



**REQUEST FOR PROPOSAL**  
**COVER LETTER**

January 24<sup>th</sup>, 2008

RE: Evermore Community Improvement District (CID)  
Walton Ct Intersection Improvement – LCI Project

To Whom It May Concern:

Interested firms are invited to submit a proposal for engineering design services for the above referenced project. Enclosed you will find a document entitled “Engineering Proposal and Contract Information” that will assist you in preparing this proposal. You are asked to return the **Technical Proposal Only** to the offices of the Evermore Community Improvement District (CID) offices; located at 2463 Heritage Square; Suite 106, Snellville, Georgia 30078. Sealed technical proposals will be accepted until 10:00 AM on February 15<sup>th</sup>, 2008.

A mandatory pre-proposal meeting will be held at 2342 Oak Rd (Snellville City Hall), Snellville, Georgia, 30078; 1<sup>st</sup> Floor Conference Room on February 11<sup>th</sup> at 10:00 AM.

All questions regarding the above referenced project shall be addressed to Lawrence K. Kaiser at 404-909-5619 or [lkaiser@evermorecid.org](mailto:lkaiser@evermorecid.org). The CID appreciates your interest in this project.

Sincerely,

Brett Harrell, Executive Director  
Evermore Community Improvement District

Cc: Lawrence Kaiser, P.E.



**EVERMORE  
COMMUNITY IMPROVEMENT DISTRICT**

**WALTON COURT  
INTERSECTION IMPROVEMENT PROJECT**

**ENGINEERING DESIGN SERVICES**

## LEGAL ADVERTISEMENT

The Evermore Community Improvement District (CID) invites engineering firms to propose on the engineering design for intersection improvements to Walton Ct (re-alignment of old Highway 78) in unincorporated Gwinnett County. The project is funded through the ARC Livable Centers Initiative (LCI) program. The firms proposing on this work shall be pre-qualified with the Georgia Department of Transportation. The selection of the engineering firm will be based on the Qualifications-Based Selection (QBS) process. The requested engineering work will include the concept report, environmental clearance, preliminary plans, right-of-way plans, and final construction plans. The CID will be the responsible party for program management of this phase of work. The project is currently scheduled in the ARC 2008-2013 TIP with the PE phase in FY 2009. A mandatory pre-proposal meeting will be held at 2342 Oak Rd (Snellville City Hall), Snellville, Georgia, 30078; 1<sup>st</sup> Floor Conference Room on February 11<sup>th</sup> at 10:00 AM. Sealed technical proposals **only** (no fee proposal) will be accepted until 10:00 AM on February 15<sup>th</sup>, 2008 at the offices of the Evermore CID, located at 2463 Heritage Square; Suite 106, Snellville, Georgia 30078. The envelope shall be labeled as follows: "***Evermore CID, Walton Ct. Intersection Design Technical Proposal Submittal***". The CID staff will forward a design firm recommendation to the CID Board of Directors on February 27<sup>th</sup>, 2008. The recommended firm will be forwarded to the GDOT for final approval. The Request for Proposal document is available either at the Evermore CID offices or it can be downloaded from the Evermore CID web site at [www.evermorecid.org](http://www.evermorecid.org). Questions are to be directed to the client representative, Lawrence K. Kaiser, PE at [lkaiser@evermorecid.org](mailto:lkaiser@evermorecid.org) or 404-909-5619.

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## ATTACHMENTS

Attachment A - Biographical Background Information

Figure 1 - Work Hour Estimate

Figure 2 - Cost Proposal

Figure 3 - Cost Summary by Phase

Figure 4 - Suggested Format for Cost Breakdown Serving as Support  
of Overhead Percentage for Contract Proposals

Non-Conflict of Interest Certification

Preliminary Contract (to be provided after a firm is selected)

# ENGINEERING PROPOSAL and CONTRACT INFORMATION

## **1. Introduction**

The Evermore Community Improvement District (CID) intends to select a qualified firm to perform engineering design services for intersection and re-alignment improvements to old US 78 (Walton Ct). The intersection improvement is a Livable Centers Initiative funded project located on Highway 78 in unincorporated Gwinnett County. All phases of the project; from engineering to construction, is jointly funded by the CID, Gwinnett County, The Georgia Department of Transportation and the Federal Highway Administration. This phase of the work is to be coordinated by the CID.

The Evermore Community Improvement District (formerly Highway 78 CID) is an organization of commercial property owners located on Highway 78 between Snellville and Stone Mountain East in Gwinnett County. The CID received a LCI Planning Grant in 2005 which set the stage for LCI Implementation Funds in 2008 and consequently the funding of the Walton Ct intersection improvement. The project design (PE) is currently scheduled in FY 2008 within the 2008-2013 TIP. It is anticipated that this phase will be moved to FY09 when the TIP is updated. Design services for this project encompasses the following elements; Concept Development, Environmental Services, Preliminary Plans, Right-of-Way Plans and Final Construction Plans. The LCI Concept Study (not the report) has been approved by ARC and is attached for informational purposes. The Evermore CID anticipates signing an agreement with the GDOT in early 2008 to allow for commencement of project design.

## **2. Consultant Selection Process**

The CID will utilize the Qualifications Based Selection (QBS) process for selecting a design firm. The process for consultant selection is outlined as follows:

- A. Technical Proposals from qualified Design Firms will be received, opened and subsequently ranked. CID staff will select the top three highest ranked technical proposals. A Cost Proposal will be requested from these three (3) firms and the cost component will be incorporated into the evaluation matrix. The cost component will be ten percent (10%) of the overall evaluation score. A final ranking will be determined and the highest ranked firm (which includes the technical and cost components) will be determined.

If scope and fee negotiations are unsuccessful with the Design Firm initially considered to be most qualified, then negotiations will be terminated with that firm and the process will begin again with the next highest-ranked firm. This course of action will continue until such time as an award is made.

The CID shall rank firms on qualitative and other criteria such as; the ability of the professional personnel; past performance; willingness to meet time and budget restraints, if any; location; workload; relevant experience; responsiveness to and understanding of the scope of work; previous awarded volume of work; and such other factors which may be determined to be applicable to services or particular scope of work being sought.

## ENGINEERING PROPOSAL and CONTRACT INFORMATION

- B. Shortlist of firms may be developed dependent upon the number of respondents. The firms in the shortlist may be asked to make a presentation on their proposal.
- C. Technical Proposals, prepared based on the instructions contained in this package, shall cover the Firm's qualifications, approach to designing this technical project and schedule for completion (**submit five (5) copies**). The proposal shall be submitted in a sealed envelope by the time and date stated in the cover letter to:

Evermore Community Improvement District  
2463 Heritage Village  
Suite 106  
Snellville, GA 30078  
ATTN: Lawrence K. Kaiser, PE

You will subsequently be notified of the selection results. Each Firm is cautioned at this point not to incur any costs until the contract is executed.

- D. Questions and answers may be relayed to any competing firms. All technical questions regarding the proposal shall be directed to Lawrence K. Kaiser, P.E. at [lkaiser@evermorecid.org](mailto:lkaiser@evermorecid.org) or 404-909-5619. The CID's hours of operation are from 8:00 a.m. - 5:00 p.m., Monday through Friday.
- E. Firms proposing on this project shall not contact any member of the CID Board regarding this project. Contact with a board member may result in that firm(s) being disqualified from consideration for design services on this project.
- F. A more detailed explanation of the Technical and Cost Proposal formats, contract provisions, and PROJECT scope follow.

## ENGINEERING PROPOSAL and CONTRACT INFORMATION

### 3. Technical Proposal Format (Five copies)

The following information shall be included in the Technical Proposal:

- A. Title of Proposal.
- B. Name and Business Address of the Design Firm submitting the Proposal.
- C. Organizational Chart of key personnel who will be assigned to this PROJECT.
- D. Biographical Background Data of staff personnel who will be performing the actual work for this PROJECT, in a form similar to Attachment "A". The Design Firm's standard resume format may be used, as long as previous experience identifies employer.
- E. Previous specific experience of the Design Firm and key personnel to be assigned related to the requirements for this PROJECT.
- F. The Design Firm's workload of projects currently in-process or known to begin within the same schedule as this PROJECT. Include a statement regarding the availability of and commitment to assign the key personnel identified in the Technical Proposal for this PROJECT.
- G. Description of the Design Firm's approach in performing the design of the PROJECT.
- H. Bar graph of the Design Firm's proposed schedule for performing each phase of the PROJECT.
- I. Completed Non-Conflict of Interest Certification.
- J. Current GDOT Pre-Qualification Certification.

### 4. Cost Proposal Format (Five copies)

The following guidelines and criteria shall be used in formulating the not-to-exceed costs for each phase of work for which the Design Firm has been selected to submit a Cost Proposal. The Cost Proposals shall **NOT be submitted until requested by the CID**. All costs shall be shown on the attached forms as follows:

- A. Work Hour Estimate Instructions (Figure 1)
  1. Specify, for each phase, the estimated work hour effort by work activity and appropriate personnel classification.
- B. Cost Proposal Instructions (Figure 2)
  1. **Direct Labor**- Using the estimated work hours shown in Figure 1; specify the estimated work hour and direct labor requirements under this Contract for each phase.

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2. **Overhead Cost-** Specify, as a percentage (%) of direct labor, the total overhead costs that can be appropriately allocated to this PROJECT under this Contract. In support of this percentage (%), furnish a detailed breakdown of overhead costs in a form similar to that outlined in Figure 4.
  3. **Direct Costs-** Specify all other estimated costs that are expected to accrue from, and can be directly attributed to, the PROJECT under consideration. Submit as an attachment to Figure 2, if necessary, a detailed itemization of each cost included under this category.
  4. **Total Estimated Cost-** Calculate the total estimated cost expected to be incurred in performing the conditions of this Contract.
  5. **Profit-** Specify the total income, after expenses, expected to be netted from the proposed Contract and state the basis upon which the profit is determined.
  6. **Not-to-Exceed Amount-** Specify the not-to-exceed amount for each phase in the Proposal, including all costs and profit.
  7. The basis for the estimate of each item of proposed cost must be included.
- C. Cost Summary by Phase (Figure 3)
1. Summarize, by phase and total, the not-to-exceed amount of the Cost Proposal.
  2. The final not-to-exceed amount by phase and by total indicated on Figure 3, as revised, shall be entered in the appropriate location in Section 5 of the Agreement (to be provided later) upon completion of Contract negotiations.
- D. Overhead Percentages (Figure 4)

The accounts shown in Figure 4, **Suggested Format for Cost Breakdown Serving as Support of Overhead Percentages for Contract Proposals**, are supplied merely as an example. Actual account titles as reflected in the Design Firm's accounting system should be used in the Cost Proposal.

The time period serving as a basis for the computation of the overhead percentage (%) should also be provided. This basis period should be sufficient in length to adequately represent the general flow of costs to the Firm.

1. **Productive Salaries-** All salaries charged directly to contracts during the base period.
2. **Overhead** (to be shown as a percentage { % } of productive salaries):
  - a. Indirect Salary costs- all expenses relating to employee benefits, payroll taxes, etc., during the basis period.

## **ENGINEERING PROPOSAL and CONTRACT INFORMATION**

- b. Administrative Costs- all other indirect costs, including salaries of employees whose time cannot be charged to a project.
- E. If a sub-CONSULTANT(s) is to be utilized, the work of the sub-CONSULTANT shall be shown as a direct cost and the package shall be supplemented by submission by the sub-CONSULTANT evidencing workhours/costs.
- F. Where the Contract is to be performed by a joint venture, a cost breakdown by firm will be required.
- G. Audit Assistance

Provide the following information in the Cost Proposal:

1. Person and telephone number to be contacted for audit assistance.
2. If an audit has recently been performed by other governmental agencies, provide the name and address of each auditing agency. State the accounting period(s) covered, and the date(s) of completion of the audit(s). If such an audit has been performed, furnish a copy of the Audit Report.
3. In addition to data required in Subparagraph H.2 above, submit one copy of the most recent audited financial statements, all marked as "Exhibit 1". If the Firm is owned in whole or in part by one or more parent firms, provide as "Exhibit 2" a listing of these firms and an explanation regarding the relationship that exists with these firms.
4. Corporations - If the Firm is not incorporated in the State of Georgia, it is necessary to register as a foreign corporation with the Secretary of State. If the Firm is not registered at the time submittal, evaluation of this proposal may be delayed. Registration forms may be secured from the Office of the Secretary of State, Room 216, State Capitol, Atlanta, GA 30334.

### **5. Preliminary Contract**

A preliminary contract will be provided to the firm selected by the Evermore CID Board.

## ENGINEERING PROPOSAL and CONTRACT INFORMATION

### 6. Specific PROJECT Information

The following is a brief outline of those items that, at a minimum, shall be addressed during the preparation of the Technical Proposal.

- A. The design (PE) is funded with CID and State/Federal monies. The program management of this phase of work will be through the CID. The PE will adhere to GDOT's PDP process.
- B. PE is currently in FY2008. It is anticipated that the PE phase will be moved to FY09 during the upcoming TIP Update. The CID will propose to the ARC that the Right-of-Way and Construction Phases remain in their current FY of 2010 and 2011, respectively. As such, all elements of the PE Phase must be completed and approved by GDOT in sufficient time to allow for right-of-acquisition to commence within FY 2010.
- C. The selected Firm will be responsible for determining the scope of improvements which might include, but not be limited to, coordination with adjacent development (proposed), addition of turn lanes (on Highway 78 and the new Walton Ct Intersection), warrant studies, traffic signal improvements and any environmental permitting required.
- D. The CONSULTANT shall consider all LCI requirements in the design including that which is specified in the approved LCI Study (attached).
- E. Water & Sewer relocation plans may be necessary on this project. This cost shall be clearly identified in the cost proposal.
- F. The CID will be unable to provide aerial photography for this project. However, digital mapping is available through Gwinnett County GIS Department.
- G. The Design Firm that is selected for this project will be expected to respond to public comments that are received on this intersection project. Draft responses shall be reviewed by the CID.
- G. It is anticipated that no more than 4 parcels will be affected by the Walton Ct Intersection Project. The prospective firms proposing on this project will be required to include right-of-way services, including a per parcel fee for acquisition services, in the proposal.

**ENGINEERING PROPOSAL and CONTRACT INFORMATION**

**ATTACHMENT "A" - Biographical Background Data**

Provide brief sketches for professional personnel already employed by the Firm who are to be actively engaged on this PROJECT by providing, as a minimum, the following information for principal, co-principal and other professional personnel:

Name:

Title: (Specify Job Classification)

Total No. of YEARS EXPERIENCE:

QUALIFICATIONS: (P.E. with states etc.)

EDUCATION: (Specify Honorary Degrees in Field)

<u>Degree</u>	<u>Institution</u>	<u>Field(s)</u>	<u>Year</u>
(1)			
(2)			
(3)			
(4)			

Other Research, Training, and/or Experience particularly in Area Covered by this Proposal:

<u>Employer</u>	<u>Nature of Experience</u>	<u>Year</u>
(1)		
(2)		
(3)		
(4)		
(5)		



**EVERMORE COMMUNITY IMPROVEMENT DISTRICT**

**TRANSPORTATION PROGRAM**

**COST PROPOSAL**

**Figure 2**

**Project:** \_\_\_\_\_

**Phase:** \_\_\_\_\_

<b>DIRECT COSTS</b>				
<b>PERSONNEL</b>	<b>EST HOURS</b>	<b>RATE / HR</b>	<b>COST(\$)</b>	<b>TOTALS</b>
CIVIL DESIGN				
SENIOR PROFESSIONAL				
PROFESSIONAL				
TECHNICIAN				
DRAFTER/CLERICAL				
<b>SUBTOTAL CIVIL</b>				
<b>TOTAL DIRECT LABOR</b>				
OVERHEAD (INDIRECT COST ON LABOR ABOVE) _____%				
LABOR X OVERHEAD RATE = OVERHEAD (\$)				
<b>TOTAL DIRECT LABOR PLUS OVERHEAD</b>				
DIRECT COSTS (SPECIFY)				
REPRODUCTION				
SUPPLIES				
TRAVEL				
SUBCONTRACTORS (LIST)				
OTHER DIRECT COSTS (LIST)				
<b>TOTAL DIRECT COSTS</b>				
TOTAL ESTIMATED COST				
PROFIT _____%				
<b>NOT-TO-EXCEED AMOUNT FOR PHASE</b> _____				

**Figure 2**

**EVERMORE COMMUNITY IMPROVEMENT DISTRICT**  
**TRANSPORTATION PROGRAM**  
**COST SUMMARY BY PHASE**

*NOT TO EXCEED AMOUNT OF CONTRACT PROPOSAL*

<u>PHASE NO.</u>	<u>PHASE DESCRIPTION</u>	<u>COST</u>
Phase Ia	Concept Design and Data Base Preparation	\$
Phase Ib	Environmental Document	\$
Phase II	Preliminary Road Design Plans	\$
Phase III	Right of Way Plans	\$
Phase III	Final Road Design Plans	\$
Phase IV	Miscellaneous	\$
Phase V	Water/Sewer Relocation Plans	\$
Total NOT-TO-EXCEED Amount of Contract Proposal		\$

**Figure 3**

EVERMORE COMMUNITY IMPROVEMENT DISTRICT

TRANSPORTATION PROGRAM

OVERHEAD COSTS

Suggested Format for Cost Breakdown Serving as Support  
of Overhead Percentage for Contract Proposals.

Project: \_\_\_\_\_

(State the time period serving as a basis for the cost breakdown)

1. PRODUCTIVE SALARIES		\$ 0,000.00	100%
2. OVERHEAD:			
a. Indirect Salary Costs:			
Payroll taxes		\$ 0,000.00	
Vacation, Holidays and sick leave		\$ 0,000.00	
Group Insurance		\$ 0,000.00	
Retirement Benefits		<u>\$ 0,000.00</u>	
Subtotal		\$ 0,000.00	= ___%
b. Administrative Costs:			
Administrative Salaries	\$ 0,000.00		
Officer Salaries	\$ 0,000.00		
Office Supplies	\$ 0,000.00		
Rent		\$ 0,000.00	
Depreciation		\$ 0,000.00	
Telephone		\$ 0,000.00	
Taxes		\$ 0,000.00	
Liability Insurance		\$ 0,000.00	
Professional Dues		\$ 0,000.00	
Bonuses		\$ 0,000.00	
License Fees		\$ 0,000.00	
Utilities	<u>\$ 0,000.00</u>		
Subtotal		<u>\$ 0,000.00</u>	= ___%
	TOTAL OVERHEAD	\$ 0,000.00	= ___%

Figure 4

**NON-CONFLICT OF INTEREST**

**CERTIFICATION**

I \_\_\_\_\_ as the legal representative of \_\_\_\_\_, do certify that we will not perform any type of engineering services for property owners adjacent or contiguous to any road project assigned by the Evermore Community Improvement District (CID), during the active life of such a project. Further, I additionally certify that if we already have an engineering agreement(s) with property owner(s) adjacent or contiguous to any road project assigned by the CID, we will either reject the CID assignment, or cancel the property owner already in effect if so directed by the Evermore CID Board of Directors. In no case will our firm utilize our knowledge of the on-going Evermore CID Transportation Program for professional gain during the active life of such program.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

Witness:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date