

**COLUMBUS CONSOLIDATED GOVERNMENT**  
Georgia's First Consolidated Government



**FINANCE DEPARTMENT**  
**PURCHASING DIVISION**

1111 1<sup>st</sup> AVENUE - 1<sup>st</sup> FLOOR, COLUMBUS, GEORGIA 31901  
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706-225-4087 | [www.columbusga.org](http://www.columbusga.org)

**Date: April 8, 2026**

<p><b>REQUEST FOR PROPOSALS:</b></p> <p><b>RFP No. 26-0003</b></p>	<p>Interested parties are requested to submit qualification packages, subject to conditions and instructions as specified, for the furnishing of:</p> <p align="center"><b>CONSULTANT SERVICES FOR SCHOOL TRAFFIC IMPACT STUDY – P.I. #0020288</b></p>
<p><b>GENERAL SCOPE</b></p>	<p>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.</p> <p><b>All Proposers must be prequalified by the Georgia Department of Transportation (GDOT).</b></p> <p><b>The work shall be performed in accordance with GDOT Plan Development Process (PDP), Plan Presentation Guide (PPG), Design Policies and Manuals, and current software version approved by the Project Manager.</b></p>
<p><b>DUE DATE</b></p>	<p align="center"><b>MAY 8, 2026 - 5:00 PM (EASTERN)</b></p>
<p><b>SUBMISSION REQUIREMENTS</b></p>	<p>See <b>EXHIBIT XI</b> for information and instructions on how to register and submit a proposal through DemandStar.</p>
<p><b>ADDENDA</b></p>	<p>The Purchasing Division will post addenda (if any) on the City’s Bid Opportunities page at <a href="https://www.columbusga.gov/finance/Bid-Opportunities">https://www.columbusga.gov/finance/Bid-Opportunities</a>, on the Georgia Procurement Registry and on DemandStar. <b>Vendors are responsible for periodically visiting the web pages for addenda, before the due date and prior to submitting a response.</b></p>
<p><b>NO SUBMITTAL</b></p>	<p>If you are not interested in this solicitation, complete and return page 3.</p>

**Andrea J. McCorvey,**  
**Purchasing Division Manager**

# **IMPORTANT INFORMATION**

## **E-Notification**

The City uses the Georgia Procurement Registry e-notification system. You must register with the Team Georgia Marketplace to receive future procurement notifications at <https://doas.ga.gov/state-purchasing/getting-started-supplier>.

**If you have any questions or encounter any problems while registering, please contact the Team Georgia Marketplace Procurement Helpdesk:**

**Telephone:** 404-657-6000  
**Fax:** 404-657-8444  
**Email:** [procurementhelp@doas.ga.gov](mailto:procurementhelp@doas.ga.gov)

# STATEMENT OF "NO QUALIFICATION SUBMISSION"

**Notify the Purchasing Division if you do not intend to submit a Proposal:**

Email: [BidOpportunities@ColumbusGa.org](mailto:BidOpportunities@ColumbusGa.org)  
Attn: **Heather Biddle, Buyer**  
Mail: Columbus Consolidated Government  
Purchasing Division  
P. O. Box 1340  
Columbus, Georgia 31902-1340

We, the undersigned decline to submit a prequalification package for **RFP No. 26-0003** for **Consultant Services for School Traffic Impact Study – PI #0020288** for the following reason(s):

- Specifications are too “tight”, i.e., geared towards one brand or manufacturer (explain below)
- There is insufficient time to respond.
- We do not offer this product and/or service.
- We are unable to meet specifications.
- We are unable to meet bond requirements.
- Specifications are unclear (explain below).
- We are unable to meet insurance requirements.
- Other (specify below)

Comments:

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COMPANY NAME: \_\_\_\_\_

REPRESENTATIVE: \_\_\_\_\_

DATE: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

**PROPOSALS WILL BE EVALUATED IN ACCORDANCE WITH THE PROCEDURES AS OUTLINED BELOW IN SECTION 5-401 THE PROCUREMENT ORDINANCE.**

**5-401. Competitive negotiation qualification-based selection.** In accordance with the requirements of the Brooks Act, the following procedures shall apply to the competitive negotiation procurement method:

(1) ***Solicitation.*** The solicitation process shall be by public announcement, public advertisement, or any other public forum or method that assures qualified in-state and out-of-state consultants are given a fair opportunity to be considered for award of the contract. Procurement procedures may involve a single step process with issuance of a request for proposal (RFP) to all interested consultants or a multiphase process with issuance of a request for statements or letters of interest or qualifications (RFQ) whereby responding consultants are ranked based on qualifications and request for proposals are then provided to three or more of the most highly qualified consultants. Minimum qualifications of consultants to perform services under general work categories or areas of expertise may also be assessed through prequalification process whereby statements of qualifications are submitted on an annual basis. Regardless of any process utilized for prequalification of consultants or for an initial assessment of a consultant's qualifications under an RFQ, an RFP specific to the project, task, or service is required for evaluation of a consultant's specific technical approach and qualifications.

(2) ***Request for proposal (RFP).*** The RFP shall provide all information and requirements necessary for interested consultants to provide a response to the RFP and compete for the solicited services. The RFP shall:

- (A) Provide a clear, accurate, and detailed description of the scope of work, technical requirements, and qualifications of consultants necessary for the services to be rendered. The scope of work should detail the purpose and description of the project, services to be performed, deliverables to be provided, estimated schedule for performance of the work, and applicable standards, specifications, and policies;
- (B) Identify the requirements for any discussions that may be conducted with three or more of the most highly qualified consultants following submission and evaluation of proposals;
- (C) Identify evaluation factors including their relative weight of importance in accordance with subparagraph (a)(1)(iii) of this section;
- (D) Specify the contract type and method(s) of payment to be utilized in accordance with § 172.9;
- (E) Identify any special provisions or contract requirements associated with the solicited services;
- (F) Require that submission of any requested cost proposals or elements of cost be in a concealed format and separate from technical/qualifications proposals as these shall not be considered in the evaluation, ranking, and selection phase; and
- (G) Provide a schedule of key dates for the procurement process and establish a submittal deadline for responses to the RFP which provides sufficient time for interested consultants to receive notice, prepare, and submit a proposal, which except in unusual circumstances shall be not less than 14 days from the date of issuance of the RFP.

(3) ***Evaluation factors.***

- (A) Criteria used for evaluation, ranking, and selection of consultants to perform engineering and design related services must assess the demonstrated competence and qualifications for the type of professional services solicited. These qualifications-based factors may include, but are not limited to, technical approach (e.g., project understanding, innovative concepts or

- alternatives, quality control procedures), work experience, specialized expertise, professional licensure, staff capabilities, workload capacity, and past performance.
- (B) Price shall not be used as a factor in the evaluation, ranking, and selection phase. All price or cost related items which include, but are not limited to, cost proposals, direct salaries/wage rates, indirect cost rates, and other direct costs are prohibited from being used as evaluation criteria.
  - (C) In-state or local preference shall not be used as a factor in the evaluation, ranking, and selection phase. State licensing laws are not preempted by this provision and professional licensure within a jurisdiction may be established as a requirement which attests to the minimum qualifications and competence of a consultant to perform the solicited services.
  - (D) The following non-qualifications based evaluation criteria are permitted under the specified conditions and provided the combined total of these criteria do not exceed a nominal value of ten percent of the total evaluation criteria to maintain the integrity of a qualifications-based selection:
    - (i) A local presence may be used as a nominal evaluation factor where appropriate. This criterion shall not be based on political or jurisdictional boundaries and may be applied on a project-by-project basis for contracts where a need has been established for a consultant to provide a local presence, a local presence will add value to the quality and efficiency of the project, and application of this criteria leaves an appropriate number of qualified consultants, given the nature and size of the project. If a consultant outside of the locality area indicates as part of a proposal that it will satisfy the criteria in some manner, such as establishing a local project office, that commitment shall be considered to have satisfied the local presence criteria.
    - (ii) The participation of qualified and certified disadvantaged business enterprise (DBE) sub-consultants may be used as a nominal evaluation criterion where appropriate in accordance with 49 CFR Part 26 and the Columbus Consolidated Government's FHWA-approved DBE program.

***(4) Evaluation, ranking, and selection.***

- (A) Consultant proposals shall be evaluated by the Columbus Consolidated Government based on the criteria established and published within the public solicitation.
- (B) 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.
- (C) Following submission and evaluation of proposals, the Columbus Consolidated Government shall conduct interviews or other types of discussions determined three of the most highly qualified consultants to clarify the technical approach, qualifications, and capabilities provided in response to the RFP. Discussion requirements shall be specified within the RFP and should be based on the size and complexity of the project as defined in Columbus Consolidated Government written policies and procedures (as specified in § 172.5(c)). 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.
- (D) From the proposal evaluation and any subsequent discussions which have been conducted, the Columbus Consolidated Government shall rank, in order of preference, at least three

consultants determined most highly qualified to perform the solicited services based on the established and published criteria.

- (E) Notification must be provided to responding consultants of the final ranking of the three most highly qualified consultants.
- (F) 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.

**(5) *Negotiation.***

- (A) Independent estimate. Prior to receipt or review of the most highly qualified consultant's cost proposal, the Columbus Consolidated Government shall prepare a detailed independent estimate with an appropriate breakdown of the work or labor hours, types or classifications of labor required, other direct costs, and consultant's fixed fee for the defined scope of work. The independent estimate shall serve as the basis for negotiation and ensuring the consultant services are obtained at a fair and reasonable cost.
- (B) Elements of contract costs (e. g., indirect cost rates, direct salary or wage rates, fixed fee, and other direct costs) shall be established separately in accordance with § 172.11.
- (C) If concealed cost proposals were submitted in conjunction with technical/qualifications proposals, only the cost proposal of the consultant with which negotiations are initiated may be considered. Concealed cost proposals of consultants with which negotiations are not initiated should be returned to the respective consultant due to the confidential nature of this data (as specified in 23 U.S.C. 11 2 (b)(2) (E)).
- (D) The Columbus Consolidated Government shall retain documentation of negotiation activities and resources used in the analysis of costs to establish elements of the contract in accordance with the provisions of 49 CFR 18.42. This documentation shall include the consultant cost certification and documentation supporting the acceptance of the indirect cost rate to be applied to the contract (as specified in § 172.11 (c)).

## **DO YOU HAVE QUESTIONS, CONCERNS OR NEED CLARIFICATION ABOUT THIS SOLICITATION?**

**COMMUNICATION CONCERNING ANY SOLICITATION CURRENTLY ADVERTISED MUST TAKE PLACE IN WRITTEN FORM AND ADDRESSED TO THE PURCHASING DIVISION.**

ALL QUESTIONS OR CLARIFICATIONS CONCERNING THIS SOLICITATION SHALL BE SUBMITTED IN WRITING. THE CITY WILL NOT ORALLY OR TELEPHONICALLY ADDRESS ANY QUESTION OR CLARIFICATION REGARDING BID/PROPOSAL SPECIFICATIONS. IF A VENDOR VISITS OR CALLS THE PURCHASING DIVISION WITH SUCH QUESTIONS, HE OR SHE WILL BE INSTRUCTED TO SUBMIT THE QUESTIONS IN WRITING.

**ALL CONTACT CONCERNING THIS SOLICITATION SHALL BE MADE THROUGH THE PURCHASING DIVISION.** BIDDERS SHALL NOT CONTACT CITY EMPLOYEES, DEPARTMENT HEADS, USING AGENCIES, EVALUATION COMMITTEE MEMBERS OR ELECTED OFFICIALS WITH QUESTIONS OR ANY OTHER CONCERNS ABOUT THE SOLICITATION. QUESTIONS, CLARIFICATIONS, OR CONCERNS SHALL BE SUBMITTED TO THE PURCHASING DIVISION IN WRITING. IF IT IS NECESSARY THAT A TECHNICAL QUESTION NEEDS ADDRESSING, THE PURCHASING DIVISION WILL FORWARD SUCH TO THE USING AGENCY, WHO WILL SUBMIT A WRITTEN RESPONSE.

THE PURCHASING DIVISION WILL FORWARD WRITTEN RESPONSES TO THE RESPECTIVE BIDDER OR IF IT BECOMES NECESSARY TO REVISE ANY PART OF THIS SOLICITATION, A WRITTEN ADDENDUM WILL BE ISSUED TO ALL BIDDERS.

THE CITY IS NOT BOUND BY ANY ORAL REPRESENTATIONS, CLARIFICATIONS, OR CHANGES MADE TO THE WRITTEN SPECIFICATIONS BY CITY EMPLOYEES, UNLESS SUCH CLARIFICATION OR CHANGE IS PROVIDED TO THE BIDDERS IN A WRITTEN ADDENDUM FROM THE PURCHASING MANAGER.

BIDDERS ARE INSTRUCTED TO USE THE ENCLOSED "QUESTION/CLARIFICATION FORM" TO FAX OR EMAIL QUESTION.

**ANY REQUEST, AFTER A SOLICITATION HAS CLOSED AND PENDING AWARD MUST ALSO BE SUBMITTED IN WRITING TO THE PURCHASING DIVISION.**



# COLUMBUS CONSOLIDATED GOVERNMENT GENERAL PROVISIONS FOR REQUEST FOR QUALIFICATIONS

## Consultant Services for School Traffic Impact Study PI #0020288 RFP No. 26-0003

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.

**All Proposers must be prequalified by the Georgia Department of Transportation (GDOT).**

**The work shall be performed in accordance with GDOT Plan Development Process (PDP), Plan Presentation Guide (PPG), Design Policies and Manuals, and current software version approved by the Project Manager.**

### **A. PROPOSAL SUBMITTAL DATE:**

**SEALED PROPOSALS ARE DUE: MAY 8, 2026, NO LATER THAN 5:00 PM (Eastern). *Submit one electronic response via DemandStar.***

The City shall not be held liable for any expenses incurred by the respondent in preparing and submitting the proposal and/or attendance at any interviews, final contract negotiations or applicable site visits. **The City reserves the right to award this project or to reject any and all proposals; whichever is in the best interest of the City.**

### **B. RECEIPT OF PROPOSALS/QUALIFICATIONS:**

Unless otherwise stated in the technical specifications of the RFP, the City will accept one, and only one, proposal per Offeror. In the event a team of firms is entering into a joint venture to respond to the RFP, one firm shall be named the prime contractor and the proposal shall be submitted in the name of the prime contractor. All correspondence concerning the RFP will be between the City and prime contractor.

### **C. SUBCONTRACTING:**

Should the offeror intend to subcontract all or any part of the work specified, names and address of subcontractors must be provided in proposal response. The offeror shall be responsible for subcontractors’ full compliance with the requirements of the RFP/RFQ specifications. If awarded the contract, payments will only be made to the offerors submitting the proposal. The Columbus Consolidated Government will not be responsible for payments to subcontractors.

### **D. QUESTIONS ABOUT THE RFP:**

Communication concerning any solicitation currently advertised must take place in writing and addressed to the Purchasing Division. See page titled “Do You Have Questions ...” within this proposal package. **Questions and Requests for Clarification will be received until five business days prior to the proposal due date.**

### **E. PUBLIC INFORMATION:**

All information and materials submitted will become the property of the Columbus Consolidated Government, Columbus, Georgia; and shall be subject to the provisions of the Georgia public records law.

If awarded the contract, the proposal submission, in its entirety, will be included as part of the contract documents and filed, as public record, with the Clerk of Council.

**F. ADDENDA:**

The proposer shall include acknowledgment of receipt of addenda (if any) in their proposal. It is the proposer's responsibility to contact the City for copies of addenda if they receive the RFP/RFQ document from any other source other than the City.

**G. CONTRACT:**

Each proposal is received with the understanding that an acceptance in writing by the City of the offer to furnish any or all of the services and materials described shall constitute a contract between the proposer and the City. This contract shall bind the proposers to furnish and deliver the services and materials quoted, at the prices stated and in accordance with the condition of said accepted proposal.

It is agreed that the successful respondent will not assign, transfer, convey or otherwise dispose of the contract or its right, title or interest in or to the same, or any part thereof, without previous consent of the City and any sureties.

**H. NON-COLLUSION:**

Proposer declares that the proposal is not made in connection with any other proposer submitting a proposal for the same commodity or commodities, and that the proposal is bona fide and is in all respects fair and without collusion or fraud.

**I. INDEMNITY:**

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.

**J. DISADVANTAGED BUSINESS ENTERPRISE CLAUSE:**

Disadvantaged Business Enterprises (minority or women owned businesses) will be afforded full opportunity to submit proposals in response to this invitation and will not be discriminated against on the grounds of race, color, creed, sex, sexual orientation, gender identity or national origin in consideration for an award. It is the policy of the City that disadvantaged business enterprises and minority business enterprises have an opportunity to participate at all levels of contracting in the performance of City contracts to the extent practical and consistent with the efficient performance of the contract.

**K. AFFIRMATIVE ACTION PROGRAM - NON-DISCRIMINATION CLAUSE:**

The City has an Affirmative Action Program in connection with Equal Employment Opportunities. The successful vendor will comply with all Federal and State requirements concerning fair employment and employment of the handicapped, and concerning the treatment of all employees, and will not discriminate between or among them by reason of race, color, age, religion, sex, sexual orientation, gender identity, national origin or physical handicap.

**L. SPECIFICATION DESCRIPTIONS:**

The specifications detailed herein represent the quality of equipment, goods or services required by the City. Whenever in this invitation any particular process, service or equipment is indicated or specified by patent, proprietary or brand name of manufacturer/developer/inventor, such wording will be deemed to be used for the purpose of facilitating descriptions of the process, service or equipment desired by the City. It is not meant to eliminate offerors or restrict competition in any RFP process. Proposals that are equivalent or surpass stated specifications will be considered. Determination of equivalency shall rest solely with the City.

**M. TAXES:**

The City is exempt from State Retail Tax and Federal Excise Tax. Tax Exemption No. GA Code Sec. 48-8-3. Federal ID No. 58-1097948.

**N. DRUG-FREE WORKPLACE:**

Per Ordinance No. 93-55, in compliance with Federal and State Drug Free Workplace Acts, the Council of Columbus, Georgia adopted a drug free Workplace Policy. Consequently, any vendor providing goods or services to Columbus Consolidated Government must comply with all applicable Federal and State Drug Free Workplace Acts.

**O. FEDERAL, STATE, LOCAL LAWS:**

All respondents will comply with all Federal, State and Local laws, ordinances, rules and regulations relative to conducting business in Columbus, Georgia and performing the prescribed service. Ignorance on the part of the respondent shall not, in any way, relieve the respondent from responsibility for compliance with said laws and regulations or any of the provisions of these documents.

**P. PROVISIONS OF THE PROCUREMENT ORDINANCE:**

The provisions of the Procurement Ordinance for the Consolidated Government of Columbus, Georgia as adopted and amended by Council shall apply to all invitations to respond to Requests for Proposals and is specifically incorporated herein by this reference. The Procurement Ordinance is codified on Section 2-3.03 of the Columbus Code and can be accessed through the City's website at [https://library.municode.com/ga/columbus/codes/code\\_of\\_ordinances](https://library.municode.com/ga/columbus/codes/code_of_ordinances).

**Q. INSURANCE:**

All respondents shall maintain, and if requested, show proof of insurance applicable for services described in these specifications.

**R. HOLD HARMLESS AGREEMENT:**

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.

**S. TERMINATION OF CONTRACT:**

- 1. Default:** If the contractor refuses or fails to perform any of the provisions of this contract with such diligence as will ensure its completion within the time specified in this contract, or any extension thereof, otherwise fails to timely satisfy the contract provisions, or commits any other substantial breach of this contract, the Purchasing Division Director may notify the contractor in writing of the delay or nonperformance and if not cured within **ten (10) days** or any longer time specified in writing by the Purchasing Division Director, such director may terminate the contractor's right to proceed with the contract or such part of the contract as to which there has been delay or a failure to properly perform.

In the event of termination in whole or in part the Purchasing Division Director may procure similar supplies or services, from other sources, in a manner and upon terms deemed appropriate by the Purchasing Division Director. The contractor will continue performance of the contract to the extent it is not terminated and will be liable for excess costs incurred in procuring similar goods or services.

- 2. Compensation:** Payment for completed supplies or services delivered and accepted by the City will be at the contract price. The City may withhold from amounts due the contractor such sums as the Purchasing Director deems to be necessary to protect the City against loss because of

outstanding liens or claims of former lien holders and to reimburse the City for the excess costs incurred in procuring similar goods and services.

- 3. Excuse for Nonperformance or Delayed Performance.** Except with respect to defaults of subcontractors, the contractor shall not be in default by reason of any failure in performance of this contract in accordance with its terms (including any failure by the contractor to make progress in the prosecution of the work hereunder which endangers such performance) if the contractor has notified the Purchasing Division Director within 15 days after the cause of the delay and the failure arises out of causes such as: acts of God; acts of public enemy; acts of the City and any other governmental entity in its sovereign or contractual capacity; fires; floods; epidemics; quarantine restrictions; strikes or other labor disputes; freight embargoes; or unusually severe weather, If the failure to perform is caused by the failure of a subcontractor to perform or to make progress, and if such failure arises out of causes similar to those set forth above, the contractor shall not be deemed to be in default, unless the supplies or services to be furnished by the subcontractor was reasonably obtainable from other sources in sufficient time to permit the contractor to meet the contract requirements.

Upon request of the contractor, the Purchasing Division Director shall ascertain the facts and extent of such failure, and, if such director determines that any failure to perform was occasioned by anyone or more of the excusable causes, and that, but for the excusable cause, the contractor's progress and performance would have met the terms of the contract, the delivery schedule shall be revised accordingly.

**T. TIME FOR CONSIDERATION:**

Due to the evaluation process, proposals must remain in effect for at least **180 days** after date of receipt.

**U. CONTRACT AWARD:**

Award of this contract will be made in the best interest of the City.

**V. REQUEST FOR EVALUATION RESULTS:**

Per the City's Procurement Ordinance, evaluation results cannot be divulged until after the award of the contract. After contract award, proponents desiring to review documents relevant to the RFP evaluation results shall submit a written request to the Purchasing Division.

**W. GOVERNING LAW:**

The parties agree that this Agreement shall be governed by the laws of Georgia, both as to interpretations and performance.

**X. FINAL CONTRACT DOCUMENTS:**

It is understood that the final contract shall include the following: **1)** The RFP; **2)** Addenda; **3)** Awarded Vendors(s) response; **4)** Awarded Vendor(s) Clarifications; **5)** Negotiated Components; and **6)** Awarded Vendor(s) Business Documents.

**After award of Contract by Columbus City Council, awarded vendor will be notified to provide one (1) identical hard copy of submitted proposal with original signatures. The awarded vendor will receive a digital copy of the executed contract.**

**Y. PAYMENT DEDUCTIONS:**

The City reserves the right to deduct, from payments to awarded vendor(s), any amount owed to the City for various fees, to include, but not limited to: False Alarm fees, Ambulance fees, Occupation License Fees, Landfill fees, etc.

**Z. PAYMENT TERMS:**

The City's standard payment term is usually net 30 days, after successful receipt of goods or services. Payment may take longer if invoice is not properly documented or not easily identifiable, goods/services are not acceptable, or invoice is in dispute.

**AA. RIGHT TO PROTEST:**

- A. Right of Protest. Any actual or prospective bidder offeror, or contractor who is aggrieved in connection with a solicitation or award of a contract may protest to the Purchasing Manager initially. All protests shall be filed in the manner prescribed herein. Protests that do not comply with the following rules shall be deemed invalid and of no effect.
  
- B. The protest must be in writing, executed by a company officer that is authorized to execute agreements on behalf of the bidder or offeror or provided by an authorized legal representative of the protestor.
  
- C. A protest with respect to an invitation for Bids or Request for Proposals shall be submitted in writing no less than five (5) business days prior to the opening of bids or the closing date of proposals or qualification statements.
  
- D. Stay of Procurement During Protests. If there is a timely protest submitted as described above, the Purchasing Manager shall not proceed further with the solicitation or award of the contract until all administrative remedies have been exhausted or until the City Council, Mayor, or City Manager makes a determination on the record that the award of the contract without delay is necessary to protect substantial interests of the City.

**NOTICE TO VENDORS**

**Sec. 2-3.05. - Submitting bids to Consolidated Government, etc.—By mayor or councilmembers.**

Neither the mayor nor any member of the Columbus Council shall submit any bid to the consolidated government, nor shall the mayor or any member of the Columbus Council own or have a substantial pecuniary interest in any business that submits a bid to the consolidated government. (Ord. No. 92-60, 6-23-92)

**Sec. 2-3.06. - Same—By members of boards, authorities, commissions.**

No member of any board or authority or commission or other independent or subordinate entity of the consolidated government shall submit any bid to the consolidated government or have a substantial pecuniary interest in any business that submits a bid to the consolidated government if such bid pertains to the board or authority or commission on which such person holds such membership. (Ord. No. 92-61, 6-23-92)

**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](mailto: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.

	<b>DATE</b>	<b>TIME</b>
a. CCG issues public advertisement of <b>RFP No. 26-0003</b>	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 IX.

**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.

8. **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.

9. **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 VIII) 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](mailto: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.

# 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

1. **Project Number:** RFP No. 26-0003, Consultant Services for School Traffic Impact Study
2. **PI Number:** GDOT Project Identification 0020288
3. **County:** Muscogee County (District 3)
4. **Description:**

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.

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.

5. **Required Area Classes:**

Prime Consultants are defined as the firm submitting the Statement of Qualifications 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 must be prequalified in the Area Classes identified below in Section 5.A. The Prime Consultant or sub-consultant team members must be prequalified in the Area Classes identified below in Section 5.B. 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 Statement of Qualifications. The area classes listed on the summary form must meet all required area classes or the team will be disqualified. The Prequalification Expiration Date must be current by the deadline stated for this RFQ.

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

Number	Area Class
1.02	Urban Area and Regional Transportation Planning

6. **Scope:**

The Consultant shall provide:

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. The study will be guided by performance measures related to safety, truck reliability, and overall system reliability.

The Consultant's primary responsibilities shall include:

- A. **Assess Traffic Flow and Congestion:** Evaluate current traffic conditions around schools, focusing on peak hours, bottlenecks, and areas of high congestion.
- B. **Identify Safety Hazards:** Analyze pedestrian, cyclist, and vehicular interactions to identify potential safety concerns, particularly near school entrances, crosswalks, and bus zones.
- C. **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.
- D. **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.

- E. **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.
- F. **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.
- G. **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.

7. **Deliverables:**

The following items shall be completed by the Consultant and delivered to the Department during the term as specified by the Project Manager:

A. **Data Collection:**

- i. Traffic volume counts (AM & PM peak hours & weekends)
- ii. Speed measurements
- iii. Review of crash data and safety incidents
- iv. Gather schedules, bus routes, and any historical traffic data to understand current traffic patterns.
- v. The evaluation of existing roads, intersections, and traffic controls around schools for capacity and safety.
- vi. Review access points, drop-off zones, and school bus routes for potential improvements.

B. **Community Engagement:**

- i. Public meetings
- ii. Post updates & plans on the city's website & Facebook

C. **Design and Analysis:**

- i. Evaluation of potential road diets, lane reconfigurations, pedestrian crossings, and other infrastructure enhancements.
- ii. Cost estimation for proposed improvement.

D. **Recommendation Development:**

- i. Propose traffic flow improvements, including new signage, lane adjustments, and enhanced pedestrian infrastructure.

8. **Related Key Team Leaders:**

- A. Urban Area and Regional Transportation Planning

9. **Work Schedule**

The Consultant must complete all work between the date of the notice to proceed and the completion date specified. In no instance shall any work be authorized beyond the completion date specified unless specifically authorized in writing as evidenced by a task order time extension letter. No work shall be authorized, or payment made for work performed beyond the termination date of the master professional services agreement. All work specified in this task order shall be completed in accordance with the below schedule and/or no later. All work shall be completed within 12 months of receiving the Notice to Proceed.

CERTIFICATION FORM

I, \_\_\_\_\_, being duly sworn, state that I am \_\_\_\_\_ (title) of \_\_\_\_\_ (firm) and hereby duly certify that I have read and understand the information presented in the attached proposal and any enclosure and exhibits thereto.

Initial each box below indicating certification. The person initialing must be the same person who signs the Certification Form. (If unable to initial any box for any reason, place an "X" in the applicable box and attach a statement explaining the non-certification. Columbus Consolidated Government (CCG) will review and make a determination as to whether or not the firm shall be considered further or disqualified).

[ ] I further certify that to the best of my knowledge the information given in response to the Request for Qualifications is full, complete and truthful.

[ ] I further certify that the submitting firm and any principal employee of the submitting firm has not, in the immediately preceding five (5) years, been convicted of any crime of moral turpitude or any felony offense, nor has had their professional license suspended, revoked or been subjected to disciplinary proceedings, nor is any team members/principals currently under indictment for any reason related to actions on public infrastructure projects.

[ ] I further certify that I understand that Firms included on the current Federal list of firms suspended or debarred are not eligible for selection and that the submitting firm has not, in the immediately preceding five (5) years, been suspended or debarred from contracting with any federal, state or local government agency, and further, that the submitting firm is not now under consideration for suspension or debarment from any such agency.

[ ] I further certify that the submitting firm has not in the immediately preceding five (5) years been defaulted in any federal, state or local government agency contract and further, that the submitting firm is not now under any notice of intent to default on any such contract, nor has been removed from a contract or failed to complete a contract as assigned due to cause or default.

[ ] I further certify that the firm or any affiliate(s) has not been involved in any arbitration, litigation, mediation, dispute review board or other dispute resolution proceeding with a client, business partner, or government agency in the last five (5) years involving an amount in excess of \$500,000 related to performance on public infrastructure projects.

I further certify that there are not any pending regulatory inquiries that could impact our ability to provide services if we are the selected consultant.

[ ] I further certify that there are no possible conflicts of interest created by our consideration in the selection process or by our involvement in the project.

[ ] I further certify that the submitting firm's annual average revenue for the past five (5) years is sufficient to allow the services to be delivered effectively by our firm and that there are no trends in the revenue which may be concerning other than normal market fluctuations.

[ ] I further certify that in regards to Audit and Accounting System Requirements, that the submitting firm:

- I. Has 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.
II. Has submitted its yearly Certified Public Accountant overhead audit if it currently has an aggregate contract amount exceeding \$250,000.
III. Has no significant outstanding deficient audit findings from previous contracts with GDOT that have not been resolved.
IV. 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.

I acknowledge, agree and authorize, and certify that the proposer acknowledges, agrees and authorizes, that CCG may, by means that either deems appropriate, determine the accuracy and truth of the information provided by the proposer and that CCG may contact any individual or entity named in the Statement of Qualifications for the purpose of verifying the information supplied therein.

I acknowledge and agree that all of the information contained in the Statement of Qualifications is submitted for the express purpose of inducing the GDOT to award a contract.

A material false statement or omission made in conjunction with this proposal is sufficient cause for suspension or debarment from further contracts, or denial or rescission of any contract entered into based upon this proposal thereby precluding the firm from doing business with, or performing work for, the State of Georgia. In addition, such false statement or omission may subject the person and entity making the proposal to criminal prosecution under the laws of the State of Georgia of the United States, including but not limited to O.C.G.A. §16-10-20, 18 U.S.C. §§1001 or 1341.

Sworn and subscribed before me

This \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

Signature

NOTARY PUBLIC

NOTARY SEAL

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

**EXHIBIT III**

**GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT**

Consultant's Name:	
Address:	
Solicitation No./Contract No.:	<b>RFP No. 26-0003</b>
Solicitation/Contract Name:	<b>GDOT PI #0020288 – Consultant Services for School Traffic Impact Study (In Muscogee County, GA)</b>

**CONSULTANT AFFIDAVIT**

By executing this affidavit, the undersigned Consultant verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, entity or corporation which is engaged in the physical performance of services on behalf of the Georgia Department of Transportation and Columbus Consolidated Government has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91.

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

\_\_\_\_\_  
Federal Work Authorization User Identification Number  
(EEV/E-Verify Company Identification Number)

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

\_\_\_\_\_  
Name of Consultant

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

\_\_\_\_\_  
Printed Name (of Authorized Officer or Agent of Consultant)

\_\_\_\_\_  
Title (of Authorized Officer or Agent of Consultant)

\_\_\_\_\_  
Signature (of Authorized Officer or Agent)

\_\_\_\_\_  
Date Signed

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE  
\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_

[NOTARY SEAL]

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

**THIS PAGE MUST BE SIGNED, NOTARIZED/STAMPED AND RETURNED WITH THE VENDOR'S BID/PROPOSAL. FAILURE TO INCLUDE THIS FORM WILL AUTOMATICALLY RENDER VENDOR'S RESPONSE NON-RESPONSIVE.**

# EXHIBIT IV CONFLICT OF INTEREST AFFIDAVIT:

**THIS PAGE MUST BE SIGNED, NOTARIZED/STAMPED AND RETURNED WITH THE VENDOR'S BID/PROPOSAL. FAILURE TO INCLUDE THIS FORM WILL AUTOMATICALLY RENDER VENDOR'S RESPONSE NON-RESPONSIVE.**

**Pursuant to Columbus Georgia Code Part I – Charter, Appendix Two Code of Ethics and Prohibited Practices:**

I hereby declare that any person(s) employed by the City of Columbus, who has direct or indirect personal or financial interest in this solicitation, has been identified and the interest disclosed below. (Please include in your disclosure any interest which you know of).

An example of a direct interest would be a City of Columbus employee, City of Columbus City Council Member, who would be paid to perform services if awarded the contract.

An example of indirect interest would be a City of Columbus employee who is related to any officers, employees, principal, or shareholders of your firm or to you. (If in doubt as to status or interest, please disclose to the extent known).

**CONFLICT OF INTEREST:**       YES       NO

**Disclosed Conflict of Interest(s):**

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I hereby certify that the information on this form is complete and accurate. If necessary, I will provide the information required to verify this data (e.g., pay stubs, bank account statements, etc.). I, therefore, authorize such verification, and I will provide the supporting documentation, if necessary.

Executed on \_\_\_\_\_, \_\_\_\_\_, 20\_\_ in \_\_\_\_\_ (city), \_\_\_\_\_ (state).

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

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

\_\_\_\_\_  
**Printed Name and Title of Authorized Officer or Agent**

*Subscribed and sworn before me on this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.*

\_\_\_\_\_  
**NOTARY PUBLIC**

*My Commission Expires:*

---

**Addenda Acknowledgement**

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

The Purchasing Division will post addenda (if any) on the Bid Opportunities page at <https://www.columbusga.gov/finance/Bid-Opportunities> and on the Georgia Procurement Registry. It is the vendors' responsibility to periodically visit the page to check for addenda, **both before the due date and prior to submitting a response in DemandStar.**

**IF ADDENDA WERE ISSUED:**

By signing below, I acknowledge 1) I have received the addenda (if any) as indicated below, 2) my submittal reflects the changes to the specifications, and 3) my submittal includes the most recently revised forms:

Addendum No. \_\_\_\_ dated \_\_\_\_\_ Addendum No. \_\_\_\_ dated \_\_\_\_\_

Addendum No. \_\_\_\_ dated \_\_\_\_\_ Addendum No. \_\_\_\_ dated \_\_\_\_\_

Addendum No. \_\_\_\_ dated \_\_\_\_\_ Addendum No. \_\_\_\_ dated \_\_\_\_\_

Addendum No. \_\_\_\_ dated \_\_\_\_\_ Addendum No. \_\_\_\_ dated \_\_\_\_\_

Addendum No. \_\_\_\_ dated \_\_\_\_\_ Addendum No. \_\_\_\_ dated \_\_\_\_\_

**IF NO ADDENDA WERE ISSUED:**

By signing below, I acknowledge that I reviewed the Bid Opportunities page or the Georgia Procurement Registry on \_\_\_\_\_ an did not see addenda listed for this solicitation. (date)

\_\_\_\_\_  
**Business Name** **Date**

\_\_\_\_\_  
**Authorized Signature** **Print Name**

*In the event a procurement under this contract is federally funded, the Contractor agrees to comply with all federal statutes relating to nondiscrimination, labor standards, and environmental compliance. The Contractor will be notified if the procurement is federally funded.*

With regards to “**Rights to Inventions Made Under a Contract or Agreement**,” If the Federal award meets the definition of “funding agreement” under 37 CFR § 401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.

Contractor agrees to be wholly compliant with the provisions of **2 CFR 200, Appendix II**. Additionally, for work to be performed under the Agreement or subcontract thereof, including procurement of materials or leases of equipment.

Contractor shall comply and shall notify each potential subcontractor or supplier of the Contractor's federal compliance obligations. These may include, but are not limited to:

- (a) **Title VII of the Civil Rights Act of 1964 (P.L. 88-352)** which prohibits discrimination on the basis of race, color or national origin;
- (b) **Title IX of the Education Amendments of 1972**, as amended (20 U.S.C. §§ 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex;
- (c) the **Fair Labor Standards Act of 1938 (29 USC 676 et. seq.)**,
- (d) **Section 504 of the Rehabilitation Act of 1973, as implemented by Executive Orders 11914 and 11250**, which prohibits discrimination on the basis of handicaps and the Americans with Disabilities Act of 1990;
- (e) the **Age Discrimination in Employment Act of 1967 (29 USC 621 et. seq.)** and the Age Discrimination Act of 1974, as amended (42 U.S.C. §§ 6101-6107), which prohibits discrimination on the basis of age;
- (f) the **Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255)**, as amended, relating to nondiscrimination on the basis of drug abuse;
- (g) the **Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616)**, as amended, relating to the nondiscrimination on the basis of alcohol abuse or alcoholism;
- (h) **§§ 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3)**, as amended, relating to confidentiality of alcohol and drug abuse patient records;
- (i) **Title VIII of the Civil Rights Act of 1968 (42 U.S.C. § 3601 et seq.)**, as amended, relating to nondiscrimination in the sale, rental or financing of housing;
- (j) any other nondiscrimination provisions in any specific statute(s) applicable to any Federal funding for this Agreement;
- (k) the requirements of any other nondiscrimination statute(s) which may apply to this Agreement;
- (l) applicable provisions of the **Clean Air Act (42 U.S.C. §7401 et seq.)**, the **Federal Water Pollution Control Act, as amended (33 U.S.C. §1251 et seq.)**, **Section 508 of the Clean Water Act (33 U.S.C. 1368)**, **Permits required by Section 404 of the Clean Water Act**, **Executive Order 11738**, **Endangered Species Act (P.L. 93-205)**, and the **Environmental Protection Agency regulations at 40 CFR Part 15**;
- (m) **DBE requirements found at 40 CFR Part 33, Executive Order 11246, and Equal Employment Opportunity regulations at 41 CFR § 60-4**;
- (n) applicable provisions of the **Davis-Bacon Act (40 U.S.C. 276a - 276a-7)** as it relates to cleanup activities, the **Copeland Act (40 U.S.C. 276c)**, the **Anti-Kickback Act (40 USC § 3145)**, the **OSHA Worker Health & Safety Standard (29 CFR § 1910.120)**, and the **Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333)**, as set forth in Department of Labor Regulations at 20 CFR 5.5a;
- (o) applicable provisions of **Uniform Relocation Act (40 USC § 61)** and the **National Historic Preservation Act (16 USC § 470)**;
- (p) the mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the **Energy Policy and Conservation Act (P.L. 94-163)**.
- (q) the Buy America sourcing requirements in the **Build America, Buy America Act (41 U.S.C. § 8301-8305)**;
- (r) the general provisions of **Section 3** offering economic opportunities for low-income persons (**12 U.S.C. 1701u**).

**To demonstrate acknowledgement and understanding of the above listed Federal Requirements, vendor is required to sign below and return with bid response:**

**Vendor Name:** \_\_\_\_\_

**Signature of Authorized Agent:** \_\_\_\_\_

**Print Name and Title of above Agent:** \_\_\_\_\_

**EXHIBIT VII COMMUNICATION CONCERNING THIS SOLICITATION**

**THIS PAGE MUST BE SIGNED AND RETURNED WITH THE VENDOR’S BID/PROPOSAL. FAILURE TO INCLUDE THIS FORM WILL AUTOMATICALLY RENDER VENDOR’S RESPONSE NON-RESPONSIVE.**

.....  
ALL QUESTIONS OR CLARIFICATIONS CONCERNING THIS SOLICITATION SHALL BE SUBMITTED IN WRITING. THE CITY WILL NOT ORALLY OR TELEPHONICALLY ADDRESS ANY QUESTION OR CLARIFICATION REGARDING BID/PROPOSAL SPECIFICATIONS. IF A VENDOR VISITS OR CALLS THE PURCHASING DIVISION WITH SUCH QUESTIONS, HE OR SHE WILL BE INSTRUCTED TO SUBMIT THE QUESTIONS IN WRITING.

**ALL CONTACT CONCERNING THIS SOLICITATION SHALL BE MADE THROUGH THE PURCHASING DIVISION.** BIDDERS SHALL NOT CONTACT CITY EMPLOYEES, DEPARTMENT HEADS, USING AGENCIES, EVALUATION COMMITTEE MEMBERS, INCLUDING NON-CCG EMPLOYEES, CONTRACTED PERSONNEL ASSOCIATED WITH THIS PARTICULAR PROJECT (I.E. ARCHITECTS, ENGINEERS, CONSULTANTS), OR ELECTED OFFICIALS WITH QUESTIONS OR ANY OTHER CONCERNS ABOUT THE SOLICITATION. QUESTIONS, CLARIFICATIONS, OR CONCERNS SHALL BE SUBMITTED TO THE PURCHASING DIVISION IN WRITING. IF IT IS NECESSARY THAT A TECHNICAL QUESTION NEEDS ADDRESSING, THE PURCHASING DIVISION WILL FORWARD SUCH TO THE USING AGENCY, WHO WILL SUBMIT A WRITTEN RESPONSE.

THE PURCHASING DIVISION WILL FORWARD WRITTEN RESPONSES TO THE RESPECTIVE BIDDER. IF IT BECOMES NECESSARY TO REVISE ANY PART OF THIS SOLICITATION, A WRITTEN ADDENDUM WILL BE ISSUED TO ALL BIDDERS.

THE CITY IS NOT BOUND BY ANY ORAL REPRESENTATIONS, CLARIFICATIONS, OR CHANGES MADE TO THE WRITTEN SPECIFICATIONS BY CITY EMPLOYEES, UNLESS SUCH CLARIFICATION OR CHANGE IS PROVIDED TO THE BIDDERS IN A WRITTEN ADDENDUM FROM THE PURCHASING MANAGER.

BIDDERS ARE INSTRUCTED TO USE THE ENCLOSED “QUESTION/CLARIFICATION FORM” TO FAX OR EMAIL QUESTION. **QUESTIONS AND REQUESTS FOR CLARIFICATION MUST BE SUBMITTED AT LEAST FIVE (5) BUSINESS DAYS BEFORE THE DUE DATE.**

ANY REQUEST/CONCERN/PROTEST, AFTER A SOLICITATION HAS CLOSED AND PENDING AWARD, MUST ALSO BE SUBMITTED IN WRITING TO THE PURCHASING DIVISION.

-----  
**I agree to forward all communication about this solicitation, in writing, to the Purchasing Division. I understand that communication with other persons, other than the Purchasing Division, will render my Bid/Proposal response non-responsive and I will no longer be considered in the solicitation process.**

**Vendor Name:** \_\_\_\_\_

**Print Name of Authorized Agent:** \_\_\_\_\_

**Signature of Authorized Agent:** \_\_\_\_\_

**INSURANCE CHECKLIST**

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

**CERTIFICATE OF INSURANCE MUST SHOW ALL COVERAGE  
AND ENDORSEMENTS INDICATED BY "X"**

CSL = Combined Single Limit; BI = Bodily Injury; PD=Property Damage

	<b>Required Coverage(s)</b>	<b>Limits (Figures denote minimums)</b>	<b>Bidders Limits/Response</b>
<b>X</b>	1. Worker’s Compensation and Employer’s Liability	<b>STATUTORY REQUIREMENTS</b>	
	<b>Comprehensive General Liability</b>		
<b>X</b>	2. General Liability Premises/Operations	\$1 Million CSL BI/PD each occurrence, \$1 Million annual aggregate	
<b>X</b>	3. Independent Contractors and Sub - Contractors	\$1 Million CSL BI/PD each occurrence, \$1 Million annual aggregate	
	4. Products Liability	\$1 Million CSL BI/PD each occurrence, \$1 Million annual aggregate	
	5. Completed Operations	\$1 Million CSL BI/PD each occurrence, \$1 Million annual aggregate	
	6. Contractual Liability (Must be shown on Certificate)	\$ 1 Million CSL BI/PD each occurrence, \$1 Million annual aggregate	
	<b>Automobile Liability</b>		
<b>X</b>	7. *Owned/Hired/Non-Owned Vehicles/ Employer non ownership	\$1 Million BI/PD each Accident, Uninsured Motorist	
	<b>Others</b>		
	8. Miscellaneous Errors and Omissions	\$1 Million per occurrence/claim	
	9. Umbrella/Excess Liability	\$1 Million Bodily Injury, Property Damage and Personal Injury	
	10. Personal and Advertising Injury Liability	\$1 Million each offense, \$1 Million annual aggregate	
	11. Professional Liability	\$1 Million per occurrence/claim	
<b>X</b>	12. Architects and Engineers	\$1 Million per occurrence/claim	
	13. Asbestos Removal Liability	\$2 Million per occurrence/claim	
	14. Medical Malpractice	\$1 Million per occurrence/claim	
	15. Medical Professional Liability	\$1 Million per occurrence/claim	
	16. Dishonesty Bond		
	17. Builder’s Risk	Provide Coverage in the full amount of contract	
	18. XCU (Explosive, Collapse, Underground) Coverage		
	19. USL&H (Long Shore Harbor Worker’s Compensation Act)		
	20. Contractor Pollution Liability	\$2 Million per occurrence/claim	

Required Coverage(s)		Limits (Figures denote minimums)	Bidders Limits/Response
	21. Environmental Impairment Liability	\$2 Million per occurrence/claim	
X	22. Carrier Rating shall be Best's Rating of A-VII or its equivalents		
X	23. Notice of Cancellation, non-renewal or material change in coverage shall be provided to City at least 30 days prior to action.		
X	24. The City shall be named Additional Insured on all policies		
X	25. Certificate of Insurance shall show <b>Solicitation Number (RFP No. 26-0003)</b> and <b>Solicitation Title (Consultant Services for School Traffic Impact Study – PI #0020288)</b> in box: <b>Description of Operations</b>		
	26. Pollution:	\$2 Million per occurrence/claim	

\*If offeror's employees will be using their privately owned vehicles while working on this contract and are privately insured, please state that fact in the **Bidders Limits/Response** column of the insurance checklist.

**VENDOR'S STATEMENT:**

If awarded the contract, I will comply with contract insurance requirements and provide the required certificate(s).

_____	_____	_____
Company Name	Signature of Authorized Agent	Date
_____	_____	
Title of Authorized Agent	Print Name of Authorized Agent	

**EXHIBIT IX**

**Area Class Summary Example**

Respondents should complete a table similar to the below and indicate by placing an “X” in the appropriate column indicating the firm which meets each required area class for each specific project with particular emphasis on the area classes which the Prime must hold as well as the sub-consultants. The below table is a full listing of all area classes. Since no single advertisement would require every area class, Respondents should delete all the area classes which are not applicable to the project they are pursuing and only include the ones applicable. Particular attention should be paid to the date that consultants certificate expires.

Area Class #	Area Class Description	Prime Consultant Name	Sub-Consultant #1 Name	Sub-Consultant #2 Name	Sub-Consultant #3 Name	Sub-Consultant #4 Name	Sub-Consultant #5 Name	Sub-Consultant #6 Name
	<b>DBE – Yes/No -&gt;</b>							
	<b>Prequalification Expiration Date</b>							
1.01	Statewide Systems Planning							
1.02	Urban Area and Regional Transportation Planning							
1.03	Aviation Systems Planning							
1.04	Mass and Rapid Transportation Planning							
1.05	Alternate Systems Planning							
1.06(a)	NEPA Documentation							
1.06(b)	History							
1.06(c)	Air Studies							
1.06(d)	Noise							
1.06(e)	Ecology							
1.06(f)	Archaeology							
1.06(g)	Freshwater Aquatic Surveys							
1.06(h)	Bat Surveys							
1.07	Attitude, Opinion, and Community Value Studies (Public Involvement)							
1.08	Airport Master Planning (AMP)							
1.09	Location Studies							
1.10	Traffic Projections							
1.11	Traffic and Toll Revenue Studies							
1.12	Major Investment Studies							
1.13	Non-Motorized transportation Planning							
2.01	Mass Transit Program (Systems Management)							
2.02	Mass Transit Feasibility and Technical Studies							
2.03	Mass Transit Vehicle and Propulsion System							
2.04	Mass Transit Controls, Communication and Information Systems							
2.05	Mass Transit Architectural Engineering							
2.06	Mass Transit Unique Structures							
2.07	Mass Transit Electrical and Mechanical System							
2.08	Mass Transit Operations Management and Support Services							
2.09	Airport Design (AD)							
2.10	Mass Transit Program (Systems Marketing)							
3.01	Two-Lane or Multi-lane Rural Roadway Design							
3.02	Two-Lane or Multi-lane urban Roadway Design							
3.03	Multi-Lane Urban Roadway Widening and Reconstruction							
3.04	Multi-lane Rural Interstate Limited Access Design							
3.05	Multi-lane Urban Interstate Limited Access Design							
3.06	Traffic Operations Studies							
3.07	Traffic Operations Design							

3.08	Landscape Architecture Design								
3.09	Traffic Control Systems Analysis, Design and Implementation								
3.10	Utility Coordination								
3.11	Architecture								
3.12	Hydraulic and Hydrological Studies (Roadway)								
3.13	Facilities for Bicycles and Pedestrians								
3.14	Historic Rehabilitation								
3.15	Highway and Outdoor Lighting								
3.16	Value Engineering (VE)								
3.17	Toll Facilities Infrastructure Design								
4.01(a)	Minor Bridge Design								
4.01(b)	Minor Bridge Design - Conditional								
4.02	Major Bridge Design								
4.04	Hydraulic and Hydrological Studies (Bridges)								
4.05	Bridge Inspection								
5.01	Land Surveying								
5.02	Engineering Surveying								
5.03	Geodetic Surveying								
5.04(a)	Aerial Photography/Conventional Aircraft								
5.04(b)	Aerial Photography/Unmanned Aircraft System (Concept Grade)								
5.04(c)	Aerial Photography/Unmanned Aircraft System (Design Grade)								
5.05	Aerial Photogrammetry								
5.06(a)	Topographic Remote Sensing (LIDAR) (Conventional Aircraft, Terrestrial Sensors and Mobile Vehicle, Boat, or Rail Units)								
5.06(b)	Topographic Remote Sensing (Unmanned Aircraft System LIDAR)								
5.06(c)	Topographic Remote Sensing (Unmanned Aircraft System LIDAR)								
5.06(d)	Topographic Remote Sensing (Sonar)								
5.06(e)	Topographic Remote Sensing Thermal and Infrared Sensors								
5.07	Cartography								
5.08	Overhead/Subsurface Utility Engineering (SUE)								
6.01(a)	Soil Survey Studies								
6.01(b)	Geological and Geophysical Studies								
6.02	Bridge Foundation Studies								
6.03	Hydraulic and Hydrologic Studies (Soils & Foundation)								
6.04(a)	Laboratory Materials Testing								
6.04(b)	Field Testing of Roadway Construction Materials								
6.05	Hazardous Waste Site Assessment Studies								
8.01	Construction Engineering								
9.01	Erosion, Sedimentation, and Pollution Control Plan								
9.02	Rainfall and Runoff Reporting								
9.03	Field Inspection for Compliance of Erosion and Sedimentation Control Device Installations								

**Submittal Format**

**Consultant Services for School Traffic Impact Study - PI #00202881  
RFP No. 26-0003**

	<b># of Pages Allowed</b>
Cover Page	<b>1</b>
A. Contract Consideration Checklist	<b>1</b>
B. Administrative Requirements	<b>Excluded</b>
1. Transmittal Letter - Basic Company Information	
a. Company name	<b>1</b>
b. Company headquarters address	<b>1</b>
c. Contact information.	<b>1</b>
d. Company website	<b>1</b>
e. Georgia address	<b>1</b>
f. Staff	<b>1</b>
g. Ownership	<b>1</b>
h. Proposal binding for 180 Days	<b>1</b>
i. Signed by Authorized Agent	<b>2</b>
2. Notarized Certification Form (Exhibit II) for Prime	<b>1</b>
3. E-Verify - Notarized Georgia Security and Immigration Compliance Act Affidavit (Exhibit III) for Prime	<b>1</b>
4. Signed Addenda Acknowledgement Form (Exhibit IV)	<b>1</b>
5. Signed Federal Compliance form (Exhibit V)	<b>2</b>
6. Signed Communication Concerning this Solicitation form (Exhibit VI)	
7. Signed Insurance Information (Exhibit VII or certificate of insurance)	
8. Business License	
9. W-9	
C. Experience and Qualifications	
1. Project Manager	<b>2</b>
a. Education	
b. Registration	
c. Relevant project management experience with multi-phase projects.	
d. Relevant experience using GDOT-specific processes, etc.	
2. Key Team Leader Experience	<b>1 page for each Key Team Leader</b>
a. Education	
b. Registration	
c. Relevant technical experience	
d. Relevant experience using GDOT-specific processes, etc.	
3. Key Team Member Experience	<b>1</b>
a. Education	
b. Registration	
c. Relevant technical experience	
d. Relevant experience using GDOT-specific processes, etc.	
e. Narrative	
4. Prime Experience	<b>2</b>
a. Client name, project location, and dates	
b. Description of overall project and services performed.	
c. Duration of services provided for the project.	
d. Experience with multi-phase projects.	
e. Experience using GDOT specific process, etc.	
f. Clients current contract information	
g. Involvement of Key Team Leaders and Key Team Members	
5. Area Class Table and Notice of Professional Consultants for Prime and Subconsultants	<b>2</b>

D. Resources/Workload Capacity	
1. Organizational Chart	<b>Excluded</b>
2. Primary office to handle project and staff description of office and benefits of office.	
3. Narrative on Additional Resource Areas and Ability	
4. Commitment Tables for Project Manager, Key Team Leaders and Key Team Member	

**2**  
**2**

**DEMANDSTAR SUBMISSION INFORMATION**

**Responses must be submitted via DemandStar. See the following pages for Registering with DemandStar and Responding to an Electronic Bid in DemandStar.**

There is no cost to submit responses electronically through DemandStar; you will only incur a fee if you opt to receive e-notifications directly from DemandStar. You must select "Columbus Consolidated Government" as your free agency (see registration instructions). Solicitations may be accessed thru the DemandStar link posted at <https://www.columbusga.gov/finance/Bid-Opportunities>.

Per Georgia HB489, the Purchasing Division will continue to post solicitations on the Georgia Procurement Registry. To receive future procurement notifications, you must register with the Team Georgia Marketplace at <http://doas.ga.gov/state-purchasing/suppliers/getting-started-as-a-supplier>.

Excluding responses to Requests for Proposals (RFP) and Requests for Qualifications (RFQ), a tabulation of responses will be available on DemandStar shortly after the solicitation closes. The Purchasing Division will also continue to post tabulations at <https://www.columbusga.gov/finance-2/Bid-Tabulations>.

**Failure to submit electronic responses, via DemandStar, will result in the rejection of your response. Submittals received via U.S. Postal Service, FedEx, UPS, etc., will be returned unopened at the expense of the sender. The Purchasing Division will not accept hand-delivered submittals and will immediately discard any submittal left in the reception area of the Finance Department.**

**Submit your electronic response as instructed below:**

1. Vendors shall submit **only** the required documents listed using the "**Bidder Response ALL Documents**" function.
2. **Zip files with multiple files are not acceptable**; vendors shall submit one PDF file of their submittal.
3. Due to the possibility of file size limitations, please **do not resend the City's full specifications** as this information is already on file.
4. **In the event DemandStar requires a dollar value for your submittal, enter "0".**

The Purchasing Division sincerely appreciates your cooperation.

# Registering for DemandStar



We are pleased to announce our membership in the DemandStar network. DemandStar is an online marketplace that connects our suppliers directly to the bids, quotes and RFPs that matter to them.

DemandStar is open and accessible to all businesses and provides instant access to our solicitations. By registering for your complimentary DemandStar account, you will receive:

- **Instant** access to bids, quotes and RFPs
- **Automatic** notifications, right to you inbox, of bids that match the commodity codes you select
- The ability to **quickly view** the contractual terms and scope of work
- All the **forms and documents** you need in one place
- Access to **more government bids** in neighboring cities, counties and states

**It's EASY!** Get started with these 3 easy steps!

## 1 REGISTER

Go to:  
<https://www.demandstar.com/registration>

### Create an Account with DemandStar

You are one step away from picking your free government agency

Email Address

Company Name

I accept the DemandStar [Terms of Use](#) and [Privacy Policy](#)

**Next**



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206.940.0305

## 2 CHOOSE YOUR FREE AGENCY

Type in the name of the government agency you'd like to add, for example "City of Metropolis" in the Search Box

## 3 CHECK OUT

Check out with your **FREE AGENCY** Registration by clicking "Skip for now" on the page where it gives you options to add additional counties and States

### ← Choose Your Free Agency

Receive full access to the government agency of your choice and receive advance notifications of new opportunities.

City of Metropolis ✕

Narrow down your search by selecting a state and county.

State  County

City of Metropolis – Board of Commissioners

City of Metropolis Purchasing

Metropolis Technical College

You have chosen **Metropolis Technical College** as your free agency. Add additional government agencies below for \$25 per County, Statewide and National subscriptions available.

My Subscriptions [0]

Nation (0)

States (0)

Counties (0)

		Your Current Rate
Total	(0 subscriptions)	\$0/year

Proceed to Checkout

Skip for Now

**SIGN UP**

Visit [www.demandstar.com](http://www.demandstar.com)



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# Responding to an Electronic Bid

5 Step Instructions

# Step 1

Many governments are moving toward requiring bid responses electronically. Here are the steps to respond to a bid Electronically.

- Click on the solicitation name

The screenshot shows a web application interface for managing bids. At the top, there is a navigation bar with tabs for 'Board', 'Bids', 'Quotes', 'Coming Soon! Activities', 'Coming Soon! Messages', and 'Responses'. Below this is a header area with a 'Bids' button and a 'Sort By' dropdown menu set to 'Due Date'. The main content area displays a list of bid entries. A red arrow points to the first entry, which is highlighted. The entries are as follows:

Bid ID	Agency	Broadcast	Due	Planholders	Watch	Status
TSEBIDVINO24JAN01	City of Fort Pierce - Purchasing Department, Fort Pierce, AZ	1/24/2020	3/1/2020	3	Watch	Active
AA-BB-CC-DD-EE	agency2.0, Texas, FL	2/4/2020	2/29/2020	0	Watch	Active
TESTBID	agency2.0, Texas, FL					Active

# Step 2

Once you are in the solicitation, you will see the Bid Details page that is standard for all solicitations

- When you are ready to submit your bid, click on "Submit E-Bid Proposal"

**TESTBID** action

**Bid Details**

Agency Name	AGENCY 01
Bid Writer	AGENCY 01
Bid ID	EBID-0123456789012345
Bid Type	EBID - E-BID
Broadcast Date	01/06/2022 2:45:44 PM Eastern
Fiscal Year	2022
Date	01/06/2022 11:00:00 AM Eastern
Bid Status Text	BID STATUS

**Scope of Work**

SCOPE OF WORK

**Documents**

Filename	Type	Date Modified	Status
file	Attachment	01/04/2022	Complete

**Distribution Info**

Bid Bond	None
Plan (Accepted)	None
E-Bidding	Submit
Distributed By	Demarcus
Distribution Method	Download and Mail
Distribution Options	Bid has no blanking associated with it
Project Estimated Budget	1,000,000.00
Distribution Notes	None

**Publications**

View Legend

**Pre-Bid Conference**

No Pre-Bid Conference Data Found

**Commodity Code**

[001-000-00] PERSONAL SERVICES

[Submit E-Bid Proposal](#)

# Step 3

Enter information requested page-by-page and you can see what will come next via the menu bar on the left under "E-Bid Progress"

**Enter "0" as your bid (proposal) amount.**

(As cost proposals remain confidential until after contract award (if any), Columbus Consolidated Government will not consider proposed costs, fees, revenues, etc., that are entered directly into DemandStar.)



**Bid Details**

Agency Name: agency2.0  
Bid Number: EBID-123456-0-2020/AD  
Bid Due Date: 02/29/2020 (PST)  
Bid Opening: 23 days, 04 hours, 23 minutes, 54 seconds Remaining  
Bid Name: TESTBID

**E-Bid Progress**

- Contact Information
- Documents Upload
- Review Bid

**E-Bid Response**

**Contact Information**

Company Name: Calgon Carbon Corporation  
Address 1: P.O. Box 717  
Address 2: Address 2 (optional)  
City: Pittsburgh  
Country: United States of Ame... State/Province: Pennsylvania  
County: Select... Postal Code: 15230-0717  
Phone Number: 4127876810 Extension: Extension (optional)  
Bid Amount: 127,000 (Invalid) Alternate Bid Amount: Alternate Bid Amount (optional)  
Notes: For the full 6 month contract (optional)

Next

## Step 4

After you click NEXT on the Contract Information page, you will be directed to enter the documents required.

Create one (1) file containing **only** the required documents listed on the “*Electronic Proposal Submission Checklist*” page of the specifications and upload using the “**Bidder Response ALL Documents**” function.

**NOTE:** Do not enter information using the “Supplemental Documents” function.

**Due to file size limitations, please do not include the City's specification document in your uploaded response as this information is already on file. Font and page limitations may also apply.**

**BEST PRACTICE TIP:** In some instances, multiple addenda may be issued for a solicitation. To avoid having to re-upload your firm's response file multiple times, it is **recommended** that vendors upload within five (5) business days of the due date. The City posts all documents, to include addenda, on the Finance Department Bid Opportunities web page: [https://www.columbusga.gov/finance/purchasing/docs/opportunities/Bid\\_Opportunities.htm](https://www.columbusga.gov/finance/purchasing/docs/opportunities/Bid_Opportunities.htm).

The screenshot displays the DEMANDSTAR E-Bid Response interface. On the left, the 'Bid Details' section shows information for Agency Name, Bid Number, Bid Due Date, Bid Opening, and Bid Name. The 'E-Bid Progress' section includes 'Contract Information', 'Documents Upload', and 'Review Bid'. The main 'E-Bid Response' section features a 'Required Documents' area with a list of 'Agency Accepted File Formats' including Adobe Acrobat (.PDF), AutoCAD Drawing (DWG), PDF Image (.PNG), Microsoft Word (.DOC), Plain Text (.TXT), Rich Text Format (.RTF), WordPerfect (.WP6), AutoCAD Drawing (DWG), PDF Image (.PDF), Microsoft Word (.DOC), Microsoft PowerPoint (.PPT), Microsoft Word (.DOCX), Plain Text (.TXT), PDF Image (.PDF), and PDF Compressed Archive (.ZIP). Below this is a table for 'Required Document', 'Submission Option', and 'Uploaded Document'. A green arrow points to the 'UPLOAD COMPLETE FILE' button, and a red arrow points to the 'DO NOT USE SUPPLEMENTAL DOCUMENTS' warning.

Note: RFP No. 26-0003 **will require two files:** *Proposal* and *Cost Proposal*.

# Step 5

Review Your E-Bid Response, and if everything is correct, then press "Submit Response"

You are done! And the government to which you've submitted this will download your responses and documents and see the day and time upon which you submitted your proposal.

The screenshot displays the DEMANDSTAR web interface for reviewing an e-bid response. The page is titled "Review Your E-Bid Response" and is divided into several sections:

- Bid Details:** Agency Name: agency LLC, Bid Number: 8310-123456-0-2020-02, Bid Due Date: 02/03/2020 (PST), Bid Opening: 22 days, 16 hours, 20 minutes, 47 seconds Remaining, Bid Name: 7837810.
- E-Bid Progress:** A vertical progress bar with three steps: Contact Information (completed), Documents Uploaded (completed), and Review Bid (current step).
- Contact Info:** Company Name: Calgon Carbon Corporation, Address 1: P.O. Box 717, Address 2: Pittsburgh, City: Pittsburgh, State: Pennsylvania, Country: United States of America, Postal Code: 15203-0717, Phone Number: 4127878810, Fax: Bid Amount: \$127,000.00, Alternate Bid Amount: For the full 6 month contract.
- Agency Required Documents:** Service Doc agency 2.0 (Electronic, Online) - status: completed.
- Supplemental Documents:** Addendum (Electronic, Online) - status: completed.
- Instructions:** After clicking "Submit Response" the following process will begin:
  - It will verify that your response is complete as entered.
  - You will see a confirmation page with your confirmation number and date/time stamp of your upload.
  - You will receive a confirmation e-mail indicating a successful response submittal.
  - You may track your response submission under the Responses page.If you do not receive any of the above, please call Supplier Services at 206-940-0025.
- Navigation:** "Previous" and "Submit Response" buttons are visible at the bottom. A red arrow points to the "Submit Response" button.