



FINANCE DEPARTMENT
PURCHASING DIVISION

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April 30, 2026

ADDENDUM No. 3

Consultant Services for School Traffic Impact Study – P.I. #0020288
RFP No. 26-0003

Use the form provided in the solicitation to acknowledge receipt of this addendum. Failure to do so may result in your submittal being deemed non-responsive and not receiving further consideration for award.

Vendors are informed that the above subject solicitation is hereby modified, corrected, or supplemented as specified, described and set forth in this Addendum:

I. REVISED SPECIFICATIONS

An error has been discovered in the numbering sequence found in the General Specifications, page 19, items 8 – 10, and an incorrect Exhibit was identified in the Technical Specifications, page 28, section 5. Therefore, these sections have been revised.

See attached:

REVISED GENERAL SPECIFICATIONS: Pg. 14 - 26

REVISED TECHNICAL SPECIFICATIONS: Pg. 27 - 28

II. QUESTION(S) / RESPONSE(S)

Question 1: [Page 18] In Section A. Contract Consideration Checklist, the City states the submitting firm should use the "sheet similar to the one shown in Exhibit IX" to fulfill this requirement. However, the sheet shown in Exhibit IX is the Area Class Summary Example. Can the City provide the correct document for this section?

Response: See attached REVISED GENERAL SPECIFICATIONS.

Question 2: On Page 19, under Section B. Administrative Requirements, the City lists duplicate number 8s by identifying "8. Insurance Information" and "8. Business License". Can the City confirm submitting firms can label these as "8. Insurance Information" and "9. Business License" and "10. W-9"?

Response: See attached **REVISED GENERAL SPECIFICATIONS**.

Question 3: [Page 19] For 8. Insurance Information, the City states, "The bidder shall complete the Insurance Checklist and include with bid response. Certificate of Insurance is acceptable." Can the City confirm that submitting only the Certificate of Insurance will fulfil this requirement?

Response: A sample certificate of insurance may be submitted in lieu of Exhibit VIII – Insurance Checklist.

Question 4: [Page 28] In Section 5. Area Class Summary Form and Notice of Professional Consultant Qualifications, the City states, "respondents should submit a summary form (example provided in Exhibit VIII)". However, the exhibit VIII is the Insurance Checklist. Can the City confirm submitting firms should refer to the exhibit IX to fulfil this requirement?

Response: See attached **REVISED TECHNICAL SPECIFICATIONS**.

Question 5: Exhibit VIII (Insurance Checklist) states #12 (Architects and Engineers) is required coverage. Are subconsultants required to meet all of the insurance requirements? (Question is due to some subconsultants are not architects or engineers and therefore do not have this insurance.)

Response: No.

III. ACKNOWLEDGEMENT

Indicate that your company has received this Addendum in the appropriate areas and include with electronic response. **Failure to acknowledge receipt of this addendum may render your Bid “Incomplete”.**

**Andrea J. McCorvey
Purchasing Manager**



REVISED
GENERAL SPECIFICATIONS
CONSULTANT SERVICES FOR
SCHOOL TRAFFIC IMPACT STUDY – P.I. #0020288
RFP No. 26-0003

I. General Project Information

A. Overview

Columbus Consolidated Government (the “City”) is requesting proposals for a Consultant Team to perform a School Traffic Impact Study to assess the effects of increased traffic volume due to student drop-offs, pick-ups, and overall school-related activities.

B. IMPORTANT – A RESTRICTION OF COMMUNICATION IS IN EFFECT FOR THIS PROJECT/QUESTIONS ABOUT THIS RFP

B.1 From the advertisement date of this solicitation until successful respondents are selected and the award is made official and announced, firms are not allowed to communicate about this solicitation or scope with any staff of CCG including members of Columbus Council, except for the submission of questions as instructed on pages 7 and 8. For violation of this provision, CCG reserves the right to reject the submittal of the offending respondent.

B.2 Questions about any aspect of the RFP, or the project, shall be submitted in writing via e-mail to Heather Biddle at BidOpportunities@ColumbusGA.org. The deadlines for submission of questions relating to the RFP are the times and dates shown in the (**Schedule of Events - Section III, page 15**).

C. Disadvantaged Business Enterprise (DBE) Participation

In accordance with the Department of Transportation Interim Final Rule regarding 49 CFR Part 26, DBE Participation goals are temporarily suspended.

D. Scope of Services

Under the terms of the resulting agreement, the selected consultant will provide a School Traffic Impact Study to assess the effects of increased traffic volume due to student drop-offs, pick-ups, and overall school-related activities.

E. Contract Term and Type

Columbus Consolidated Government will award a contract to one firm. The contractor will be compensated on a firm fixed price/lump sum basis.

F. Indemnity Clause

To the full extent permitted by Georgia law, the successful respondent agrees, by entering into this contract, to indemnify and hold CCG harmless from any and all causes of actions or claims of damages arising out or under this contract.

G. Contract Amount

The project specific contract amount will be determined via negotiations with Columbus Consolidated Government. If Columbus Consolidated government is unable to reach a satisfactory agreement and at reasonable rates to be paid for the services to be provided, CCG

reserves the right to terminate negotiations with the highest scoring finalist and began negotiations with the next highest scoring finalist, and so on until a satisfactory agreement and reasonable rates are attained.

II. Selection Method

A. Method of Communication

All general communication of relevant information regarding this solicitation will be made under RFP No. 26-0003 via the CCG's Bid Opportunity page at <https://www.columbusga.gov/finance/Bid-Opportunities>, the Georgia Procurement Registry (GPR) and DemandStar. All firms are responsible for checking the CCG Bid Opportunity page or GPR on a regular basis for updates, clarifications, and announcements. CCG reserves the right to communicate via electronic mail with the primary contacts listed in the vendor's submission.

B. Evaluation, ranking, and selection.

- (1) Consultant proposals shall be evaluated by the Columbus Consolidated Government based on the criteria established and published within the public solicitation.
- (2) While the contract will be with the prime consultant, proposal evaluations shall consider the qualifications of the prime consultant and any sub-consultants identified within the proposal with respect to the scope of work and established criteria.
- (3) Following submission and evaluation of proposals, the Columbus Consolidated Government MAY conduct interviews with the three (if applicable) highest scoring consultants. Discussions may be written, by telephone, video conference, or by oral presentation/interview. Discussions following proposal submission are not required provided proposals contain sufficient information for evaluation of technical approach and qualifications to perform the specific project, task, or service with respect to established criteria.
- (4) From the proposal evaluation and any subsequent discussions which may have been conducted, the Columbus Consolidated Government shall rank, in order of preference, at least three consultants (If applicable) determined most highly qualified to perform the solicited services based on the established and published criteria.
- (5) Notification must be provided to responding consultants of the final ranking of the three most highly qualified consultants.
- (6) The Columbus Consolidated Government shall retain acceptable documentation of the solicitation, proposal, evaluation, and selection of the consultant accordance with the provisions of 49 CFR 18.42.

III. Schedule of Events

The following Schedule of Events represents CCG's best estimate of the Schedule that will be followed. All times indicated are prevailing times in Columbus, Georgia. CCG reserves the right to adjust the Schedule as CCG deems necessary.

	DATE	TIME
a. CCG issues public advertisement of RFP No. 26-0003	4/8/2026	5:00 PM
b. Deadline for submission of written questions and requests for clarification	5/1/2026	5:00 PM
c. Deadline for submission of Proposals	5/8/2026	5:00 PM

IV. Evaluation Criteria

A. Area Class Requirements and Certification

Presented Firms/Teams must be prequalified in the indicated Area Class(es) in order to be evaluated. Required proof of prequalification shall be submitted as indicated in the **Technical Specifications, Page 28, Section 5**. All Submittals will be pre-screened to verify that the Prime consultant has the required Area Class(es) and that the overall team has the required Area Class(es). Any submittal in which the Prime consultant or the overall team area class requirements are not met will be disqualified from further consideration.

Each submittal will require a certification to allow CCG to analyze risks in determining if any Firm should be ineligible for award. The certification shall cover a wide variety of information. Any firm which responds in any potentially concerning manner must provide additional information as directed herein for consideration by CCG to determine if Firm is eligible for award.

B. Project Manager, Key Team Leader(s), Key Team Member, and Prime’s Experience and Qualifications – 30%

The Selection Committee will evaluate all firms on their Experience and Qualifications, which shall account for a total of thirty percent (30%) of the total evaluation.

1. Project Manager’s education, registration, relevant engineering experience, relevant project management experience for projects of similar complexity, size, scope and function, experience in utilizing GDOT specific processes, manuals, or guidance.
2. Key Team Leaders’ education, registration, relevant technical experience, and relevant experience in utilizing GDOT specific processes, manuals, or guidance.
3. Key Team Member’s education, registration, relevant technical experience, and relevant experience in utilizing GDOT specific processes, manuals, or guidance.

C. Project Manager, Key Team Leader(s) and Prime’s Additional Resources and Workload Capacity – 20%

The Selection Committee will evaluate all firms on their Additional Resources and Workload

capacity which shall account for a total of twenty percent (20%) of the total evaluation.

1. Project Manager Workload
2. Workload capacity of Key Team Leader(s)
3. Resources dedicated to delivering project
4. Ability to Meet Project Schedule

D. Technical Approach/Service Plan – 40%

The Selection Committee will evaluate all firms on their Technical Approach/Service Plan, which shall account for a total of forty percent (40%).

1. Provide a written narrative that demonstrates the method or manner in which the offeror proposes to satisfy the requirements described herein.
2. Based on information provided, briefly describe your approach and why.
3. Provide a detailed estimated timeline for completion of the study, including major milestones (*do not use actual dates; use days, weeks, and months*).

E. Past Performance – 10%

The Selection Committee may consider information provided via references provided for relevant projects, knowledge any selection committee member has of performance on relevant projects, and performance evaluations or knowledge presented on GDOT projects.

Past performance may be evaluated through the checking of project references for the proposed project manager as well as the firm. For this reason, attention should be paid to the references provided to ensure that the contact information provided is accurate and the individual references are reachable. Other past performance information which may be utilized includes GDOT consultant performance ratings as well as knowledge that any member of the Selection Committee has pertaining to the past performance of the firm on any project. The Selection Committee will consider all factors in their totality and score from 0 to 10 when arriving at a final score for the Past Performance.

F. COST PROPOSAL:

The cost proposal shall be submitted separately from the Proposal Submission. **The cost proposal shall not be considered during the evaluation, ranking and selection phase.** Once the Committee has decided on the highest ranking, responsive vendor, then that vendor's Cost Proposal will be opened and reviewed.

Consequently, vendors shall submit two files: One for the Proposal Submission and one for the Cost proposal.

V. INSTRUCTIONS FOR CONTENT AND PREPARATION OF RFP RESPONSE

The Request for Proposal Response must be submitted in accordance with the instructions provided in Section V and must be organized, categorized using the same headings (in red),

and numbered and lettered exactly as outlined below, and must be responsive to all requested information. For the sections in which page number limits are stated, each section with a stated limit must begin on a new page and end on the last page allowed for the section. It is not allowed to begin new sections on a page allowed for a previous section, if applicable. This will enable CCG to ensure compliance with the page limitations.

Cover page – The submittal must have a cover page and must list the RFP#, RFP Title, proposing firm’s full legal name and the Project Number, PI Number, County, and Description.

A. Contract Consideration Checklist

The Proposal submittal should include a Contract Consideration Checklist sheet similar to the one shown in Exhibit X.

B. Administrative Requirements

It is required to submit the information below for the submittal. This is general information and will not be scored but may be used to determine eligibility for selection. Under Administrative Requirements section, only submit the information requested; additional information will be subject to disqualification of your firm.

1. Transmittal Letter - Basic company information:

- a. Company name.
- b. Company Headquarter Address.
- c. Contact Information - Name and all contact information (telephone number(s) and e-mail address) of primary proposing contact (this will be the individual with whom the Department will direct all communications).
- d. Company website (if available).
- e. Georgia Addresses - Identify and provide addresses for the offices located in the State of Georgia.
- f. Staff - List the number and disciplines of staff members employed in each office in the State of Georgia.
- g. Ownership - Provide form of ownership, including state of residency or incorporation, and number of years in business. Is the Offeror a sole proprietorship, partnership, corporation, limited liability Corporation, or other structure?
- h. Include a statement to the effect that the proposal is binding for at least 180 days from the proposal date.
- i. An authorized agent of the business must sign the transmittal letter.

2. Certification Form - Complete the Certification Form (*Exhibit “II” enclosed with RFP*), and provide a notarized original within the firm’s submission. This is to be submitted for the Prime **ONLY**.

3. E-Verify - Georgia Security and Immigration Compliance Act Affidavit – Complete the form (*Exhibit “III” enclosed with RFP*) and provide a notarized original within the firm’s submission. This is to be submitted for the Prime **ONLY**.

4. Conflict of Interest Affidavit – Complete the form (*Exhibit “IV” enclosed with RFP*) for the Prime **ONLY**.

5. **Addenda** – Signed Addenda Acknowledgement form (Exhibit “V”) for the Prime **ONLY**.
6. **Federal Compliance Form** – Signed form (Exhibit “VI”) for the Prime **ONLY**.
7. **Communication Concerning This Solicitation Form** – Signed form (Exhibit “VII”) for the Prime **ONLY**.
8. **Insurance Information** – for the Prime **ONLY**
 The vendors shall be required, at their own expense, to furnish to the City of Columbus Purchasing Division, evidence showing the insurance coverage to be in force throughout the term of the contract. Insurance requirements are listed on the attached **Insurance Checklist (Exhibit VIII)**. **The limits shown are minimum limits. Vendor shall indicate the actual limit they will provide for each insurance requirement. The bidder shall complete the Insurance Checklist and include with bid response. Certificate of Insurance is acceptable.** The Insurance Checklist will indicate to the City, the bidder’s ability and agreement to provide the required insurance, in the event of contract award.

The successful candidate shall provide the required Certificates of Insurance within **10 business days** after award notification. The Certificates of Insurance will name Columbus Consolidated Government as an additional insured, **as well as list the applicable project name and/or solicitation number**. The Certificate of Insurance will be included with the contract documents prior to signing.

9. **Business License** - Provide a current copy of the Business License (Occupation License) that is required to conduct business at your location.

If awarded the contract, the successful vendor must obtain a business license from the City of Columbus. However, if the business is located in Georgia and has proof of being properly licensed by a municipality in Georgia, and paid applicable occupation taxes in that City, the contractor will not be required to pay occupation taxes in Columbus, Georgia.

If you have questions regarding this requirement, please contact the Revenue Division at 706-225-3780.

10. **W-9 - Page 1** of form W-9 (see <https://www.irs.gov/pub/irs-pdf/fw9.pdf> for the most recently revised form W-9)

C. **Experience and Qualifications**

1. **Project Manager** - Provide information pertaining to the project manager, including but not limited to:
 - a. Education.
 - b. Registration (if necessary and applicable).
 - c. Relevant engineering experience.
 - d. Relevant project management experience for multi-phase project specific contracts of similar complexity, size, scope, and function, and experience managing internal and sub-consultant resources to staff projects on an as-needed basis.
 - e. Relevant experience utilizing GDOT specific processes, manuals, or guidance (Plan Development Process, Design Policy, Environmental Procedures Manual, etc.).

This information is limited to two (2) pages maximum.

2. **Key Team Leaders** - Provide experience of Key Team Leaders (defined as those individuals who oversee project areas determined as particularly important to each specific project, refer to the Project Description in **Exhibit I, specifically Section 8** for the list of Key Team Leaders for each Project). For each Key Team Leader identified provide:
 - a. Education.
 - b. Registration (if necessary and applicable).
 - c. Relevant technical experience in the applicable resource area of the most relevant project.
 - d. Relevant experience utilizing GDOT specific processes, manuals, or guidance (PDP, Design Policy, Environmental Procedures Manual, etc.) which are specific to the key team leader's area.

This information is limited to one (1) page maximum for each Key Team Leader identified in Section 8 of Exhibit I. Respondents submitting more than one (1) page for each Key Team Leader identified will be subject to disqualification. Respondents who provide more Key Team Leaders than what is outlined in the requirement will be subject to disqualification as this would provide an advantage over firms who complied with the requirement and had the required number of Key Team Leaders. Respondents who do not provide the required Key Team Leaders will be subject to disqualification as this does not meet the requirements of the project and therefore would deem the respondent and its team unqualified for the award.

3. **Key Team Member** – Provide qualifications of one (1) key team member (defined as a team member not included as the Project Manager or a Key Team Leader whose qualifications the Prime firm would like to highlight as essential in the delivery of the proposed project/contract). For the Key Team Member identified provide:
 - a. Education.
 - b. Registration (if necessary and applicable).
 - c. Relevant technical experience.
 - d. Relevant experience utilizing GDOT specific processes, manuals, or guidance (PDP, Design Policy, Environmental Procedures Manual, etc.) which are specific to the key resource area.
 - e. Narrative discussing why the inclusion of the Key Team Member is important in the overall delivery of the project/contract.

This information is limited to one (1) page maximum.

4. **Prime Experience** - Provide information on the prime's experience and ability in delivering effective services for projects of similar complexity, size, scope, and function, which demonstrate the firm's capabilities to provide services for GDOT. For each project, the following information should be provided:
 - a. Client name, project location and dates during which services were performed.
 - b. Description of overall project and services performed by your firm.
 - c. Duration of project services provided by your firm, and overall project budget.
 - d. Experience utilizing GDOT specific processes, manuals, or guidance (PDP, Design Policy, Environmental Procedures Manual, etc.).
 - e. Client(s) current contact information including contact names, telephone numbers and e-mail address.

- f. Involvement of Key Team Leaders and Key Team Member on the projects.

This information is limited to two (2) pages maximum.

- 5. **Area Class Summary Form and Notice of Professional Consultant Qualifications** - Prime Consultants are defined as the firm submitting proposals and the firm with whom CCG will contract. The Team is defined as the Prime Consultant and their sub-consultants, who are considered team members. Prime Consultants and their sub-consultant team sub-consultants members must meet the Area Class requirements listed in the Exhibit(s). In regard to the required Area Classes, respondents should submit a summary form (example provided in Exhibit IX) which details the required area classes for the Prime Consultant and all or joint-venture of consultants on the team listed in the Statement of Qualifications. The area classes and firm's meeting the area classes listed on the summary form must meet all required area classes or the team will be disqualified. If a team member's prequalification will expire prior to the due date of the RFPs, documentation must be provided which shows that the firm has submitted its application for prequalification prior to the RFP due date. The team must maintain its prequalification certification in order to be considered eligible for award if selected. **Additionally, respondents should submit the Notice of Professional Consultant Qualifications (for the Prime Consultant and all sub-consultants for each project) issued by GDOT and attach after the Area Class summary form.**

This information is limited to the one (1) page for the Area Class table (unless the project needs require an extensive list of area classes) and one (1) page for the required Notice of Professional Consultant Qualifications. (The table may not be submitted on a 11" x 17" page).

D. Resources/Workload Capacity

- 1. **Overall Resources** - Provide information regarding the overall resources dedicated to delivering the specific project, including:
 - a. Organizational chart which identifies the project manager, prime, Key Team Leaders, support personnel, and reporting structure. This chart may be submitted on an 11" x 17" page. (Excluded from the page count)
 - b. Primary Office - Identify and discuss the primary office which will be responsible for handling the specific project and the number and types of staff within the office and how this office could benefit the project and promote efficiency. This information to be included on two pages, combined with the Narrative on Additional Resource Areas and Ability.
 - c. Narrative on Additional Resource Areas and Ability — Respondents are to provide information regarding additional resource areas identified as important to the project, to discuss how the key areas will integrate and work together on the project, to discuss any information which is pertinent to these areas, to provide a narrative regarding how the organization of the team, including the PM and Key Team Leaders can deliver the project on schedule given their workload capacity. (CCG recognizes that some individuals may be able to meet the schedule while carrying heavier project loads.) Respondents may discuss the advantages of your team and the abilities of the team members which will enable the project to meet the proposed schedule as identified in Exhibit I (where applicable). If there is no proposed schedule, discuss the advantages of the team and the abilities of the team members which will enable the project to move

as expeditiously as possible. Respondents submitting more than the two (2) pages allowed (combined for D. 1. b. and D. 1. c.), will be subject to disqualification.

2. **Project Manager Commitment Table** - Provide a list of ALL projects (GDOT, other governments and private contracts — Information may be validated, and any firm determined not to be listing all projects may be subject to disqualification) on which the proposed project manager is currently committed, to enable the CCG to ascertain the project manager's availability. Utilize a table similar to the following format with a minimum of all criteria indicated to provide the requested information:

Project Manager	PI/Project # for GDOT Projects/Name of Customer for Non-GDOT Projects	Role of PM on Project	Project Description	Current Phase of Project	Current Status of Project	Monthly Time Commitment in Hours

3. **Key Team Leader Project Commitment Table** - Provide a table similar to the below, with a minimum of all criteria indicated, which identifies ALL projects for which the Key Team Leaders (refer to the Project Description in **Exhibit I**, specifically **Section 8** for the list of Key Team Leaders for this Project) are committed, to enable CCG to ascertain the available capacity.

Key Team Leader	PI/Project # for GDOT Projects/Name of Customer for Non-GDOT Projects	Role of Key Team Leader on Project	Project Description	Current Phase of Project	Current Status of Project	Monthly Time Commitment in Hours

4. **Key Team Member Project Commitment Table** - Provide a table similar to the below, with a minimum of all criteria indicated, which identifies ALL projects the on which the Key Team Member is committed, to enable CCG to ascertain the available capacity.

Key Team	PI/Project #	Role	Project	Current	Current	Monthly
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Leader	for GDOT Projects/Name of Customer for Non-GDOT Projects	of Key Team Leader on Project	Description	Phase of Project	Status of Project	Time Commitment in Hours

The three Commitment Tables are limited to a combined total of two (2) pages.

E Technical Approach/Service Plan

1. Provide a written narrative that demonstrates the method or manner in which the offeror proposes to satisfy the requirements described herein.
2. Based on information provided, briefly describe your approach and why.
3. Provide a detailed estimated timeline for completion of the study, including major milestones (*do not use actual dates; use days, weeks, and months*).

This information will be limited to a maximum of four (4) pages.

COST PROPOSAL:

The cost proposal shall be submitted separately from the Proposal Submission. **The cost proposal shall not be considered during the evaluation, ranking and selection phase.** Once the Committee has decided on the highest ranking, responsive vendor, then that vendor’s Cost Proposal will be opened and reviewed.

Consequently, vendors shall submit two files: One for the Proposal Submission and one for the Cost proposal.

The Proposal and the Cost Proposal for RFP No. 26-0003 must be submitted via DemandStar at <https://network.demandstar.com/>. See Exhibit XI for DemandStar submittal information. Vendors shall submit two files, to include one file titled Proposal, and one file titled Cost Proposal.

****Proposals which include the Cost Proposal will be disqualified.**

Upon receipt of the electronic submittal, DemandStar will send a generic receipt confirmation e-mail to the sender. If you do not receive an email receipt confirmation for your submittal within one (1) hour of your submittal, please contact **Heather Biddle at BidOpportunities@ColumbusGA.org**. The Proposal and Cost Proposal **must be submitted**

via DemandStar prior to the submission deadline indicated in the Schedule of Events (Section III of RFP).

No submittals will be accepted after the time and date set for receipt.

All expenses for preparing and submitting responses are the sole cost of the party submitting the response. CCG is not obligated to any party to reimburse such expenses. All submittals upon receipt become the property of CCG. Labeling information provided in submittals “proprietary” or “confidential”, or any other designation of restricted use will not protect the information from public view. Subject to the provisions of the Open Records Act, the details of the proposal documents will remain confidential until final award.

CCG reserves the right, in its sole discretion, to waive any technicalities associated with this submittal if deemed in the best interest of the Columbus Consolidated Government.

VI. Terms and Conditions

A. Statement of Agreement

With the submission of a Proposal, the respondent agrees that he/she has carefully examined the RFP Specifications and agrees that it is the respondent’s responsibility to request clarification on any issues in any section of the RFP with which the respondent disagrees or needs clarified. The respondent also understands that failure to mention these items during the question period or in their Proposal will be interpreted to mean that the respondent is in full agreement with the terms, conditions, specifications and requirements in the therein. With submission of a Proposal, the respondent hereby certifies: (a) that this Proposal is genuine and is not made in the interest or on behalf of any undisclosed person, firm, or corporation; (b) that respondent has not directly or indirectly included or solicited any other respondent to put in a false or insincere Proposal; (c) that respondent has not solicited or induced any person, firm, or corporation to refrain from sending a Proposal.

The respondent also understands that failure to provide required information may result in disqualification. Failure to provide administrative information may not result in disqualification. At CCG’s discretion, CCG may notify the respondent that administrative information is not provided or there was an error in the information provided, **and** CCG will allow a respondent to provide an update to the administrative information. However, the exception to this is the provision of the required **GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT**, which by Georgia Law requires disqualification of the response. The above changes mentioned to administrative information would be considered allowable as these would be limited to changes which **do not** affect the information which the evaluators use to score the respondents. Failure of a respondent to provide the specific administrative information as required in the notice will result in disqualification. Failure of a respondent’s Proposal to provide any information pertaining to a respondent and its teams qualifications, of any type, will subject the Vendor’s Proposal to disqualification. Columbus Consolidated Government will not allow firms to provide updates to their Proposals in an effort to avoid disqualification, as this would allow a respondent to modify its Proposal Submission and alter the information that evaluators would score.

B. Joint-Venture Proposals, Sub-Consultants, and Vendors

CCG does not generally desire to enter into “joint-venture” agreements with multiple firms. In the event two or more firms desire to “joint-venture”, it is strongly recommended that one incorporated firm propose and maintain status as the Program Management firm with the remaining firms participating as major firms. Any joint-venture, proposed and established as a separate business entity, should have its own set of books and supporting documentation sufficient for an audit trail. Transactions should be recorded consistent with the joint-venture agreement, and care must be taken to ensure that the joint-venture bears its equitable share of the costs. Therefore, “unpopulated joint-ventures” would not have an adequate accounting system suitable for cost reimbursement contracts.

However more traditional “populated joint-ventures” are welcomed. A populated joint-venture is where an alliance is brought to life by infusing it with working capital, employees, and control systems. The alliance implements all necessary business systems, including payroll processing, purchasing, property control, etc. The alliance will develop its own indirect rate structure and calculates its own indirect cost rates, based on the direct and indirect costs it incurs.

Sub-Consultants shall generally be considered any team member which is performing any service which typically requires prequalification, which is subject to the Audit and Accounting System Requirements, and whose services are billed as costs. Sub-Consultant Team Members must be written into the resulting Agreement and are subject to all terms and conditions in the Agreement. Vendors shall be considered any team member which is performing any service which typically does not require prequalification, which is not subject to the Audit and Accounting System Requirements, and whose services are billed as direct expenses. Vendors may not be written into the resulting Agreement and may not be subject to all terms and conditions in the Agreement.

C. Audit and Accounting System Requirements

CCG reserves the right to reject any proposal with firms that do not meet the following requirements:

1. Firm(s) should have an accounting system in place to meet requirements of 48 CFR Part 31 and, in the case of non-profit organizations, OMB Circular A-122.
2. Any firm that currently has an aggregate contract amount exceeding \$250,000 should have submitted their yearly CPA overhead audit.
3. Firm(s) should have no significant outstanding deficient audit findings from previous contracts with GDOT that have not been resolved.
4. The prime is responsible for being reasonably assured that all sub-consultant(s) presented as a part of the proposed team are similarly in compliance with the above requirements.

D. Submittal Costs and Confidentiality

All expenses for preparing and submitting responses are the sole cost of the respondent submitting the response. CCG is not obligated to any respondent to reimburse such expenses. All submittals upon receipt become the property of CCG. Labeling information provided in submittals as “proprietary” or “confidential”, or any other designation of restricted use will not protect the information from public view. Subject to the provisions of the Open Records Act, the details of the proposal documents will remain confidential until a final award.

E. Award Conditions

This request is not an offer to contract or a solicitation of bids. This request and any proposal submitted in response, regardless of whether the proposal is determined to be the best proposal, is not binding upon CCG and does not obligate CCG to procure or contract for any services. Neither CCG nor any respondent submitting a response will be bound unless and until a written contract mutually accepted by both parties is negotiated as to its terms and conditions and is signed by CCG and a respondent containing such terms and conditions as are negotiated between those parties. CCG reserves the right to waive noncompliance with any requirements of this Request for Proposals and to reject any or all proposals submitted in responses. Upon review of responses, CCG will determine the respondent(s) proposal that in the sole judgment of the CCG and GDOT is in the best interest of CCG (if any is so determined), with respect to the evaluation criteria stated herein. CCG then intends to conduct negotiations with such respondent(s) to determine if an acceptable contract may be reached.

F. Debriefings

CCG shall provide the “Selection Package” at the time of the Selection Announcement (also referred to as the Announcement of Entering into Negotiations). The “Selection Package” will include the scores and comments for all firms who responded and will typically be provided as a PDF file and e-mailed. All debriefings will typically be conducted in writing.

G. Right to Cancel or Change RFP

CCG reserves the right to cancel any and all Request for Proposals where it is determined to be in the best interest of the CCG to do so. CCG reserves the right to increase, reduce, add or delete any item in this solicitation as deemed necessary.

It is the responsibility of all firms interested in submitting proposals for this advertisement to routinely check the posting on the Bid Opportunities page of Columbus Consolidated Government (<https://www.columbusga.gov/finance/Bid-Opportunities>) and the Georgia Procurement Registry for any revisions to this RFP.

H. Substitutions, Alternates, Exceptions, and Extensions

No substitutions or alternates will be accepted for this solicitation. Any respondent submitting substitutions or alternates will be considered non-responsive and will not be considered for award.

REVISED
TECHNICAL SPECIFICATIONS

**CONSULTANT SERVICES FOR
SCHOOL TRAFFIC IMPACT STUDY
RFP No. 26-0003**

1. Introduction/Purpose

Columbus Consolidated Government (the “City”) is requesting proposals for a Consultant Team to perform a School Traffic Impact Study to assess the effects of increased traffic volume due to student drop-offs, pick-ups, and overall school-related activities.

2. History and Current Status

A school traffic impact study within the Columbus Consolidated Government is essential to assess the effects of increased traffic volume due to student drop-offs, pick-ups, and overall school-related activities. The study will be guided by performance measures related to safety, truck reliability, and overall system reliability. The city has twenty-nine elementary schools, twelve middle schools, seven high schools, and four system-wide magnet schools, along with private schools Brookstone School, St. Anne-Pacelli Catholic School, Calvary Christian School, and St. Luke School.

3. Objectives

- **Assess Traffic Flow and Congestion:** Evaluate current traffic conditions around schools, focusing on peak hours, bottlenecks, and areas of high congestion.
- **Identify Safety Hazards:** Analyze pedestrian, cyclist, and vehicular interactions to identify potential safety concerns, particularly near school entrances, crosswalks, and bus zones.
- **Evaluate School-Specific Traffic Patterns:** Study the unique traffic demands generated by school operations, such as drop-off and pick-up times, school events, and bus routes.
- **Recommend Infrastructure Improvements:** Propose specific improvements, such as enhanced signage, signal optimization, expanded drop-off zones, and pedestrian-friendly features to improve traffic flow and safety.
- **Assess the Impact of Future Development:** Evaluate how upcoming residential or commercial developments might affect traffic patterns around schools and identify proactive solutions to address potential issues.
- **Improve Traffic Management Strategies:** Suggest actionable traffic management strategies, including better use of traffic signals, road markings, or enforcement measures to streamline traffic flow during school hours.
- **Ensure Long-Term Sustainability:** Provide recommendations that not only address current issues but also consider the long-term growth and development of the school and surrounding areas, ensuring ongoing safety and efficiency.

4. Expectations

- **Data Collection:**
 - Traffic volume counts (AM & PM peak hours & weekends)
 - Speed measurements

- Review of crash data and safety incidents
- Gather schedules, bus routes, and any historical traffic data to understand current traffic patterns.
- The evaluation of existing roads, intersections, and traffic controls around schools for capacity and safety.
- Review access points, drop-off zones, and school bus routes for potential improvements.
- **Community Engagement:**
 - Public meetings
 - Post updates & plans on the city’s website & Facebook
- **Design and Analysis:**
 - Evaluation of potential road diets, lane reconfigurations, pedestrian crossings, and other infrastructure enhancements.
 - Cost estimation for proposed improvement.
- **Recommendation Development:**
 - Propose traffic flow improvements, including new signage, lane adjustments, and enhanced pedestrian infrastructure.

5. Required Area Classes:

Prime Consultants are defined as the firm submitting the proposal in response to the RFP and the firm with whom CCG will contract. The Team is defined as the Prime Consultant and their sub-consultants, who are considered team members. The Prime Consultant or sub-consultant team members must be prequalified in the Area Classes identified below in Section 5.1. Respondents should submit a summary form (example provided in **Exhibit IX**) which details the required area classes for the Prime Consultant and all sub-consultants or joint-venture of consultants on the team listed in the proposal. The area class(es) listed on the summary (Exhibit IX) form must meet all required area class(es) listed below or the team will be disqualified. The Prequalification Expiration Date must be current by the deadline stated for this RFP.

5.1 The Prime Consultant and Team MUST be prequalified by GDOT in the area class(es) listed below:

Number	Area Class
1.02	Urban Area and Regional Transportation Planning