **GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT**

By submitting a proposal and executing the attached Affidavits, the offeror verifies its compliance with O.C.G.A. §13-10-91. The offeror further agrees to maintain records of such compliance and shall provide a copy of each such verification to Macon-Bibb County Transit Authority, at the time the subcontractor(s) is retained to perform such services.

I. **COST INCURRED BY OFFERORS**

All expenses involved with the preparation and submission of proposals to the Macon-Bibb Planning & Zoning Commission/MATS MPO, or any work performed in connection therewith shall be borne by the offeror(s). No payment will be made for any responses received or for any other effort required of or made by the offeror(s) prior to commencement of work as defined by a contract approved by the governing body of the Macon-Bibb Planning & Zoning Commission/MATS MPO.

J. MINORITY BUSINESS ENTERPRISE POLICY STATEMENT

It is the policy of the Macon-Bibb Planning & Zoning Commission/MATS MPO that no person or business shall be excluded from participation, denied the benefits of, or otherwise discriminated against in relation to the award and performance of any contract or subcontract on the grounds of race, color, creed, national origin, age, or sex.

K. HOLD HARMLESS AND INDEMNIFICATION

The Offeror agrees, insofar as it legally may, to indemnify and hold harmless the Macon-Bibb Planning & Zoning Commission/MATS MPO , its officers, employees and agents from and against all loss, costs, expenses, including attorneys' fees, claims, suits and judgments, whatsoever in connection with Offeror's application and submission in response to this RFP, and in connection with any injury to or death of any person or persons or loss of or damage to property resulting from any and all operations performed by Offeror, its officers, employees, and agents under any of the terms of this contract.

L. SITE VISIT:

Offerors are urged and expected to inspect the site where services are to be performed and to satisfy themselves regarding all general and local conditions that may affect the cost of contract performance, to the extent that the information is reasonably obtainable. In no event shall failure to inspect the site constitute grounds for a claim after contract award.

M. AWARD OF CONTRACT

This is a past performance/technical/price trade-off source selection in which competing offeror's past and present performance history and technical ability will be evaluated on a basis approximately equal to price. Award will be made to the responsible offeror whose proposal represents the best value after evaluation in accordance with the factors listed in Section IV herein.

In addition, Macon-Bibb Planning & Zoning Commission/MATS MPO may, at its sole discretion, reject any or all proposals if such action is in the Macon-Bibb Planning & Zoning Commission/MATS MPO 's interest. Macon-Bibb Planning & Zoning Commission/MATS MPO reserves the right to repost, or choose not to repost, a supplemental or substitute RFP.

N. MULTIPLE AWARDS

The Macon-Bibb Planning & Zoning Commission/MATS MPO reserves the right to make multiple awards or to award a contract by individual line items or alternatives, by group of line items or alternatives, or to make an aggregate award, whichever is deemed most advantageous to the Macon-Bibb Planning & Zoning Commission/MATS MPO . If Macon-Bibb Planning & Zoning Commission/MATS MPO determines that an aggregate award to one offeror is not in the Macon-Bibb Planning & Zoning Commission/MATS MPO 's best interest, "all or none" offers shall be rejected.

O. PLACE OF PERFORMANCE

The Macon-Bibb Planning & Zoning Commission/MATS MPO will not contemplate traveling outside the Macon-Bibb County region to the contractor's facility for custom fitting or alterations. The offeror shall insert in the spaces provided in the price schedule the address of the plants or facilities location(s) that he intends to use.

P. QUALIFICATION OF OFFERORS

The Macon-Bibb Planning & Zoning Commission/MATS MPO may make such reasonable investigations as deemed proper and necessary to determine the ability of the offeror to perform the work and the offeror shall furnish to the Macon-Bibb Planning & Zoning Commission/MATS MPO all such information and data for this purpose as may be requested. The Macon-Bibb Planning & Zoning

Commission/MATS MPO reserves the right to reject any proposal if the evidence submitted by, or investigations of, such offeror fails to satisfy the Macon-Bibb Planning & Zoning Commission/MATS MPO that such offeror is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein.

If selected, Macon-Bibb Planning & Zoning Commission/MATS MPO contractors/vendors must be able to demonstrate they have all applicable Federal, State and Local business licenses, and permits relevant to the requested work, current and in good standing. Proposals from any offeror that is in default on the payment of any taxes, license fees, or other monies due the Macon-Bibb County, State of Georgia or the federal government will not be accepted.

Q. ALTERNATE PROPOSALS

Alternate proposals or proposals that deviate from the requirements of this solicitation will not be considered. Offerors shall not insert in their proposal any written statement which will have the effect of making any material change or changes in the Scope of Services or in any contract between the parties covering subject matter thereof.

R. OPEN RECORDS

In accordance with OCGA Section 50-18-72(a)(34) Any trade secrets obtained from a person or business entity that are required by law, regulation, bid, or request for proposal to be submitted to an agency. **An entity submitting records containing trade secrets that wishes to keep such records confidential under this paragraph shall submit and attach to the records an affidavit affirmatively declaring that specific information in the records constitute trade secrets pursuant to Article 27 of Chapter 1 of Title 10.** If such entity attaches such an affidavit, before producing such records in response to a request under this article, the agency shall notify the entity of its intention to produce such records as set forth in this paragraph. If the agency makes a determination that the specifically identified information does not in fact constitute a trade secret, it shall notify the entity submitting the affidavit of its intent to disclose the information within ten days unless prohibited from doing so by an appropriate court order. In the event the entity wishes to prevent disclosure of the requested records, the entity may file an action in superior court to obtain an order that the requested records are trade secrets exempt from disclosure. The entity filing such action shall serve the requestor with a copy of its court filing. If the agency makes a determination that the specifically identified information does constitute a trade secret, the agency shall withhold the records, and the requester may file an action in superior court to obtain an order that the requested records are not trade secrets and are subject to disclosure;



## SECTION III - SCOPE OF WORK

The contractor shall provide all personnel, equipment, tools, materials, supervision, and other items and services necessary for as per the scope of services for the 22 month period outlined below , with the option to extend the contract if agreed upon by all parties.

### A. INTRODUCTION AND PURPOSE

The MATS MPO (Macon-Bibb Planning & Zoning Commission/MATS MPO ) is the metropolitan planning organization serving Macon-Bibb County, the Southwest portion of Jones County, and the Southeast portion of Monroe County bounded by Interstate 75, Estes Rd. and the Macon-Bibb County border (see Map #1 for details) Located in central Georgia approximately seventy-five (75) miles south of Atlanta, the MATS MPO was originally formed in 1964 by an act of the Governor of Georgia and a memorandum of understanding between the county and municipal jurisdictions within the planning service area (this memorandum was later revised and re-adopted in 2015, to reflect the consolidation of City of Macon, the former Payne City, and Bibb County into a single consolidated government).

Macon-Bibb Planning & Zoning Commission serves as the staff of the MATS MPO, under a sub-recipient agreement with Georgia Dept. of Transportation for Federal funds appropriated under 23 CFR 420 and 49 CFR 5303. As of the 2020 Census the MATS MPO area has a population of 171,285, and is currently anticipated to grow to 178,208 by the year 2050. Macon-Bibb Planning & Zoning Commission employs approximately 18 people, with 3 assigned responsibilities for carrying out MATS MPO activities.

The Macon Area Transportation Study Metropolitan Planning Organization (MATS MPO), on behalf of the Macon-Bibb County, Jones County and Monroe County Boards of Commissioners, is requesting proposals to establish a Regional Freight Network Plan. All proposers must be a prequalified firm with the Georgia Department of Transportation (GDOT).

The MATS MPO intends to award a contract for the work by September 1, 2023 with a completion date of no later than June 30, 2025. Any changes in project completion dates subsequent to the signing of a contract will need to be approved by MATS MPO, Georgia Dept. of Transportation, and FHWA. Requests for extensions must be submitted in writing (e-mail correspondences with MATS MPO contact person are acceptable). The MATS MPO anticipates funds for the project will be no more than **\$250,000** (80% FHWA/GDOT, 20% Local). Any contract award for this project is contingent upon the MATS MPO receiving adequate funds from GDOT and/or FHWA.

### B. GENERAL REQUIREMENTS

1. Access Control: All meetings will be coordinated through the departmental contacts.
2. Hours of Operation: 8:00 AM – 5:00PM Monday – Friday, some evening and weekend meetings may be required based on mutually agreeable need.

### **CONTRACTOR'S INVOICE.**

- a. The Contractor shall prepare and submit invoices to the Macon-Bibb Planning & Zoning Commission/MATS MPO address specified on individual orders. If the invoice does not comply with these requirements, the Macon-Bibb Planning & Zoning Commission/MATS MPO Chief Financial Officer will return it with the reasons why it is not a proper invoice. A proper invoice must include the items listed

below.

- (i) Name and address of the Contractor.
  - (ii) Invoice date and invoice number. (The Contractor will date invoices as close as possible to the date of the mailing or transmission.)
  - (iii) Purchase order number for supplies delivered or services performed.
  - (iv) Description, quantity, unit of measure, unit price, and extended price of supplies delivered or services performed.
  - (v) Shipping and payment terms (e.g., shipment number and date of shipment, discount for prompt payment terms).
  - (vi) Name and address to whom payment is to be sent.
  - (vii) Name (where practicable), title, phone number, and mailing address of person to notify in the event of a defective invoice.
  - (viii) Any other information or documentation required by the contract (e.g., evidence of shipment).
- b. In the event orders are made via monthly or period purchase orders, contractor may provide a summary invoice for all deliveries made during a billing period, identifying the delivery tickets covered therein, stating their total dollar value. A summary invoice shall be supported by receipt copies of the delivery tickets. Delivery tickets or sales slips shall contain:
- (i) Name of supplier
  - (ii) Purchase Order number
  - (iii) Ship to Department and Address
  - (iv) Description, Quantity, unit price, and extension of each item.
  - (v) Date of delivery or shipment.

### C. ADDITIONAL REQUIREMENTS

Each awarded vendor shall identify an individual within their organization who shall serve as the point of contact (POC) for Macon-Bibb Planning & Zoning Commission/MATS MPO, who shall have authority to make representations on behalf of their organization, upon which Macon-Bibb Planning & Zoning Commission/MATS MPO can rely regarding the status and completion of the work tasks described in this RFP.

- For the vendor, the relevant counterparty is understood to be Jeff Ruggieri, Executive Director, Macon-Bibb Planning & Zoning Commission/MATS MPO at 478-241-2561, or email: [jruggieri@mbpz.org](mailto:jruggieri@mbpz.org).
- For Macon-Bibb Planning & Zoning Commission/MATS MPO, the relevant counterparty is understood to be the identified POC.

Either Macon-Bibb Planning & Zoning Commission/MATS MPO or an awarded vendor has the right to terminate this contract for cause by providing a written notice of intent to terminate to the relevant counterparty, at least thirty (30) days prior to any effective termination date.

In the event that either, MATS MPO, GDOT or FHWA determine the need for a change in the originally approved scope of work described below, prior to the signing of the initial contract for services with a selected vendor, awarded vendor understands that this RFP may be reposted for new bids, in accordance with GDOT and FHWA procurement guidelines.

In the event that a contract is terminated prior to completion, awarded vendor agrees they shall have no claim on Macon-Bibb Planning & Zoning Commission/MATS MPO funds

beyond those already paid, or for expenses accrued up to the effective date of termination.

D. INSURANCE.

1. The Contractor shall, at its own expense, provide and maintain during the entire performance of this contract, at least the kinds and minimum amounts of insurance specified below. The insurer shall be in good standing within the state of Georgia through the Insurance Commissioner's Office and must be rated "A" or better, with AM Best Company.
2. Before commencing work under the contract, the Contractor shall provide to Macon-Bibb Planning & Zoning Commission/MATS MPO, Attn: Jeff Ruggieri, a Certificate of Insurance evidencing the required kinds and amounts of insurance. The minimum kinds and amounts of insurance shall be:
  - a. Workers' Compensation – Contractors are required to comply with applicable Federal and Georgia State workers' compensation statutes. Policies covering Workers' Compensation liability shall provide coverage of statutory benefits and employers liability of at least \$1,000,000 each accident; at least \$1,000,000 each employee for disease and \$1,000,000 policy limit for disease.
  - b. General Liability - \$2,000,000 aggregate; \$1,000,000 per occurrence; \$50,000 fire damage; \$5,000 medical expenses; \$1,000,000 products completed operations; \$1,000,000 personal and advertising injury or greater. Coverage will be on a per occurrence basis.
  - c. Automobile Liability – Automobile liability insurance shall be written on the comprehensive form of policy – Combined single limit of at least \$1,000,000 to include Hired Autos and Non-owned Autos. The policy shall provide for bodily injury and property damage liability covering the operation of all automobiles used in connection with performing the contract.
  - d. Excess Liability - \$1,000,000 on a per occurrence basis
3. The Certificate of Insurance evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting Macon-Bibb Planning & Zoning Commission/MATS MPO interest shall not be effective until 60 days after the insurer or the Contractor gives written notice to the Chief Financial Officer.
4. The Certificate of Insurance shall reference the proposal and project name as evidencing this requirement.
5. The Contractor shall insert the substance of this requirement, including this paragraph, in subcontracts under the contract that require work on The Macon-Bibb Planning & Zoning Commission/MATS MPO property and shall require subcontractors to provide and maintain a copy of all subcontractors' proofs of required insurance, and shall make copies available to the Purchasing Administrator upon request."
6. The following persons or entities are to be listed on the Contractor's general liability policy of insurance as additional insureds:
  - a. The Macon-Bibb Planning & Zoning Commission
  - b. The Macon Area Transportation Study Metropolitan Planning Organization (MATs

MPO

- c. All Macon-Bibb Planning & Zoning Commission/MATS MPO Officers and Board Members
  - d. Macon-Bibb County Consolidated Government
7. Professional Liability Insurance is required

## WORK TASKS

The purpose of the initial study is to complete a regional freight study for the Macon Area Transportation Study Metropolitan Planning Organization (MATs MPO) planning area. The work tasks outlined below will be completed to ensure a comprehensive assessment of freight needs, strengths, weaknesses, opportunities and threats through the planning horizon year 2050. The consultant will coordinate with MATs MPO staff at the onset of the project to determine final details of the project scope.

### SPECIFIC TASKS:

Work shall include, but not be limited to the following:

- Establishment of a Stakeholder Group and Project Management Practices
- Conducting a Freight Needs Assessment and Analysis
- Conducting and Land Use Assessment
- Establishing an Economic Development Market Assessment
- Establishing an Environmental and Community Impact Analysis
- Description of System Vulnerabilities and Resiliency Strategies
- Developing Project Recommendations
- Producing a Final Report and Documentation (including dataset deliverables)

### **I. Stakeholder Advisory Committee and Project Management:**

#### **1) Stakeholder Group**

A Stakeholder Advisory Committee will be established for the project. This committee will include representatives of stakeholders in the Macon-Bibb County area. Representatives from adjoining areas will be invited and encouraged to participate as well. At a minimum, the committee will include representatives of local governments in the Macon Area Transportation Study MPO (MATs), Georgia Department of Transportation – Office of Intermodal, Georgia Department of Transportation - Office of Planning, Middle Georgia Regional Commission, Middle Georgia Regional Airport, 21<sup>st</sup> Century Partnership (on behalf of Warner Robins Air Force Base), and the Federal Highway Administration. This committee will provide input and guidance over the course of the project, and it is anticipated that the committee will meet at regular intervals throughout.

The consultant will also ensure ongoing, focused coordination over the life of the project with the local government partners, as well as the MPO. This coordination will be accomplished in addition to the committee efforts and will ensure that all entities are updated and understand the planning process and project efforts.

#### **2) Project Management**

- i. **Project Management Plan** – A Project Management Plan (PMP) will need to be prepared at the beginning of the project to identify work organization, program, outreach plan, responsibilities, coordination and communication procedures, team meetings, document format, report format, technical memorandum schedules, graphic production standards, and other important operational information pertaining to the team activities.
- ii. **Project Schedule** - The consultant team needs to develop a detailed project schedule which will be used to manage project progress within the team and to the MATs MPO. The schedule will indicate tasks, subtasks, critical dates, milestones, deliverables, and review requirements.
- iii. **Quality Assurance/Quality Control Program** – The consultant team shall develop a formal approach to quality management to ensure all products meet the high standards of quality and scope attainment.

- iv. **Project Meetings** - The PMP needs to outline the timing of meetings with the MATS MPO staff. The consultant team will produce the support material needed for the meetings, as well as taking all meeting notes, summarizing the discussions, and outlining decisions and action items.
- v. **Outreach Efforts** – The consultant team will need to perform extensive outreach to the various freight stakeholders in the MATS Area, as outlined in a Public Outreach Plan. The Outreach Plan will identify all freight community groups and design the appropriate methods to get their input.
- vi. **Project Coordination** – The PMP needs to outline the coordination work expected with other ongoing freight related studies and projects including the GDOT Statewide Freight Plan, GDOT Statewide Air Cargo Study, GDOT Rail Crossing Safety Action Plan, other related GDOT studies, planning efforts of the Georgia Ports Authority, freight planning efforts of the local community Comprehensive Plans, and the MATS MPO 2050 Metropolitan Transportation Plan.
- vii. **Progress Reports** - The PMP needs to outline the timing and format for progress reports. At a minimum, it will include:
  - a) Activities, ongoing or completed, during the reporting period;
  - b) Activities planned for the following month;
  - c) Problems encountered and actions to remedy them; and
  - d) Overall status, including a tabulation of percent complete by task, management schedule showing study progress, supporting documentation.

## II. Freight Needs Assessment and Analysis

### 1) Establish an Existing and Future Freight and Goods Movement Assessment

The consultant team will use available databases and reports as well as information obtained through stakeholder interview and involvement to establish an Existing and Future Freight and Goods Movement Assessment. The study area will be the MATS MPO Planning Area.

The commodity flow assessment will need to include a review and study of key modes, freight corridors, commodities, tonnage, value, and origins and destinations. The consultant team needs to convert the freight tonnage into truck and/or rail volumes. To the maximum extent possible, this will include freight movements related to shipments of military freight related to Warner Robins Air Force Base, with particular emphasis on those corridors in the MATS MPO area that are part of the Strategic Highway Network (STRAHNET: <https://www.fhwa.dot.gov/policy/2004cpr/chap18.cfm>)

The study will analyze Origin/Destination (OD) Data within the Freight Needs Assessment and Analysis framework. The study needs special attention on trucks going in and out of the MATS MPO Planning Area and answer questions such as how many trips, where they are going, and what roads they take. A summary of the findings will be included in the deliverables.

The study will include a complete inventory of the major warehouses and distribution centers. This activity will be performed in coordination with the tasks described in **Section III: Land Use Assessment And Analysis** (see below). Examples of questions answered here will include, but need not be limited to:

- Where are the major warehouses located?
- What types of specialized storage capacity do they have (e.g., cold storage, climate/humidity control, clean room capabilities, etc.)?
- How many truck and/or rail trips do these warehouses generate? How many are related to Port of Savannah?
- What are their O-D combinations for trips related to these warehouses?
- What routes (i.e., roads and/or rail) are they taking?

- Will the anticipated routes be able to handle the current (and forecasted) freight volumes, given current infrastructure capacities?

Addressing these questions may require an establishment survey. The Transportation Research Board NCHRP Report 739: Freight Generation and Land Use manual can be used as a reference. A summary of the findings will be included in the deliverables.

The study will also collect information on the trains in and out of the MATS area. Examples of questions answered here will include, but need not be limited to:

- How many trains per day?
- What times of day are the trains running?
- Which tracks do they take?
- Where are the inbound trains coming from?
- Where are the outbound trains headed?
- How long are the trains?
- What rail crossings are impacted?

Any specialized data acquisition to be used for the analysis will be listed as part of this work task. Costs for any data acquisition will be borne by the consultant. The free data from Freight Analysis Framework (FAF) version 5 will be explored, and other data sources such as Transearch and ATRI are needed, consultant is advised to coordinate with the GDOT Office of Policy and Freight Planning to see if existing information is already available.

Information obtained through stakeholder involvement (input from stakeholder committees, industry survey results, etc.) will be used to validate and supplement the technical analysis.

#### **Deliverables:**

- A technical memorandum detailing the process and framework, answers to all the raised questions as listed above covering the MATS MPO Planning Area (with subtotals/subsets for each portion of Macon-Bibb, Jones and Monroe Counties)
- The project dataset supporting the memo, consisting of compiled information in either tabular or GIS format.
  - Dataset documentation (including variable definitions and methodology summary) for all said datasets.
- A summary of any stakeholder involvement survey activities conducted in support of this task (including copies of any survey instruments used).

## **2) Establish a Forecasting of Future Freight Growth**

The consultant team will prepare current estimates of regional freight and goods movement and future forecasts for total freight volumes projected to be moved in, to, within, and through the MATS Planning Area through the year 2050.

The consultant team will use the identified databases to estimate future trends, characteristics, and freight volumes by mode and commodity for the MATS MPO Planning Area (with subtotals for the MATS area portions of Macon-Bibb, Jones and Monroe Counties). Examples of questions answered here will include, but need not be limited to:

- How will goods in the MATS MPO Planning Area be moved in the future?
- What is the infrastructure needed to meet projected freight and goods movement growth?

The consultant team will forecast the amount of demand and the ability of the area's existing and future infrastructure to handle projected freight growth. Infrastructure deficiencies and constraints (both existing, and anticipated) shall be identified and described, based on forecast data for the major regional freight movements including highway, rail, air, and intermodal connectors. The forecast will include total freight volumes projected to be moved in, to, within, and through the region through the year 2050 by mode and commodity. The forecasted freight tonnage will be converted into truck and/or rail volumes to help identify current and future freight

infrastructure needs. The consultant team will also identify emerging freight, goods, and services movement and activity centers in the region.

**Deliverables:**

- Forecast versions of the project dataset used to assess freight volumes and paths throughout the area;
- A technical memorandum that recounts the assessment of present and projected commodity flow. Said memorandum will describe and depict implications for industry and infrastructure requirements, including
  - Maps
  - Corridor charts
  - Temporal graphs that aid and communicate the determination of findings.
- An assessment of current conditions of warehouse space (i.e., total surplus/deficiency relative to forecasted freight volumes; identification of existing locations which could be re-purposed/upgraded to meet any warehouse volume deficiencies; net acreage necessary to meet anticipated warehouse demand for freight volumes). Said memorandum will describe and depict implications for industry and infrastructure requirements, including
  - Maps
  - Corridor charts
  - Temporal graphs that aid and communicate the determination of findings.

**3) Establish Regional Freight Profiles**

The consultant team will establish a regional freight system profile and characteristics of existing functions including physical characteristics, operational characteristics, and market characteristics of the regional freight movement system based on new development since 2020.

The freight profiles will be on the regionally significant freight and goods system that support regional, state, national and international freight movement. The consultant team will identify and highlight priority freight, goods, and services movement corridors and networks in the area. The major elements include Highway System Freight Profile, Rail System Freight Profile, Air Cargo Freight Profile, Intermodal System Freight Profile, and Port of Savannah System Profile.

**Deliverables:**

- A technical memorandum providing a regional, modal freight, and logistics profile supplemented by relevant fact sheets for each of the modes and freight systems (with subtotals/subsets for each portion of Macon-Bibb, Jones and Monroe Counties).

**4) Freight Network Congestion, Bottleneck, and Safety and Security Issues**

The consultant team will assess and analyze existing and future congestion on priority truck routes such as the NHS and designated statewide freight corridors, and rail freight congestion, bottlenecks, and system deficiencies that impact freight and goods movement using the most up-to-date data. The analysis will include, but not be limited to: level of service, operational impediments, system “hot spots” of recurring congestion, substandard infrastructure that does not meet freight movement needs, lack of suitable access to freight facilities, and system gaps in the freight network. Specific strategies and solutions will be outlined to address the identified key freight, goods, and services movement congestion and bottlenecks, thus informing the MTP and the TIP. The metrics for assessing these strategies and solutions will focus on the PM2 and PM 3 Performance Measures as specified in 23 CFR 490, and described in the MATS 2050 Metropolitan Transportation Plan.

The consultant team will identify and analyze freight movement safety “hot spots” or locations with high truck or rail related accidents in the planning area. Identified high-accident locations will be studied as to the potential conditions that contribute to truck or rail related crashes. Specific focus will be given to rail-roadway at-grade crossings in the region, geometric and design deficiencies, and operational issues. Specific strategies



and solutions will be outlined to address the identified key freight, goods, and services movement safety “hot spots”. Particular attention will be given to freight safety and security issues.

The consultant team will explore truck-involved crash analyses. Related to safety, the team will also investigate and address safety topic for local (non-state route) roads serving trucks, cars, peds, and bikes.

The consultant team will identify truck congestion hotspots and reasons for the hotspots (vehicular traffic volume, turning radii at intersections, signal coordination, etc.) as well as mitigation methods. Analysis periods will be coordinated with the existing MTP to ensure consistency and to inform the MTP and the TIP to the maximum extent possible.

Since at-grade rail crossing safety is important especially with the growth in freight movement anticipated from Port of Savannah expansion, the consultant team will perform the inventory of at-grade crossings in the MATS MPO Planning Area, and corresponding safety considerations, in coordination with GDOT Utility’s rail crossing safety action plan.

Consultant team will perform all analyses in this section in accordance with all the Justice40 goals as described and identified on the U.S. Dept. of Transportation website (<https://www.transportation.gov/equity-Justice40>), as appropriate. In order to facilitate incorporating these findings with the current Justice40 Initiative goals, analyses will be performed using the Census Tract level of analysis, based on tracts identified as “disadvantaged communities” by the White House Council on Environmental Quality, identified in the Climate and Economic Justice Screening Tool (<https://screeningtool.geoplatform.gov/en/#3/33.47/-97.5>)

### **Deliverables**

- A technical memorandum identifying anticipated mode specific bottlenecks, safety and/or security concerns Topics of the memorandum will include:
  - An equity assessment of environmental impacts related to current freight movement behaviors. Equity and environmental impact assessments will be broken down to the 2020 Census Tract level of analysis for those areas identified as “disadvantaged communities.”
  - Identification and description of PM2 and PM3 performance measure benefits, and any benefits consistent with Justic40 Initiative goals, from individual recommended projects

## **5) Freight Needs Assessment**

A Freight Needs Assessment will be prepared. This analysis shall use the work products from the previous tasks and consolidate these into a comprehensive report. The consultant team will develop a comprehensive needs assessment on the existing and future freight, goods and services movement characteristics and patterns within, from, to, and through the planning area.

The consultant team will describe and identify the needs for major goods and freight generators such as shipping, receiving, warehouses, and distribution centers within the region. The analysis will identify existing and future regional freight movement districts, corridors, routes and networks by mode and the varying roles they play in the movement of freight, goods, and services in the planning area.

The consultant team will report on existing and future freight movements and needs and facilities by category, mode of transportation, corridors used, and directions including both inbound and outbound movement.

The consultant team will identify the location of freight and goods facilities in the region (airports, rail yards, warehousing, distribution centers, industrial areas as well as other major freight generators). Results from the analysis will include commodity flow data and site descriptions provided in previous tasks.

The consultant team will identify and describe the characteristics of key regional freight and goods movement activities in the planning area by all modes. In addition, freight impacts will be identified and may include issues such as air quality, safety, environmental impacts, at-grade rail crossing delays, noise, and vibration issues.

For each corridor and network, total truck and rail traffic and volumes as well as other important information will be documented. The consultant team will identify and develop a priority freight network map describing freight movement in the planning area, including the identification of freight districts and corridors.

The consultant team will identify and summarize current and expected restrictions for any and all modes of freight movement where delays are anticipated.

#### **Deliverables**

- A technical memorandum will be developed to summarize the findings from the previous sections.

### **III. Land Use Assessment and Analysis**

The consultant team will analyze the locations of existing, ongoing, and planned warehouses and distribution centers; assess existing and proposed land use plans; and identify context related to freight and goods movement in the region. The consultant team will develop a series of land use related maps to identify the existing zoning, land use, and non-conforming land uses in the MATS Planning Area. Also, the consultant team will work with the MATS MPO staff to develop thresholds for vacant or undeveloped parcels which could be available for future freight growth in the planning area.

#### **Deliverables**

- Map layers identifying existing land use, existing zoning, existing non-conforming land uses, and identify tracts of vacant or undeveloped land in the planning area suitable for freight related land uses. Map layers shall be delivered as ESRI feature classes, which shall include at a minimum the following parcel information:
  - Shape of the individual parcels
  - County Jurisdiction in which the parcel is located
  - Parcel identification number
  - Local Zoning
  - Designation as either an Active (i.e., currently in use) or Potential (i.e., facility not currently in use and/or vacant land) freight relate use
  - Existing building square footage on the site
  - Encumbrances to development (e.g., known archaeological site; wetlands; floodplain, etc.)

### **IV. Establish an Economic Development Market Assessment**

The analysis will include a general review of the region's economic structure and major industries. The analysis will cover freight, goods, and service sectors including trucking, shipping, railroads, third party logistics companies, warehousing, and distribution centers.

The analysis will examine the economic relationships between the planning area and other regions. The analysis will identify and assess the impacts of trends in the national and international economy on the area's freight industry.

The Joint Development Authority and private industries will be engaged to validate findings. Facilitated discussions will identify sectors with expected growth, of expected contraction and potential introduction of sectors not currently present in the market.

### **V. Establish an Environmental and Community Impact Analysis**

Based on the findings from the need's assessment and the assessment of land use in Sections II and III, the consultant team will qualitatively describe the overall impact of freight and goods movement networks and clusters on the environment and community.

The analysis will describe how the impacts vary in different parts of the planning area, communities, and population groups, and what communities and parts of the planning area are being impacted the most. The analysis will determine if certain socioeconomic population groups and communities are disproportionately impacted by freight and goods movement activities in the planning area. An equity analysis will be developed based on the findings.

The consultant team, in coordination with the MATS MPO staff, will identify strategies to mitigate the identified impacts of freight and goods movement on the environment and community. The recommendations will include an outline of best practice examples from other planning areas in addressing similar challenges. For example, residential areas that experience truck cut-through traffic may be able to benefit from strategies used in other areas. Where significant issues are identified, such as disproportionate impacts on selected communities, mitigation strategies will be proposed such as alternate routes and time of day operations.

The necessary data set and boundary definition will reflect the most up-to-date census data.

### **Deliverables**

- A technical memorandum with appropriate tables and graphics prepared to convey the findings of Section III, Section IV, and the impact evaluation and the equity analysis. It will also include a framework of solutions and recommendations.

## **VI. Description of System Vulnerabilities and Resiliency Strategies**

Using the results from Sections II through Section V, the consultant team will identify and describe any vulnerabilities the freight network in the MATS Planning area either currently faces, or can reasonably anticipate, between the 2020 base year and the 2050 planning horizon year. Examples of such vulnerabilities may include, but are not limited to extreme weather events, environmental encroachments, air quality impacts, economic vulnerabilities due to industrial over specialization and/or labor constraints, and current infrastructure maintenance needs. Consultant team will identify and describe appropriate mitigation strategies for identified vulnerabilities.

### **Deliverables**

- A description of vulnerabilities, with categorization along the following spectra:
  - High, Medium or Low Likelihood;
    - How common (or rare) is the event?
    - How much control is capable of being asserted over the adverse event (e.g., what safety protocols are already in place? Are they being followed?)
  - High, Medium or Low Impact
    - How significant will the disruption be?
    - How long could the disruption in service be?
    - How easily can a substitute/alternate be found?
  - Long Term (10+ years horizon), Medium (6-10 year horizon), or Short Term (5 years or sooner)
- Recommendations for recovery and/or mitigation strategies appropriate to each vulnerability

## **VII. Project Recommendations – Identification of Improvements, Strategies, and Solutions**

The consultant team will identify and evaluate improvements, strategies, and potential projects to facilitate effective and efficient movement of goods in the planning area in the short-term, mid-term and long-term. The short-term is generally defined as zero to five years, mid-term six to ten years and long-term more than ten years. The short-term recommendations will include strategies and solutions that can be implemented quickly to provide immediate benefits to freight and goods movement in the planning area. The identified improvements, strategies, and recommendations will include both broad-based freight policies/programs and specific infrastructure, operational, and mobility enhancement projects. This plan horizon will be the year 2050.

The recommendations in this task will be based on the issues, challenges, problems, and opportunities identified in the study. The recommendations and strategies must include goals and objectives, benefits, for all the relevant freight transportation modes. The recommendations and strategies must be broad-based policies and programs as well as specific projects that can address the planning area's goods and freight movement challenges and issues

identified in this plan. In addition, the consultant team will provide general cost estimates for any specific strategies and recommendations.

### **Deliverables**

- Recommendations for specific freight related transportation projects at identified specific locations. Said recommendations will include:
  - A project description,
  - Project justification
  - Suggestions for any mitigation measures related to achieving Justice40 Initiative goals/protecting disadvantaged communities as identified under the Justice40 Initiative located within the MATS MPO Planning area
  - Recommendations for any resiliency strategies to be incorporated as part of any recommended project
  - A preliminary budget

## **VIII. Final Report and Documentation**

The objective of this task will be to provide a final comprehensive Regional Freight Network Plan that consists of the necessary technical detail that includes study findings and recommendations as well as a concise Executive Summary, and compilation of all task deliverables.

The consultant team will provide an implementation plan that outlines how the freight plan recommendations will be incorporated into the MTP, TIP and local plans and outline the role of all stakeholders involved.

The consultant team will prepare a final report based on all the analysis produced from the study. The consultant team will be responsible for an electronic version of the report suitable for printing and inclusion on the MATS MPO website.

### **Deliverables**

- A final report, documentation, and executive summary (both in hard copy, and in PDF format, suitable for posting on the MATS MPO website ([www.maconmpo.com](http://www.maconmpo.com)))
- Copies of any and all ***final*** tabular and/or GIS datasets not already delivered under previous steps.
  - Dataset documentation (including variable definitions) for all said datasets.

## SECTION IV - SELECTION PROCESS AND EVALUATION CRITERIA

### EVALUATION CRITERIA

Evaluation criteria to be used in determining the selected firm **in order of importance** are:

#### PROPOSAL EVALUATION AND SELECTION PROCESS (PROFESSIONAL SERVICE ONLY)

EVALUATION CRITERIA: Based on the proposal format as outlined in Section II and Scope of Work as described in Section III, submissions will be evaluated on a 100 point scale. Evaluation criteria in order of importance are as follows:

- a. **UNDERSTANDING OF THE PROJECT AND PROPOSED TECHNICAL APPROACH (35 Points)**: Assesses whether the contractor has given sufficient evidence of having understood the requirements stated in the Scope of Work (SOW). **Technical Approach**. Assesses whether the contractor has proposed a solution that is technically feasible and achievable within the constraints of the SOW.
- b. **PROJECT TEAM (20 Points)**  
**Management and Staffing Approach**. Assesses contractor's ability to effectively manage personnel, provide experienced and qualified key personnel and respond rapidly to staffing requirements.  
**Qualifications of Key Personnel**. Assesses the ability of the contractor to hire, retain and train qualified technical personnel similar to those required for the task.
- c. **QUALIFICATIONS AND EXPERIENCE OF STAFF ASSIGNED TO THE PROJECTS (20 Points)**  
Includes experience on similar projects. Assesses whether contractor performed satisfactorily on similar projects regarding schedules, turnover rates, meeting costs and success in performing the work. References should be requested for validation of the information provided by the vendor.
- d. **REFERENCES & REFERENCE PROJECTS INCLUDING APPLICABLE PAST WORK WITH THE MACON-BIBB COUNTY TRANSIT AUTHORITY, BIBB.COUNTY, AND/OR FORMER CITY OF MACON (15 Points)**  
**Past Performance**. Assesses customer satisfaction with the vendor on prior projects. References should be requested for validation of the information provided by the vendor.
- e. **QUALITY ASSURANCE AND CONTROL PLAN (10 Points)** Assesses whether the price is reasonable and in concert with industry standards. Cost/Price should be evaluated as a separate factor and not have a ranking number assigned to it. The following (or applicable) pricing multipliers should be used in pricing sheets for ALL professional contracts

Items	Estimated Hours Required	Hourly Rate	Benefits Multiplier	Overhead Multiplier	Profit Multiplier	Total Estimated Cost

#### PROPOSAL EVALUATION AND CONTRACT AWARD

Macon-Bibb Planning & Zoning Commission/MATS MPO intends to evaluate proposals and award a contract after conducting discussions with offerors whose proposals have been determined to be within the competitive range. If it is determined that the number of proposals that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, Macon-Bibb Planning & Zoning Commission/MATS MPO may limit the number of proposals in the competitive range to the greatest number that will permit an efficient competition among the most highly rated proposals. Therefore, the offeror's initial proposal should contain the offeror's best terms from a price and technical standpoint.

## SECTION V – PROPOSAL FORMS

**MANDATORY SUBMITTAL**

### A: PROPOSAL FORM

Proposal of \_\_\_\_\_

(Hereinafter called "Offeror"), organized and existing under the laws of the State of

\_\_\_\_\_, *doing business as* \_\_\_\_\_\*.

In compliance with your RFP, the Offeror hereby proposes and agrees to perform and furnish all work for the requirement known as **RFP MATS #2024--001: MATS MPO 2050 FREIGHT PLAN** in strict accordance with the Proposal Documents, within the time set forth therein, and at the price proposed.

By submission of this Proposal, the Offeror certifies, and in the case of a joint Offer, each party thereto certifies as to its own organization that:

1. The Offeror has examined and carefully studied the Proposal Documents and the Addenda, receipt of all of which is hereby acknowledged at Section V, B.
2. The Offeror agrees that this proposal may not be revoked or withdrawn after the time set for the opening of proposals but shall remain open for acceptance for a period of sixty (60) days following such time.

Company:			
Contact:			
Address:			
Phone:		Fax	
Email:			

\_\_\_\_\_  
Authorized Representative/Title  
(print or type)

\_\_\_\_\_  
Authorized Representative  
(Signature)

\_\_\_\_\_  
Date

Company Name (*printed*): \_\_\_\_\_

**MANDATORY SUBMITTAL**

## SECTION V – PROPOSAL FORMS

### B: ADDENDA ACKNOWLEDGEMENT

The Offeror has examined and carefully studied the Specifications and the following Addenda, Receipt of all of which is hereby acknowledged:

Addendum No.		dated		Acknowledgement	
Addendum No.		dated		Acknowledgement	<i>Initial</i>
Addendum No.		dated		Acknowledgement	<i>Initial</i>
Addendum No.		dated		Acknowledgement	<i>Initial</i>
Addendum No.		dated		Acknowledgement	<i>Initial</i>
					<i>Initial</i>

**Offerors must acknowledge any issued addenda. Proposals which fail to acknowledge the offeror's receipt of any addendum will result in the rejection of the proposal if the addendum contained information which substantively changes the Owner's requirements.**

## SECTION V – PROPOSAL FORMS

**MANDATORY SUBMITTAL**

### **C: GEORGIA SECURITY & IMMIGRATION COMPLIANCE (GSIC) AFFIDAVIT**

The Macon-Bibb Planning & Zoning Commission/MATS MPO and Contractor agree that compliance with the requirements of O.C.G.A § 13-10-91, as amended, and Rule 300-10-1-.02 of the Rules of the Georgia Department of Labor are conditions of this Agreement for the physical performance of services.

The Contractor further agrees that its compliance with the requirements of O.C.G.A. § 13-10-91, as amended, and DOL Rule 300-10-1-.02 is attested to on the executed Contractor Affidavit and Agreement attached hereto.

If employing or contracting with any subcontractor(s) in connection with this Agreement, Contractor further agrees:

- (1) To secure from the subcontractor(s) an affidavit attesting to the subcontractor's compliance with O.C.G.A. § 13-10-91, as amended, and DOL Rule 300-10-1-.02; such affidavit being in the form attached hereto; and

The failure of Contractor to supply the affidavit of compliance at the time of execution of this Agreement and/or the failure of Contractor to continue to satisfy the obligations of O.C.G.A. § 13-10-91, as amended, and DOL Rule 300-10-1-.02 as set forth in this Agreement throughout the contract period shall constitute a material breach of the contract. Upon notice of such breach, Contractor shall be entitled to cure the breach within ten days, upon providing satisfactory evidence of compliance with the terms of this Agreement and State law. Should the breach not be cured, Macon-Bibb Planning & Zoning Commission/MATS MPO shall be entitled to all available remedies, including termination of the contract and damages.

*SEE AFFIDAVIT ON FOLLOWING PAGE*



## SECTION V – PROPOSAL FORMS



### CONTRACTOR AFFIDAVIT & AGREEMENT 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, as amended, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of Macon-Bibb County Planning & Zoning/MATS MPO, 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 provisions and deadlines established in O.C.G.A. § 13-10-91, as amended.

Furthermore, the undersigned will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

\_\_\_\_\_  
Federal Work Authorization User Identification Number

\_\_\_\_\_  
Date of Authorization

Name of Contractor: \_\_\_\_\_

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

Name of Public Employer: \_\_\_\_\_

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on\_\_\_\_\_,\_\_\_\_\_, 201 in\_\_\_\_\_,\_\_\_\_\_.

\_\_\_\_\_  
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\_\_\_\_\_, 202\_

\_\_\_\_\_  
Notary Public  
My Commission Expires: \_\_\_\_\_

Company Name (*printed*): \_\_\_\_\_

**MANDATORY SUBMITTAL**

## **SECTION V – PROPOSAL FORMS**

### **D: SCHEDULE OF SUPPLIES/SERVICES OR PRICE/PROPOSAL SCHEDULE**

**(Must be submitted separately in a sealed envelope)**

## **E: UNDERSTANDING OF FEDERAL REQUIREMENTS**

This is to certify that the contractor is aware that contract services will be paid with Federal Highway Administration Grant funds provided by the Georgia Dept. of Transportation in coordination with the Macon-Bibb Planning & Zoning Commission/MATS MPO. As such, the project is subject to federal procurement requirements per CFR Part 84 as well as the following federal requirements. The Contractor hereby assures and certifies that it and all subcontractors will comply with the regulations, policies, guidelines, and requirements with respect to the acceptance and use of the federal funds for this federally assisted program. Also, the Contractor gives assurances and certifies with respect to the contract that:

### **1. Certifications**

- a. The Contractor warrants that no person or selling agency or other organization has been employed or retained to solicit or secure this Agreement upon an Agreement of Understanding for a commission, percentage, brokerage or contingent fee. For breach of violation of this warranty, the Grantee shall have the right to annul this Agreement without liability or, at its discretion, to deduct from the compensation, or otherwise recover, the full amount of commission, percentage, brokerage or contingent fee; and
- b. The Contractor shall comply with the certification requirements of the Drug Free Workplace Act of 1988 (42 U.S.C. 701), as set forth at 24 CFR Part 24, subpart F.
- c. Anti-Lobbying Certification – Federally appropriated funds have not and will not be used to undertake any prohibited lobbying activity.

### **2. Other Applicable Regulations**

The Contractor shall be responsible for complying with the applicable regulations and maintaining all required records pertaining to the implementation of the work as listed, but not limited to the following:

- a. Procurement Standards 24 CFR Part 84.40-48
- b. Davis-Bacon Act
- c. Equal Employment Opportunity, DBE & Non-Segregated Facilities
- d. Copeland Anti-Kickback Act
- e. Payrolls and Payroll Clerk Certifications
- f. Bonding Requirements
- g. Insurance Requirements
- h. Posting of EEO, OSHA, and Wage Scale Posters
- i. Federal Debarment Policy
- j. Compliance with Clean Water Act

### **3. Eligibility to Work on Federally Supported Contracts**

The contractor shall provide proof of current registration with the Federal System Awards Management environment (i.e., SAM.gov). Contractor shall further warrant that they are not currently barred, suspended or otherwise prohibited from working on projects within the State of Georgia, or participating in any projects supported by any Federal funds.

### **4. Federal Requirements Clauses**

In addition, all contracts shall include any clauses required by federal statutes, executive orders, and their implementing regulations as provided in 24CFR Part 84.

**BIDDER** (*signature*): \_\_\_\_\_

**BY:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_

## **SECTION VI DOCUMENTS CHECK LIST:**

### **PROPOSAL DOCUMENTS CHECKLIST:**

- ☐ 1. Cover Letter
- ☐ 2. Table of Contents
- ☐ 3. Business Information
- ☐ 4. Qualifications and Experience
- ☐ 5. References/Reference Projects
- ☐ 6. Financial Information and Documentation
- ☐ 7. Time/Cost Procedures
- ☐ 8. CADD/GIS Capabilities
- ☐ 9. Other Relevant Information

**MANDATORY PROPOSAL FORMS (SECTION V)** Offeror must complete, execute and include with the proposal the following mandatory documents:

- ☐ A. Proposal Form
- ☐ B. Acknowledgement of Addenda
- ☐ C. Georgia Security & Immigration Compliance (GSIC) Act Affidavit
- ☐ D. Schedule of Services/Supplies and Price Proposal **(Must be submitted separately in a sealed envelope)**
- ☐ E. Understanding of Federal Requirements (including proof of registration in SAM.gov)

## ATTACHMENT A

# What Your Business Needs to Know about Georgia's E-Verify Requirements (Effective July 1, 2013)

### E-Verify Contractor Requirements

Georgia law, **O.C.G.A. § 13-10-91**, requires **all businesses** that contract with a public employer for **labor or services** by bid or by contract in which the labor or services **exceed \$2499.99** to sign an affidavit attesting that they are registered for and use E-Verify **unless** 1) the contractor has **no employees** (in which case they must present an approved state issued identification card/drivers' license from an approved state as provided on the [Attorney General's website](#) ) or, 2) the contract is with an **individual** licensed under Title 26, Title 43, or the State Bar of Georgia who is in good standing and **that individual** is performing that service. Anyone your business subcontracts with for labor and services, as well as the subcontractors of your subcontractors, in furtherance of that contract is also subject to this requirement. E-Verify Contractor, Subcontractor, and Sub-Subcontractor affidavits can be found [here](#).

### E-Verify Private Employer Requirements

Georgia law, **O.C.G.A. § 36-60-6**, requires all businesses, **with more than 10 employees** that are seeking an occupation tax certificate/business license or other document required to operate a business with a county or city to sign an affidavit attesting that they are registered for and use E-Verify. Businesses with **10 or fewer employees** are required to sign an affidavit attesting that they are exempt from this requirement. Once a business has provided this affidavit to the county, all subsequent renewals can be provided with the submission of the E-Verify number, as long as it is the same number as provided on the affidavit, or assertion that your business is exempt. The county will provide the format in which renewal information is collected. E-Verify Private Employer and Exemption Affidavits can be found [here](#).

### What Is E-Verify?

E-Verify is a federal Web-based system that electronically verifies the employment eligibility of newly hired employees. It works by allowing participating employers to electronically compare employee information taken from the I-9 Form (the paper-based employee eligibility verification form used for all new hires) against records in the Social Security Administration's database and the records in the Department of Homeland Security immigration databases.

### Where Do I Find My E-Verify Number?

The Human Resources Department for your business should have that information, if you have registered. The E-Verify number, which consists of four to six numerical characters, is located directly below the E-Verify logo on the first page of the memorandum of understanding (MOU) entered into between your business and the Department of Homeland Security (DHS) to use E-Verify.

### What if I cannot locate or do not have access to my MOU?

If the HR director/program administrator for E-Verify from your business has taken the E-Verify tutorial, you may obtain your company ID number by: 1) Logging in to E-Verify with your assigned user ID and password; 2) From 'My Company,' select 'Edit Company Profile;' 3) The Company Information page will display the company ID number. If your HR director/program administrator has not completed the tutorial, you must contact E-Verify Customer Support at 888-464-4218 or at [E-Verify@dhs.gov](mailto:E-Verify@dhs.gov) for assistance.

### Is the Federal Tax Identification Number/Employer Identification Number (EIN) the same as the E-Verify Number?

No. While you will be required to provide the Federal Tax Identification Number/EIN for your business to DHS in order to register for E-Verify, a separate number, which consists of four to six numerical characters, will be provided as the E-Verify number for your business by DHS, which will be located on the MOU.

**How Do I Register for E-Verify?** To register for E-Verify, please visit the [DHS website](#). If you need assistance in completing the registration process or need additional information relating to E-Verify, call their customer service number at 1-888-464-4218, email them at [E-Verify@dhs.gov](mailto:E-Verify@dhs.gov) or visit their website at <http://www.dhs.gov/e-verify>.