



ADDENDUM I

DATE: October 25, 2023

TO: ALL PROSPECTIVE OFFERORS

FROM: Christy Bailey, Sourcing & Contract Coordinator

RE: ADDENDUM I, "RFP #24014 SS4A SAFETY ACTION PLAN"

Pursuant to RFP #24014 the following information is provided:

The Unified Government of Athens-Clarke County has decided to conduct this solicitation using a two-phase, qualifications based selection approach. Phase I – Request for Qualifications of this solicitation will consist of a submission of qualifications ONLY for the purpose of shortlisting firms to advance to the Phase II – Request for Proposals portion of this solicitation. The attached Revised Request for Proposals document hereby replaces the original RFP document included with this solicitation. Please review the Revised Request for Proposals carefully and note the updated timeline of events. Firms may ask additional questions until 3pm on Tuesday, October 31, by emailing Christy Bailey at accbids@accgov.com.

Answers to the following questions received prior to the previous deadline of October 11, 2023 are provided below.

1. QUESTION: In an effort to be environmentally friendly, would the County consider email submissions of the proposal and waive the requirement for a mailed USB submission?

ANSWER: No. Although ACCGov values sustainability, the required USB submission is minimal.

2. QUESTION: Can covers/tabs be included and not count against the 20-page limit?

ANSWER: The submission will now be done in two phases, the first phase will be submitting qualifications with a 10 page limit, excluding cover letter, table of contents, and mandatory forms.

3. QUESTION: Due to the depth/breadth of the scope requested, could up to 5 example projects/references be included and an additional 5 pages added to the page limit (for a total of 25 single-sided pages)?

ANSWER: The submission will now be done in two phases, the second phase calls for describing 5 reference projects.

4. QUESTION: Will the Table of Contents and Cover Letter count as part of the 20 page limit?

ANSWER: The submission will now be done in two phases with the first phase requiring a cover letter and Table of Contents that do not count against the 10-page limit.

5. QUESTION: Are common expenses (mileage, printing, etc.) allowed for reimbursement? How should they be reflected in the spreadsheet?

ANSWER: These are allowable as long as the vendor provides proper documentation of the costs. Please see below for details regarding reimbursable expenses for the selected firm.

Reimbursable Expenses. The Consultant is entitled to reimbursement from the Owner for the following Project-related costs, provided that the Consultant submits proper documentation of the costs to Owner within 60 days of the date(s) such costs are actually incurred.

Miscellaneous Travel. Upon the express prior written approval of the Owner, miscellaneous travel and subsistence may be reimbursed to the Design Professional and its consultants at the same rates and conditions as set forth in the then-current travel policies for employees of the Unified Government of Athens-Clarke County, Georgia.

Reproduction of Documents. Design Professional may be reimbursed at actual cost, but not greater than the most competitive market rate, for reproductions of drawings and project manuals (specifications), for review and use by Owner.

Other Direct Expenses. Other such project direct expenses as are approved in advance in writing by the Owner.

6. QUESTION: The pricing document is called different things throughout the RFP – Price Proposal Schedule, price schedule, Price Proposal Sheet, Pricing Worksheet. Please confirm these are all referring to the same document – Attachment B – Pricing Worksheet.

ANSWER: All are referring to Attachment B - Pricing Worksheet. The pricing worksheet has been deleted from this RFP.

7. QUESTION: Please clarify the responsibilities envisioned for the architect role identified as key personnel.

ANSWER: The architect role was added to key personnel in error. It is hereby removed.

8. QUESTION: Can you share how will the points (20%) for each proposal be calculated for the cost component of the selection criteria and whether there is there a formula?

ANSWER: The cost component will not be an evaluated factor; please see the Revised Request for Proposals document for additional evaluation and scoring details.

9. QUESTION: The cost spreadsheet appears to be items that would not be expected for the SS4A project. Can you clarify which portions of the cost spreadsheet will not be required?

ANSWER: The pricing worksheet has been deleted from this RFP.

10. QUESTION: So we can allow the data and stakeholder input drive the selection of pilot projects, can the pricing on the spreadsheet for the pilot projects be less specific and more a budget line?

ANSWER: The pricing worksheet has been deleted from this RFP.

11. QUESTION: Has the City determined the preferred method of payment to the consultant (lump sum, time and material, etc.)?

ANSWER: Time & Materials: Firm will track the cost of materials, direct & indirect costs, and labor at the rate pre-determined by their proposal, etc. and invoice ACCGov as the services are rendered on a monthly basis.

12. QUESTION: If traffic calming devices are used for the “quick build” projects, how does the City intend to handle the liability with respect to the consultant? Does the City consider the traffic calming devices similar to the rest of the existing, built environment for which the City is responsible?

ANSWER: ACCGov cannot provide a definitive answer for this question as it would be entirely dependent on the circumstances. ACCGov expects any design work to be done in a workmanlike manner in accordance with established industry standards, that the selected firm will have insurance at least meeting the minimum requirements set forth in the contract documents (which may cover any allegations of negligent design), and that any indemnity obligations in the contract documents will apply to the extent that the selected firm was negligent in its design work for a particular built environment. ACCGov believes that traffic calming devices would generally be considered part of the built environment, and the Unified Government presently expects that the usual rules and principles of law associated with liability for any other sort of built infrastructure would generally apply. However, the Unified Government cannot provide legal advice or guidance, and firms should consult their own legal counsel regarding any applicable rules or principles of law.

13. QUESTION: Is there a Disadvantaged Business Enterprise requirement?

ANSWER: While it is favorable to include, it is not a requirement. The USDOT intends to use the SS4A program to support the creation of good-paying jobs with the free and fair choice to join a union and the incorporation of strong labor standards and training and placement programs, especially registered apprenticeships, in project planning stages, consistent with Executive Order 14025, Worker Organizing and Empowerment (86 FR 22829), and Executive Order 14052, Implementation of the Infrastructure Investment and Jobs Act (86 FR 64335). The USDOT also intends to use the SS4A program to support wealth creation, consistent with the USDOT’s Equity Action Plan through the inclusion of local inclusive economic development and entrepreneurship such as the utilization of Disadvantaged Business Enterprises, Minority-owned Businesses, Women-owned Businesses, or 8(a) firms.

14. QUESTION: Would you be willing to waive the bond requirements referenced in Section 10.b.vi

ANSWER: The performance & payment bonds requirements are waived for this project.

15. QUESTION: Are hard copy submissions required or just the USB Flash Drives? If so, how many copies are required?

ANSWER: Just the USB Flash Drives are required.

16. QUESTION: Are covers permitted? If so, are they included in the 20-page limit?

ANSWER: Yes, cover pages are permitted and will not count against the page limit (now 10 pages for the first phase).

17. QUESTION: Are resumes included in the 20-page limit?

ANSWER: Yes (now 10 pages for the first phase).

18. QUESTION: Section L, Hold Harmless and Indemnification, has an indemnity that is not insurable. Indemnity must be limited to negligence to be covered by a design firm's professional liability policy. An insurable indemnity would protect the County. "Resulting from any and all operations performed" is more broad than "to the extent (the claims) are caused by the negligent performance of services." Would the County be willing to revise the indemnity so it becomes insurable?

ANSWER: The Offeror agrees, insofar as it legally may, to indemnify and hold harmless the Unified Government of Athens-Clarke County, its officers, employees, and agents from and against all loss, costs, expenses, including attorneys' fees, claims, suits and judgments, resulting (whether in whole or in part) from any breach of this contract or from any negligent, grossly negligent, or reckless acts or omissions of Offeror (including Offeror's officers, employees, and authorized agents) during Offeror's performance of this contract. To the extent that such acts or omissions are covered by Offeror's insurers, the amount of indemnity shall not exceed the applicable limit(s) of Offeror's insurance coverage.

19. QUESTION: Additional Requirements C 1 Termination for cause sets forth a 10-day notice period before the effective date of termination. In professional services contracts there is often a chance to cure work that does not meet a professional Standard of Care. If done within a certain period, and to the satisfaction of the client, the design professional is often able to continue working on the project once the non-conforming work has been corrected. Can the County clarify if there is a chance to cure defective work prior to termination and what that cure period is? Can the County clarify if the design professional will be paid for work approved by the county if the contract is terminated prior to contract expiration?

ANSWER: We will not guarantee a chance to cure; while that will likely be the case, we reserve the right to terminate per Additional Requirements C.1. if it is deemed necessary. The consultant will be paid for all approved work performed under the contract, regardless of termination.

20. QUESTION: Additional Requirements C 10 Insurance b vi states that a performance bond of 100% of the project's value is required. Bonds like this are uncommon in design professional contracts. Will a performance and payment bond be required for this contract?

ANSWER: The performance & payment bonds requirements are waived for this RFP.

21. QUESTION: Additional Requirements C 10 Insurance C requires an endorsement stating that the insurer shall provide a 60-day notice of cancellation or material change to the policy. The industry standard endorsement language provides for 30-day notice. Would the County be willing to accept an endorsement providing for 30-day notice?

ANSWER: 30-day notices will be acceptable.

QUESTION: In reference to the price proposal, I see there are 2 tabs. One that is titled as "Section V Basic Format" and the other as "Section V Professional Services." Are you looking to have both filled out?

ANSWER: The pricing worksheet has been deleted from this RFP.

QUESTION: Does the cover letter, resumes, and cover page count towards the 20-page limit?

ANSWER: Please see questions 3, 4, 16 & 17.

QUESTION: Can you clarify what is meant by the last bullet in Task 2 Data Collection (pg 17 of the RFP), "Coordinate with vendors as necessary"?

ANSWER: The prime consultant will need to coordinate with data vendors and equipment suppliers or other vendors as needed to accomplish the project tasks.

QUESTION: P. 17, Task 3 – Safety Action Plan Development. The RFP states, "Assist in developing a Vision Zero dashboard to track progress." Please confirm as to whether Athens-Clarke County is asking for the consultant to develop the dashboard, and any other confirmation that Athens-Clarke County is willing to provide related to this RFP requirement.

ANSWER: We would like to develop a Vision Zero Dashboard using data pulled from ACCPD or other relevant sources. Ideally, the consultant would assist in setting up a dashboard that could be maintained by ACC Transportation & Public Works by automatically pulling data from the Police Department's ArcGIS online database or other sources that could be automated.

QUESTION: P. 19, Evaluation Criteria, under "References and Reference Projects" The RFP states, "including applicable past work with the Athens-Clarke County Government." How do these reference requirements align with the "References" requirements listed on page 4, under

“Proposal Format, section 5 References”?

ANSWER: “Include a minimum of three references for contracts of a similar nature, preferably public sector references. Include the name, address, telephone number, point of contact and description of the contract for each reference.” – These are references that we can contact to discuss the firm’s prior work if needed. Additionally, firms can provide examples of up to five "reference projects" which represent the teams approach to design solutions for projects of similar scale and complexity. These references and reference projects will be used to evaluate the proposal.

QUESTION: The RFP states: “References should be requested for validation of the information provided by the vendor.” Is this reference requirement the responsibility of Athens-Clarke County staff, or the consultant developing the proposal?

ANSWER: Reference should be provided, as listed in the Proposal Formation section 5 References. It is the responsibility of ACCGov to contact these references if needed as a part of the evaluation process.

QUESTION: What tools does ACCGov currently use for Safety Analysis and related work? Does ACCGov anticipate changing its current technology stack as a result of this evaluation? Is ACCGov interested in technology that would elevate and expedite current workflows associated with safety action planning and meeting Vision Zero goals?

ANSWER: ACCGov has access to Numetric through GDOT and uses that in combination with ArcGIS to perform analyses. ACCGov is interested in proposals that would elevate and expedite current workflows associated with safety action planning and meeting Vision Zero goals.

QUESTION: Does ACCGov anticipate needing to make multiple awards to meet the goals of this RFP?

ANSWER: No. We anticipate that for any work the consultant cannot perform in-house they will use a subcontractor.

QUESTION: Is it appropriate for a consultant or vendor to respond to only specific deliverables articulated in this RFP?

ANSWER: No. If you cannot complete all tasks in the RFP, please partner with another firm that has capacity to do the other pieces.

QUESTION: Task 2 - Data Collection indicates that the consultant should coordinate with other vendors, as necessary. Should respondents team on their response with vendors they would leverage to complete deliverables?

ANSWER: Yes.

QUESTION: Task 2 - Data collection - What assets should be included in the plan for data collection? Which assets should be included in the transportation asset inventory?

ANSWER: The Consultant should create a plan for data collection which should at minimum include comprehensive engagement with the public and relevant stakeholders, including the private sector and community groups; transportation asset inventory (e.g., sidewalk gaps and conditions, bike lane centerlines, road widths, number of lanes, asset conditions); bicycle, pedestrian, and vehicle movements (e.g., speed, AADT, near-miss data); and an accessibility audit.

QUESTION: What support is needed for deliverables that may change and evolve over time?
Such as:

- Vision Zero Dashboards
- Equity Analyses
- Updates to HIN
- Asset inventory
- Ad-hoc/on demand analysis

ANSWER: We welcome proposals to suggest solutions for how to support and maintain deliverables that evolve over time.

QUESTION: What framework needs to be developed for ACCGov's sidewalk and bicycle gap programs? What are ACCGov's goals for this program? By what time is ACCGov hoping to close all gaps across these networks?

ANSWER: We need assistance identifying gaps and prioritizing which projects to address first. Projects will be completed as funding allows. We need assistance collecting relevant data, coordinating with outside groups and disability advocates, developing constraints for each program, developing prioritization criteria and 3 options for prioritization weights, prioritizing the gaps, and developing 3 project concept lists based on the various prioritization weights. Staff will work with consultant to champion the development of these programs, and the Athens in Motion Commission will help with outreach, engagement, and recommendations that will go to Mayor and Commission. The goals for these programs are to fill in gaps in the existing network with smaller projects that would not be big enough to constitute a capital project within our SPLOST program. We need assistance determining when we plan to have all gaps closed. Part of the implementation plan would include how to fund and implement these two programs.

OTHER IMPORTANT INFORMATION:

Questions and Answers are hereby added to and become a part of **RFP #24014 SS4A Safety Action Plan**. This Addendum modifies and forms a part of the RFP Documents. All other terms and conditions remain unchanged.

Inquiries regarding proposals should be made to Christy Bailey, Sourcing & Contract Coordinator, in writing to accbids@accgov.com.

The Unified Government of Athens-Clarke County reserves the right to reject any and all proposals, to waive any technicalities or irregularities and to award the proposal based on the highest and best interest of the Unified Government of Athens-Clarke County.



THE UNIFIED GOVERNMENT OF
ATHENS-CLARKE COUNTY

DATE: October 25, 2023
TO: Transportation Engineering Design & Planning Consultant Firms
SUBJECT: **REVISED** RFP #24014 Athens-Clarke County Safe Streets for All (SS4A) Plan

The Unified Government of Athens-Clarke County (ACCGov) is soliciting statements of qualifications from firms experienced in Vision Zero, transportation and bicycle/pedestrian planning, and engineering design to support ACCGov in the creation of a Safety Action Plan in accordance with Safe Streets and Roads for All (SS4A) guidelines for the Transportation & Public Works Department.

This RFP is broken into two phases: Phase I Request for Qualifications (RFQ) and Phase II Request for Proposals (RFP). The Phase I Request for Qualifications (RFQ) seeks to identify potential providers for the Scope of Services for the project/contract listed in Section IV. Firms that respond to this RFQ, and are determined by ACCGov to be sufficiently qualified, may be deemed eligible, and invited to offer a technical approach and/or possibly present and/or interview for these services. All respondents to this RFQ are subject to instructions communicated in this document, and are cautioned to completely review the entire RFQ and follow instructions carefully. ACCGov reserves the right to reject any or all Statements of Qualifications or Technical Approach, and to waive technicalities and informalities at the discretion of ACCGov.

All inquiries regarding this solicitation should be made to Christy Bailey, Sourcing & Contract Coordinator, at accbids@accgov.com.

IMPORTANT- A RESTRICTION OF COMMUNICATION IS IN EFFECT FOR THIS PROJECT.

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 The Unified Government of Athens - Clarke County (ACCGov) including ACCGov Commission Members, ACCGov Mayor and ACCGov Manager, except for the submission of questions as instructed in the RFQ, or as provided by any existing work agreement(s). For violation of this provision, ACCGov reserves the right to reject the submittal of the offending respondent.

The estimated range of this project is between \$800,000 - \$900,000.

Attached hereto is the Request for Qualifications (Phase I) and Request for Proposals (Phase II) instruction document. The written requirements contained in this document shall not be changed or superseded except by written addendum from the Unified Government of Athens-Clarke County Purchasing Division of the Finance Department. Failure to comply with the written requirements for this solicitation may result in rejection of the submission by the Unified Government of Athens-Clarke County.

One (1) USB Flash drive with a copy of the Statement of Qualifications. Submissions are to be sealed, marked with the offeror's name and address and labeled, “**RFP #24014 Phase I Athens-Clarke County Safe Streets for All (SS4A) Plan**” and delivered to:

The Unified Government of Athens-Clarke County
Finance Department, Purchasing Division

375 Satula Avenue
Athens, Georgia 30601

Not later than **3:00 P.M. ET, Tuesday, November 7, 2023**

Firms that respond and are determined by ACCGov to be sufficiently qualified will be invited to offer a proposal and participate in an interview (Phase II).

A qualified interpreter for the hearing impaired is available upon request at least 10 (ten) days in advance of the proposal opening date. Please call (706) 613-3088 for more information. This service is in compliance with the Americans with Disabilities Act (ADA).

Hand delivered copies may be delivered to the above address ONLY between the hours of 8:00 a.m. and 5:00 p.m. E.T., Monday through Friday, excluding holidays observed by the Unified Government of Athens-Clarke County.

The Unified Government of Athens-Clarke County reserves the right to reject any and all proposals, to waive any technicalities or irregularities, and to award the contract based on the highest and best interest of the Unified Government of Athens-Clarke County.

TABLE OF CONTENTS

SECTION TITLE

I PHASE I REQUEST FOR QUALIFICATIONS INSTRUCTIONS

II PHASE II REQUEST FOR PROPOSAL INSTRUCTIONS

III REQUEST FOR PROPOSAL OVERVIEW AND PROCEDURES

IV SCOPE OF SERVICES

A. INTRODUCTION AND PURPOSE

B. GENERAL REQUIREMENTS

C. ADDITIONAL REQUIREMENTS

D. DEFINITIONS

E. SPECIFIC TASKS

V MANDATORY PROPOSAL FORMS

A: PROPOSAL FORM

B: ADDENDA ACKNOWLEDGEMENT

C: CERTIFICATION FORM

D: JOINT VENTURE STATEMENT OF INTENT

**E: GEORGIA SECURITY & IMMIGRATION COMPLIANCE (GSIC) AFFIDAVIT
CONTRACTOR AFFIDAVIT & AGREEMENT**

VI DOCUMENTS CHECKLIST

**ATTACHMENT A: WHAT YOUR BUSINESS NEEDS TO KNOW ABOUT GEORGIA'S E-VERIFY
REQUIREMENTS**

ATTACHMENT B: TITLE VI COMPLAINT FORM

SECTION I – PHASE I REQUEST FOR QUALIFICATIONS INSTRUCTIONS

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

A complete signed Statement of Qualifications must include:

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

PROPOSAL FORMAT: There is a 10 page limit, excluding cover letter, table of contents, business information, financial information, organizational chart, and mandatory forms. All submissions should include the information outlined below and **in the following order:**

1. **Cover Letter:** A brief cover letter of introduction and interest.
2. **Table of Contents:** Including all sections and subsections.
3. **Business Information:** State the full name and address of your organization and the branch office or subordinate element that will perform the services described in this proposal. Include a telephone number, the point of contact and official signature of an authorized company representative. Indicate whether you operate as a single proprietorship, partnership, or corporation. Include the state(s) in which you are incorporated and/or licensed to operate.
4. **Qualifications and Experience:** -Include an organization chart and summary resumes of key personnel proposed for the project, including designations of the team leader, the consultant responsible for safety analyses, public engagement lead, the person responsible for all proposed communications with ACCGov staff and all proposed sub-consultants and a description of their roles.
 - a. **Current Project Assignments:** Identify the current project assignment(s), the number of hours per month spent on each project, and the currently identified completion date(s) for projects currently being managed by the key individuals proposed for our project.
5. **Financial Information and Documentation:** Provide relevant information regarding organizational stability and strength. Documentation may include:
 - a. A statement of organizational structure (e.g., sole proprietorship, partnership, corporation, joint venture, etc.), information regarding the make-up of that structure (e.g., owner, partners, board of directors joint venture partners, etc.), a listing of financial references.
 - b. Failure to Complete Prior Projects - disclose whether the Offeror (or any general partner or joint venture of the Offeror) has ever failed to complete a similar project. If so, list the date of commencement of the project and the entity for which the project was to be performed, and explain why the project was not completed.
 - c. Disclose information and provide an explanation regarding any contracts involving the offeror or joint venture firm within the last three years which exceeded initial program or project budget, exceeded initial schedule, and any contract penalties or damages assessed.
6. **Other Relevant Information:** Include any other relevant information concerning your firm's qualifications in this section.

7. **Mandatory Forms:**

- a. Proposal Form
- b. Addenda Acknowledgement
- c. Certification Form
- d. Joint Venture Statement of Intent
- e. Georgia Security & Immigration Compliance (GSIC) Affidavit Contractor Affidavit & Agreement

SELECTION CRITERIA FOR PHASE I: Criteria for Evaluation of Statements of Qualifications:

A. Project Manager, Key Team Leader(s) 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 (30%) percent of the total evaluation. **The following criteria for scoring Phase I of the evaluation will be utilized to determine which firms are shortlisted:**

1. Project Manager education, registration, relevant engineering experience, relevant project management experience, experience creating similar comprehensive transportation plans with a focus on safety and community engagement.
2. Key Team Leaders’ education, registration, relevant technical experience, and relevant experience creating similar comprehensive transportation plans with a focus on safety and community engagement.
3. Prime Consultant’s experience in delivering projects of similar complexity, size, scope, and function.

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

The Selection Committee will evaluate all firms on their Resources availability and Workload Capacity which shall account for a total of twenty (20%) percent of the total evaluation. **The following criteria for scoring the Resources and Workload Capacity will be utilized to determine which firms are shortlisted:**

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

SUBMITTAL FORMAT: ALL Statement of Qualifications must be submitted in a sealed envelope or container with the **OUTERMOST** container stating the company name, address, telephone number, the solicitation number and **TITLE (RFP #24014 Phase I Athens-Clarke County Safe Streets for All (SS4A) Plan)**

- One (1) USB Flash drive with a copy of the Statement of Qualifications**

Offerors are responsible for informing any commercial delivery service, if used, of all delivery requirements and for ensuring that the required address information appears on the outer wrapper or envelope used by such service. No responsibility shall attach to the Unified Government of Athens-Clarke County for the premature opening of a proposal not properly addressed and identified, and/or delivered to the proper or Improper address. **Proposals via facsimile will NOT be considered.**

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

SECTION II – PHASE II PROPOSAL INSTRUCTIONS

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

Only finalist firms from Phase I will be invited to submit a Proposal (Phase II). NOTE: Scores from Phase I will be carried forward to Phase II.

THESE INSTRUCTIONS ARE INTENDED SOLELY FOR THOSE FIRMS IDENTIFIED AND NOTIFIED AS FINALISTS. Final Instructions will be provided to the Finalists in the notification.

A complete signed Proposal must include:

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

PROPOSAL FORMAT: There is a 10 page limit, excluding mandatory forms. All submissions should include the information outlined below and **in the following order:**

1. **Cover Page:** Each submittal must have a separate cover page for Phase II submittal and each must indicate the response is for Phase II, list the RFP #, RFP Title, proposing firm's full legal name and the specific project contract being submitted on to include the Project Numbers, PI Numbers, County, and Description.

2. **Table of Contents:** Including all sections and subsections

3. **Technical Approach:**

- a. Provide any unique technical approaches your firm offers relative to addressing anticipated public engagement, use of any alternative methods for comprehensive safety planning, and/or management of the project.
- b. Identify any unique challenges of the project and how your firm intends to mitigate these challenges, including quality control, quality assurance procedures.
- c. Provide any specific qualifications, skills, knowledge of the project and project area which may uniquely benefit the firm and project, and your ability and willingness to meet time requirements.

4. **Past Performance:**

References: Include a minimum of three references for contracts of a similar nature, preferably public sector references. Include the name, address, telephone number, point of contact and description of the contract for each reference. Examples of no more than five "reference projects" which represent the design teams approach to design solutions for projects of similar scale and complexity, and the information on these projects must indicate the contributions of proposed key personnel in the design and development of the "referenced projects" cited in the submittal.

Past performance may be evaluated through the checking of project references for the proposed project manager as well as the firm. ACCGov will check these references at random. 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 knowledge that any member of the Selection Committee has pertaining to the past performance of the firm on any project.

5. **Other Relevant Information:** Include any other relevant information concerning your firm’s technical approach in this section.

SELECTION CRITERIA FOR PHASE II: Criteria for Evaluation of Statements of Qualifications:

A. Technical Approach – 40%

The Selection Committee will evaluate the shortlisted firms (Finalists) on their Technical Approach, which shall account for a total of forty (40%) percent. The Selection Committee shall utilize the following additional criteria for scoring Phase II of the evaluation to determine the highest ranked/most qualified (**NOTE: Scores from Phase I will be carried forward and combined with the scores from the Phase II to determine the final ranking of Finalists**):

1. Provide any unique technical approaches your firm offers relative to addressing anticipated public engagement, use of any alternative methods for comprehensive safety planning, and/or management of the project.
2. Identify any unique challenges of the project and how your firm intends to mitigate these challenges, including quality control, quality assurance procedures.
3. Provide any specific qualifications, skills, knowledge of the project and project area which may uniquely benefit the firm and project, and your ability and willingness to meet time requirements.

B. 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 ACCGov or DOT projects. The Selection Committee will consider all factors in their totality and score from Poor to Excellent when arriving at a final score for the Past Performance.

ACCGov reserves the right to request a presentation/interview on any project/contract as determined in its best interests. Any additional detailed Technical Approach instructions and requirements, beyond those provided in this document, for the finalists will be provided in the Finalist Notification. Members of the Selection Committee will review the Technical Approach (and will attend the presentation/interview if so chosen).

Firms shall not address any questions, prior to the award announcement, to anyone other than the designated contact.

SUBMITTAL FORMAT: ALL Proposals must be submitted in a sealed envelope or container with the **OUTERMOST** container stating the company name, address, telephone number, the solicitation number and **TITLE (RFP #24014 Phase II Athens-Clarke County Safe Streets for All (SS4A) Plan)**

- One (1) USB Flash drive with a copy of the Proposal**

Offerors are responsible for informing any commercial delivery service, if used, of all delivery requirements and for ensuring that the required address information appears on the outer wrapper or envelope used by such service. No responsibility shall attach to the Unified Government of Athens-Clarke County for the premature opening of a proposal not properly addressed and identified, and/or delivered to the proper or Improper address. **Proposals via facsimile will NOT be considered.**

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

SECTION III - REQUEST FOR PROPOSAL OVERVIEW AND PROCEDURES

A. INTRODUCTION

PURPOSE

The Unified Government of Athens-Clarke County (ACCGov) is seeking proposals from firms or a team of firms experienced in Vision Zero, transportation and bicycle/pedestrian planning, and engineering design to support ACCGov in the creation of a Safety Action Plan in accordance with Safe Streets and Roads for All (SS4A) guidelines. The SS4A Action Plan will be in accordance with the U.S. Department of Transportation guidelines and include the following Action Plan Components:

- Safety Analysis
- Public Involvement
- Identification and analysis of underserved communities
- Assessment of current policies, guidelines and standards
- Identification and prioritization of projects and strategies
- Implementation and evaluation of quick-build pilot studies to inform action plan strategies.

The selected firm will provide services per the scope of services as indicated in Section IV of this request for proposal (RFP). ACCGov intends to award an initial contract or contracts for work during fiscal year 2024.

B. SCHEDULE OF EVENTS

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

PHASE I	DATE	TIME
a. ACCGov issues public advertisement of RFP # 24014	9/22/2023	-----
b. Pre-proposal Conference (Optional)*	10/3/2023	10:00 AM
c. Deadline for submission of written questions and requests for clarification	10/11/2023	3:00 PM
d. Posting of Addendum One	10/25/23	-----
e. Deadline for submission of additional questions & requests for clarification	10/31/23	3:00 PM
d. Deadline for submission of Statements of Qualifications	11/7/2023	3:00 PM
e. ACCGov completes evaluation and issues notification and other information to finalist firms**	11/14/2023	
PHASE II		
f. Deadline for submission of written questions from finalists	11/21/23	3:00 PM
g. Deadline for submission of Technical Approach and Past Performance	12/5/2023	3:00 PM
h. Short List Interviews	12/7/2023	TBD
i. Selection of Preferred Firm	12/15/23	End of Day

*An Optional pre-proposal conference via WEBEX to respond to all inquiries with regards to this project will be held at <https://accgov.webex.com/accgov/j.php?MTID=m663eb99664ab208b4901c9583d6564df>

** The Selection Committee reserves the right, based on the number of qualified responses to advance all firms to Phase II. This will accelerate the start of Phase II from the attached table and all firms will be notified of the revised schedule when they are notified that have been advanced to Phase II.

C. CONTACT PERSON

The contact person for this RFP is Christy Bailey, Sourcing & Contract Coordinator. Explanation(s) desired by the offeror(s) regarding the meaning or interpretation of this RFP must be requested from the contact person, in writing at accbids@accgov.com.

IMPORTANT- A RESTRICTION OF COMMUNICATION IS IN EFFECT FOR THIS PROJECT.

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 The Unified Government of Athens - Clarke County (ACCGov) including ACCGov Commission Members, ACCGov Mayor and ACCGov Manager, except for the submission of questions as instructed in the RFQ, or as provided by any existing work agreement(s). For violation of this provision, ACCGov reserves the right to reject the submittal of the offending respondent.

D. MINIMUM PROPOSAL ACCEPTANCE PERIOD

Proposals shall be valid and may not be withdrawn for a period of 120 days from the date specified for receipt of proposals.

E. ADDITIONAL INFORMATION/ADDENDA

The Unified Government of Athens-Clarke County will issue responses to inquiries and any other corrections or amendments it deems necessary in written addenda issued prior to the proposal due date. Offerors should not rely on any representations, statements or explanations other than those made in this RFP or in any addendum to this RFP. Where there appears to be a conflict between the RFP and any addenda issued, the last addendum issued will prevail.

Request for additional information or clarifications must be made in writing no later than the date specified in the Schedule of Events. The request must contain the offeror's name, address, phone number, and fax number, and email address.

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

Offerors who obtain this Request for Proposal from [Georgia Procurement Registry](http://www.georgia.gov) or [Athens Clarke County/Purchasing](http://www.athensclarkecounty.com/Bids.aspx) (<https://www.athensclarkecounty.com/Bids.aspx>) or from other than the Purchasing Division are **advised to re-visit the above websites to obtain any addenda which may be issued prior to the proposal closing date.** The Unified Government of Athens-Clarke County assumes no responsibility for Offerors' failure to acknowledge any addenda issued

F. LATE PROPOSALS, WITHDRAWALS, MODIFICATIONS AND REJECTIONS

Proposals shall not be modified, withdrawn, or canceled by the offeror for a period of **one hundred twenty (120) days** following the time and date designated for the receipt of proposals, and each offeror so agrees in submitting his proposal. Negligence on the part of the Offeror in the preparation of his proposal shall not be grounds for the modification or withdrawal of a proposal after the time set for proposal closing. Proposals received after the proposal due date and time are late and will not be considered. Modifications received after the proposal due date are also late and will not be considered

G. PROPOSAL CLOSING

Proposal schedule prices will not be opened or read aloud publicly. A list of names of firms providing proposals may be obtained from [Georgia Procurement Registry](http://www.georgia.gov) or [Athens Clarke County Bids](http://www.athensclarkecounty.com/Bids.aspx) or via email request to E-Mail: accbids@accgov.com after the proposal due date and time stated herein. A tabulation of prices may be obtained upon award.

H. NON-COLLUSION AFFIDAVIT

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

By submitting a proposal, the offeror represents and warrants that no official or employee of the Unified Government of Athens-Clarke County has, in any manner, an interest, directly or indirectly in the proposal or in the contract which may be made under it, or in any expected profits to arise therefrom.

I. GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT

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

J. COST INCURRED BY OFFERORS

All expenses involved with the preparation and submission of proposals to the Unified Government of Athens-Clarke County, or any work performed in connection therewith shall be borne by the offeror(s). No payment will be made for any responses received or for any other effort required of or made by the offeror(s) prior to the commencement of work as defined by a contract approved by the governing body of the Unified Government of Athens-Clarke County.

K. EQUAL OPPORTUNITY POLICY STATEMENT

U.S. Department of Justice regulations, 28 Code of Federal Regulations, Section 42.405, Public Dissemination of Title VI Information, require recipients of Federal financial assistance to publish or broadcast information in news media. Advertisements must state that the program is an equal opportunity program and/or indicate that Federal law prohibits discrimination. Additionally, reasonable steps shall be taken to publish information in languages understood by the population eligible to be served or likely to be directly affected by the program. The following is the public notice used by ACCGov (and consultant performing work for ACCGov):

ACCGov, Georgia hereby gives public notice that it is the policy of ACCGov to assure full compliance with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, and related statutes and regulations in all programs and activities. It is our policy that no person in the United States of America shall, on the grounds of race, color, national origin, sex, age, or disability be excluded from the participation in, be denied the benefits of, or be otherwise subjected to discrimination under any of our programs or activities.

Any person who believes he/she has been subjected to unlawful discriminatory practice under Title VI has a right to file a formal complaint. The formal complaint must be filed in writing or in person with the ACCGov Title VI Coordinator within one hundred-eighty (180) days from the date of the alleged discriminatory act or upon notice of the discriminatory act. Title VI Discrimination Compliant Forms may be obtained by going to the ACCGov's website or by calling the ACCGov Title VI Coordinator at (706) 613-3012.

Athens – Clarke County Unified Government in accordance with Title VI of the Civil Rights Act of 1964 and 78 Stat. 252, 42 USC 2000d--42 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, part 21, Nondiscrimination in federally assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all proposers that it will affirmatively ensure that any contract entered into pursuant to this advertisement, Disadvantaged Business Enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, sex, or national origin in consideration for an award.

It is the policy of the Athens-Clarke County government that no person or business shall be excluded from participation, denied the benefits of, or otherwise discriminated against in relation to the award and performance of any contract or subcontract on the grounds of race, color, creed, national origin, age, or sex.

L. DBE (MBE) GOAL:

Athens-Clarke County Unified Government has a goal of 15% overall annual goal for Disadvantaged Business Enterprise (DBE) participation. This goal is not to be considered as a fixed quota, set aside or preference.

Athens-Clarke County Unified Government will monitor and assess each consultant services submittal for their Disadvantaged Business Enterprise (DBE) participation and/or good faith effort in promoting equity and opportunity in accordance with ACCGov policy and GDOT requirements.

For more information or for questions on Title VI and the DBE (MBE) Goal please contact:

**The Unified Government of Athens-Clarke County
Office of Inclusion**

Remy Epps, Diversity & Inclusion Officer

remy.epps@accgov.com

Phone: (706) 613-3015

<https://www.accgov.com/7679/Inclusion-Office>

Physical Address: 301 College Avenue
City Hall, Suite 301
Athens, Georgia 30601

Mailing Address: P. O. Box 1868
Athens, Georgia 30603

M. HOLD HARMLESS AND INDEMNIFICATION

The Offeror agrees, insofar as it legally may, to indemnify and hold harmless the Unified Government of Athens-Clarke County, its officers, employees and agents from and against all loss, costs, expenses, including attorneys' fees, claims, suits and judgments, whatsoever in connection with injury to or death of any person or persons or loss of or damage to property resulting from any and all operations performed by Offeror, its officers, employees, and agents under any of the terms of this contract.

N. SITE VISIT:

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

O. AWARD OF CONTRACT

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 ACCGov and does not obligate ACCGov to procure or contract for any services. Neither ACCGov 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 the Mayor of The Unified Government of Athens-Clarke County and a respondent containing such terms and conditions as are negotiated between those parties. ACCGov reserves the right to waive non-compliance with any requirements of this RFQ/P and to reject any or all proposals submitted in responses. Upon review of responses, ACCGov will determine the respondent(s) proposal that in the

sole judgment of ACCGov is in the best interest of ACCGov (if any is so determined), with respect to the evaluation criteria stated herein. ACCGov then intends to conduct negotiations with such respondent(s) to determine if an acceptable contract may be reached.

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

ACCGov 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.

Q. MULTIPLE AWARDS

The Unified Government of Athens-Clarke County reserves the right to make multiple awards or to award a contract by individual line items or alternatives, by a group of line items or alternatives, or to make an aggregate award, whichever is deemed most advantageous to the Unified Government. If the Unified Government determines that an aggregate award to one offeror is not in the Unified Government's best interest, "all or none" offers shall be rejected.

R. PLACE OF PERFORMANCE

The Unified Government of Athens-Clarke County will not contemplate traveling outside the City of Athens to the contractor’s facility for custom fitting or alterations. The offeror shall insert in the spaces provided in the price schedule the address of the plants or facilities location(s) that he intends to use.

S. QUALIFICATION OF OFFERORS

The Unified Government of Athens-Clarke County may make such reasonable investigations as deemed proper and necessary to determine the ability of the offeror to perform the work and the offeror shall furnish to the Unified Government all such information and data for this purpose as may be requested. The Unified Government reserves the right to reject any proposal if the evidence submitted by, or investigations of, such offeror fails to satisfy the Unified Government that such offeror is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein.

The Unified Government of Athens-Clarke County contractors/vendors must have a current Athens-Clarke County business license if they are physically located in Athens-Clarke County or if they perform a service in Athens-Clarke County.

Proposals from any offeror that is in default on the payment of any taxes, license fees, or other monies due to the Unified Government will not be accepted.

T. ALTERNATE PROPOSALS

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

U. OPEN RECORDS

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

V. NON-DISCRIMINATION ORDINANCE

Contractor agrees to abide by and be bound by Chapter 6-21 of the Code of Athens-Clarke County, Georgia, regarding Unlawful Discrimination and agrees to ensure that any and all subcontractors operating pursuant to this solicitation also agree to abide by and be bound by Chapter 6-21 of the Code of Athens-Clarke County, Georgia.”

SECTION IV - SCOPE OF SERVICES

A. INTRODUCTION AND PURPOSE

The Unified Government of Athens-Clarke County (ACCGov) is a unified city/county government located in the northeast section of the state of Georgia and is approximately sixty (60) miles northeast of Atlanta, Georgia. The Unified Government of Athens-Clarke County (the government's official name) was formed in 1991 by a referendum which required the combining of The City of Athens and Clarke County. ACCGov serves an area population of approximately 129,000 with annual growth projected at 1% per year. ACCGov provides a multitude of local and state-funded services, which includes, but is not limited to, Public Safety, Utility, Courts, Corrections, Tax and Fire Services. ACCGov employs approximately 1,900 people.

With injuries and fatalities related to roadway crashes on the rise, it has become vital to change our paradigm with respect to addressing road safety. Vision Zero is a program to eliminate roadway fatalities with a holistic approach. This program aligns with the U.S. Department of Transportation's National Roadway Safety Strategy and goal of zero roadway deaths. Towards this goal, the Bipartisan Infrastructure Law established the new SS4A discretionary grant program to help fund initiatives to prevent roadway deaths and serious injuries.

ACCGov is seeking to develop a Safety Action Plan to coordinate existing efforts and develop a holistic, well-defined approach to roadway safety. A board of residents will oversee plan development, maintaining inclusive and representative processes. This plan will place an emphasis on equity, ensuring that the prioritization of vulnerable groups is written into policies and procedures. These groups include historically disadvantaged communities as well as people walking, biking, riding transit, and using micromobility. ACCGov will adopt a Safe Systems Approach to safety planning by mapping crashes alongside data from bicycle, pedestrian, and vehicle movements, traffic counters, and road networks in order to identify high-risk roads. ACCGov owns and maintains the backbone of transportation infrastructure in ACCGov including 1270 lane-miles of public roadways, 234.5 miles of sidewalks, 47 miles of bike lanes, and 13.4 miles of trails. Identifying substandard sections and gaps in infrastructure will be an important part of the planning process. Consultants will use the data collected to set a timeline for when high risk roads will be addressed and when it's believed zero traffic fatalities can be achieved. SS4A grant funding will also be utilized to purchase the materials needed to conduct feasibility studies employing low-cost, quick-build strategies to inform future, permanent projects. This will create opportunities for stakeholder engagement and feedback on ideas tested in the community. By incorporating evidence-based projects and strategies ACC will ensure equitable investment in the safety needs of under-served communities.

This project is funded by the federal Safe Streets and Roads for All Action Plan Grant, therefore, all activities must be performed in strict adherence to applicable federal regulations and the developed plan must meet the requirements in the FY2022 SS4A Notice of Funding Opportunity (NOFO).

B. GENERAL REQUIREMENTS

1. Physical Security: The contractor shall safeguard all Unified Government of Athens-Clarke County property provided for contractor use. At the close of each work period, vehicles, facilities, support equipment, and materials shall be secured.
2. Access Control: When public facilities are used, Athens-Clarke County staff will facilitate access.
3. Equipment and Materials: If requested, Athens-Clarke County will make public spaces available for the engagement and facilitation portions of this project. The contractor is to provide all other labor, equipment, and materials required to complete this project.
4. Contract Performance Period: Contract performance period shall commence upon date of award and shall be completed within an 18 month period unless terminated by either party with written notice of termination thirty (30) days prior to the proposed date of termination. Termination by the Unified Government of Athens-Clarke County can be immediate upon contractor failure to comply with any of the terms.

5. Hours Of Operation: Coordinate with ACCGov on working hours for each facility/project. In some instances, work may be required outside of normal business hours.
6. Ordering and Payment: Performance will be ordered by issuance of a purchase order for the period of performance. Payment for work performed shall be paid monthly upon receiving invoicing with an attached copy of each certificate of receipt of service for that month signed by owner/team leader. The contractor shall ensure that all invoices clearly reflect the purchase order number. All original invoices must be mailed or hand-delivered to Athens-Clarke County Accounts Payable, P.O. Box 1748, Athens, GA 30603 or Athens-Clarke County Accounts Payable, 375 Satula Avenue, Room 175, Athens, GA 30601. A duplicate invoice may be submitted to the department. Failure to comply with this provision may result in delayed payments for services rendered.
 - a. The Contractor shall prepare and submit invoices to the Finance Office address specified on individual orders. If the invoice does not comply with these requirements, the Finance Office will return it with the reasons why it is not a proper invoice. A proper invoice must include the items listed below.
 - (i) Name and address of the Contractor.
 - (ii) Invoice date and invoice number. (The Contractor should date invoices as close as possible to the date of the mailing or transmission.)
 - (iii) Purchase order number for supplies delivered or services performed.
 - (iv) Description, quantity, unit of measure, unit price, and extended price of supplies delivered or services performed.
 - (v) Shipping and payment terms (e.g., shipment number and date of shipment, discount for prompt payment terms).
 - (vi) Name and address to whom payment is to be sent.
 - (vii) Name (where practicable), title, phone number, and mailing address of the person to notify in the event of a defective invoice.
 - (viii) Any other information or documentation required by the contract (e.g., evidence of shipment).
 - b. In the event orders are made via monthly or period purchase orders, the contractor may provide a summary invoice for all deliveries made during a billing period, identifying the delivery tickets covered therein, stating their total dollar value. A summary invoice shall be supported by receipt copies of the delivery tickets. Delivery tickets or sales slips shall contain:
 - (i) Name of supplier
 - (ii) Purchase Order number
 - (iii) Ship to Department and Address
 - (iv) Description, Quantity, unit price, and extension of each item.
 - (v) Date of delivery or shipment.
 - (vi)

C. ADDITIONAL REQUIREMENTS

1. TERMINATION FOR CAUSE: The Unified Government of Athens-Clarke County reserves the right to terminate the resulting contract, in whole or in part, for failure to comply with any provisions of the contract as outlined by providing a written notice to the successful vendor at least ten (10) days before the effective date of termination. The successful vendor will not be relieved of any outstanding responsibilities or unfinished obligations under this contract.

The successful vendor has the right to terminate this contract for cause by providing a written notice of intent to the Purchasing Administrator to terminate at least thirty (30) days prior to the effective date of the contract termination.

2. CONTRACT RENEWAL TERMS
Not Applicable.

3. TERMINATION WITHOUT CAUSE: The Unified Government of Athens-Clarke County reserves the right to terminate the contract at any time without cause, in whole or in part, by providing a written notice to the other party at least thirty (30) days before the effective date of termination. The other party will not be relieved of any outstanding responsibilities or unfinished obligations under this contract that were incurred prior to termination.
4. REPORTING DISPUTES: The contractor shall report any contract disputes and/or problems to the Purchasing Administrator, both verbally and in writing, within 48 hours of their occurrence.
5. INDEPENDENT CONTRACTOR: The contractor shall not be an employee of the Unified Government of Athens-Clarke County, but shall be an independent contractor. Nothing in this agreement shall be construed as authority for the contractor to make commitments which shall bind the Unified Government or to otherwise act on behalf of the Unified Government, except as the Unified Government may expressly authorize in writing.
6. SAFETY: The contractor shall take every precaution at all times for the protection of persons and property, including the Unified Government of Athens-Clarke County's employees and property and its own. The contractor shall be responsible for initiating, maintaining and supervising all safety precautions and programs in connection with the work under this contract.

The contractor shall maintain an adequate safety program to ensure the safety of contractor employees, subcontractor employees, and all other individuals working under this contract. In addition, the contractor must also provide the Unified Government of Athens-Clarke County with a written safety program that he intends to follow in pursuing work under this contract. No work under this contract will be permitted until the Unified Government is assured that the contractor has an adequate safety program in effect.

7. SUBCONTRACTS: No portion of the work shall be subcontracted without the prior written consent of the Unified Government of Athens-Clarke County Purchasing Division. If a portion of the work is approved for subcontracting, the contractor shall remain fully liable and responsible for the work to be done by the subcontractor(s) and shall assure compliance with all requirements of this contract.
8. ESTIMATED QUANTITIES: The quantities of items specified in the Proposal Schedule are estimates only and are not purchased by this contract. Except as this contract may otherwise provide, if the Unified Government of Athens-Clarke County requirements do not result in orders in the quantities described as "estimated", that fact shall not constitute the basis for an equitable price adjustment. Delivery shall be made only as authorized by orders issued in accordance with the Ordering clause. Subject to any limitations in the Order clause or elsewhere in this contract, the Contractor shall furnish to the Unified Government all items specified in the Proposal Schedule and called for by orders issued in accordance with the Ordering clause
9. CHANGES: Changes in the terms and conditions of this contract may be made only by written agreement of the parties.
10. INSURANCE.
 - a. The Contractor shall, at its own expense, provide and maintain during the entire performance of this contract, at least the kinds and minimum amounts of insurance specified below. The insurer shall be in good standing within the state of Georgia through the Insurance Commissioner's Office and must be rated "A" or better, with AM Best Company.
 - b. Before commencing work under the contract, the Contractor shall provide to Athens Clarke County, Attn: Purchasing Administrator, a Certificate of Insurance evidencing the required kinds and amounts of insurance. The minimum kinds and amounts of insurance shall be:
 - i. Workers' Compensation – Contractors are required to comply with applicable Federal and Georgia State workers' compensation statutes. Policies covering Workers' Compensation liability shall provide coverage of statutory benefits and employers liability of at least

- \$1,000,000 each accident; at least \$1,000,000 each employee for disease and \$1,000,000 policy limit for disease.
 - ii. General Liability - \$2,000,000 aggregate; \$1,000,000 per occurrence; 50,000 fire damage; 5,000 medical expenses; 2,000,000 products completed operations; 1,000,000 personal and advertising injury or greater. Coverage should be on a per occurrence basis.
 - iii. Automobile Liability – Automobile liability insurance shall be written on the comprehensive form of policy – Combined single limit of at least \$1,000,000 to include Hired Autos and Non-owned Autos. The policy shall provide for bodily injury and property damage liability covering the operation of all automobiles used in connection with performing the contract.
 - iv. Excess Liability - \$1,000,000 on a per occurrence basis
 - v. Professional Liability - \$1,000,000 on a per occurrence basis
- c. The Certificate of Insurance evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting The Unified Government of Athens Clarke County’s interest shall not be effective until 30 days after the insurer or the Contractor gives written notice to the Purchasing Administrator.
- d. The Certificate of Insurance shall reference the proposal and project name as evidencing this requirement.
- e. The Contractor shall insert the substance of this requirement, including this paragraph, in subcontracts under the contract that require work on The Unified Government of Athens-Clarke County property and shall require subcontractors to provide and maintain a copy of all subcontractors’ proofs of required insurance, and shall make copies available to the Purchasing Administrator upon request.”
- f. The following persons or entities are to be listed on the Contractor’s general liability policy of insurance as additional insureds:
 - i. Unified Government of Athens-Clarke County, Georgia
- g. Copies of endorsements showing the Unified Government of Athens Clarke County and any additional insured identified herein must be added to the policies as additional insureds, and primary and non-contributory endorsements and notices of cancellation on each policy shall be attached to each of the certificates.

D. DEFINITIONS:

Vision Zero:

Vision Zero is a holistic road safety approach that aims to eliminate all traffic-related fatalities and severe injuries while promoting safe, healthy, and equitable transportation for all road users.

Safety Action Plan:

An Action Plan is a detailed strategy that outlines specific steps, initiatives, and measures to be taken in order to achieve the goals and objectives of the Vision Zero initiative within a specified timeframe.

Traffic Fatalities:

Traffic fatalities refer to the number of individuals who lose their lives as a result of traffic crashes on roadways.

Severe Injuries:

Severe injuries encompass injuries sustained by individuals in traffic crashes that result in significant physical harm, such as broken bones, traumatic brain injuries, or permanent disabilities.

High Injury Network (HIN):

The High Injury Network refers to a specific network or set of roadways within a jurisdiction where a disproportionately high number of traffic-related fatalities and severe injuries occur. These areas often require focused attention and targeted safety interventions.

Road Safety Assessment:

A Road Safety Assessment involves the evaluation of road infrastructure, traffic patterns, and other relevant factors to identify potential hazards and risks that could contribute to accidents or fatalities.

Data Analysis:

Data analysis involves the examination of relevant traffic data, collision reports, and other statistical information to identify trends, patterns, and contributing factors to traffic incidents.

Stakeholder Engagement:

Stakeholder engagement involves involving various community members, government agencies, organizations, and experts in the planning process to ensure diverse perspectives and concerns are considered.

Equity and Inclusion:

Ensuring equity and inclusion in the Vision Zero Action Plan involves addressing the needs and safety concerns of all members of the community, including vulnerable populations such as pedestrians, cyclists, children, seniors, and people with disabilities.

Engineering Interventions:

Engineering interventions refer to physical modifications and improvements to road infrastructure, such as crosswalk enhancements, traffic signal upgrades, road design changes, and traffic calming measures.

Education and Outreach Programs:

Education and outreach programs involve initiatives aimed at raising public awareness about road safety issues and promoting responsible behavior among road users.

Enforcement Strategies:

Enforcement strategies involve law enforcement measures to ensure compliance with traffic laws and regulations, such as speeding enforcement, seat belt usage, and impaired driving checks.

Performance Metrics:

Performance metrics are measurable indicators used to assess the effectiveness of the Vision Zero Action Plan, such as reduction in traffic fatalities, decline in severe injuries, and improved road user behavior.

Timeline and Milestones:

The timeline and milestones section should outline the proposed schedule for developing and implementing the Vision Zero Action Plan, including key phases, deadlines, and expected milestones.

Budget Allocation:

The budget allocation section should detail the financial resources required for various components of the Vision Zero Action Plan, including data analysis, infrastructure improvements, outreach campaigns, and ongoing evaluation.

Evaluation and Iteration:

The evaluation and iteration process involves periodically assessing the effectiveness of the Action Plan's strategies, identifying areas for improvement, and making necessary adjustments to achieve the Vision Zero goals.

Quick Build:

Quick Build refers to a strategy for implementing safety improvements on roadways rapidly and efficiently. These improvements are often temporary or semi-permanent and can include measures such as protected bike lanes, pedestrian crossings, and traffic calming devices.

Near-Miss:

A Near-Miss is an incident in which a collision between two or more road users was narrowly avoided. Collecting data on near-miss incidents can provide valuable insights into potential hazards and areas of concern in the transportation system.

AADT (Average Annual Daily Traffic):

Average Annual Daily Traffic is a measure of the average number of vehicles that pass a specific point on a roadway during a 24-hour period, averaged over a year. AADT data helps in assessing traffic volume and congestion levels.

E. SPECIFIC TASKS:

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

The work shall be broken into three phases, development of a Project Management Work Plan, Data Collection, and development of the Safety Action Plan.

Task 1 – Project Management

- Following the first post-award meeting, the Consultant shall produce a Work Plan and submit it to the County for review and approval within 15 days. The Work Plan shall detail project personnel, status coordination, schedule with deliverable deadlines, fee breakdown, quality control and assurance plan and project controls.
- The Consultant shall provide a monthly progress report and invoice to the ACCGov project contact no later than the 10th day of each month for work completed the month prior.

Task 2 – Data Collection

- The Consultant should create a plan for data collection which should at minimum include comprehensive engagement with the public and relevant stakeholders, including the private sector and community groups; transportation asset inventory (e.g., sidewalk gaps and conditions, bike lane centerlines, road widths, number of lanes, asset conditions); bicycle, pedestrian, and vehicle movements (e.g., speed, AADT, near-miss data); and an accessibility audit.
- The Consultant should identify high-risk locations for quick build pilot studies and collect preliminary data. Next, they will oversee the implementation of quick build solutions at these locations, and finally, conduct public engagement and post-pilot evaluations to see which strategies are most effective in Athens-Clarke County and should be included into the Safety Action Plan.
- Coordinate with vendors as necessary.

Task 3 – Safety Action Plan Development

The Safety Action Plan will be in accordance with the U.S. Department of Transportation SS4A guidelines and include the following:

- Manage the group of stakeholders (committee, taskforce, implementation group, or similar body) that will be charged with oversight of the action plan development, implementation and monitoring, maintaining inclusive and representative processes.
- Conducting a thorough safety analysis involves several key steps: First, a thorough review of previously compiled data on serious and fatal crashes. Second, the finalization of a High-Injury Network (HIN). Third, an in-depth analysis of crash locations, their severity, contributing factors, and the types of road users involved. Additionally, an assessment of both systemic and specific safety requirements is essential. Finally, the identification of higher-risk locations using geospatial techniques is a crucial part of the analysis process.
- Incorporation of information received from public engagement and collaboration into the plan.
- Identification and analysis of underserved communities including both population characteristics and initial equity impact assessments of proposed projects and strategies.
- Assessment of current policies, guidelines and standards – including a review of the Vision Zero Resolution – to identify opportunities and recommend revisions to improve how processes prioritize transportation safety.
- Develop a framework for ACC’s sidewalk and bicycle gap programs.

- Design a Safe Routes to School program aimed at enhancing the safety of students walking or biking to school, including infrastructure improvements, traffic calming measures, and educational campaigns.
- Prepare a Safety Action Plan including goals, strategies, and a timeline for achieving zero fatalities and serious injuries. The Plan must include a method to measure progress that will ensure ongoing transparency and allow for annual reporting.
- Assist in developing a Vision Zero dashboard to track progress.
- A section of the Safety Action Plan should include a guide for designing and installing pilot (quick-build) countermeasures.
- A communications guide on what terms to use and how to market these quick-build strategies to stakeholders and the broader public.
- Implementation plan for how the Safety Action Plan will be implemented and where future funding will be directed. Identification and prioritization of a comprehensive list of projects and strategies to address the safety problems identified through previous analysis and focusing on a Safe System Approach. This should include infrastructure, behavioral and/or operational safety and time ranges (short, mid, and long-term) for implementation as well as high level cost estimates. The generated Safety Action Plan will be incorporated by staff into a future application for the SS4A Implantation Grant.

Proposed Key Safety Action Plan Dates:

- Planned Draft Action Plan Completion Date: 9/30/2024
- Planned Action Plan Completion Date: 2/28/2025
- Planned Action Plan Adoption Date: 4/30/2025
- Planned SS4A Final Report Date: 6/1/2025

SECTION V – PROPOSAL FORMS

A: PROPOSAL FORM

Proposal of _____

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

_____, *doing business as* _____*.

In compliance with your RFP, the Offeror hereby proposes and agrees to perform and furnish all work for the requirement known as **RFP #24014 Athens-Clarke County Safe Streets for All (SS4A) Plan** in strict accordance with the Proposal Documents, within the time set forth therein, and at the price proposed.

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

1. The Offeror has examined and carefully studied the Proposal Documents and the Addenda, receipt of all of which is hereby acknowledged at Section V-B.
2. The Offeror agrees that this proposal may not be revoked or withdrawn after the time set for the opening of proposals but shall remain open for acceptance for a period of one hundred twenty (120) days following such time.

Company:			
Contact:			
Address:			
Phone:		Fax	
Email:			

By checking this box, I acknowledge that I have read all insurance requirements and will meet requirements listed in RFP #24014 Athens-Clarke County Safe Streets for All (SS4A) Plan if awarded.

Authorized Representative/Title
(print or type)

Authorized Representative
(Signature)

Date

SECTION V – PROPOSAL FORMS

B: ADDENDA ACKNOWLEDGEMENT

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

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

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

SECTION V – PROPOSAL FORMS

C: 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. The Unified Government of Athens-Clarke County 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 The Unified Government of Athens-Clarke County may, by means that either deems appropriate, determine the accuracy and truth of the information provided by the proposer and that The Unified Government of Athens-Clarke County 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 Unified Government of Athens-Clarke County 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 Unified Government of Athens-Clarke County. 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

My Commission Expires: _____

NOTARY SEAL

SECTION V – PROPOSAL FORMS

MANDATORY SUBMITTAL

D: JOINT VENTURE STATEMENT OF INTENT

The undersigned firms certify and hereby provide a notice and statement of their intent to enter into a Joint Venture Agreement for the purpose of pre-qualifying and submitting a proposal for the **Engineering Design & Planning Consultant Services for a Safe Streets for All (SS4A) Action Plan** project as a Joint Venture.

Failure of the Joint Venture entity to qualify will preclude any of the participating firms from bidding as a single entity.

MEMBER FIRM: _____

By: _____
(name signed)

(name printed or typed)

Title: _____

Date: _____

MEMBER FIRM: _____

By: _____
(name signed)

(name printed or typed)

Title: _____

Date: _____

Subscribed and sworn to me this ___ day of _____, 20__.

NOTARY PUBLIC: _____
(name signed)

(name printed or typed)

Commission Expires: _____
(SEAL)

****If you do not intend to enter into a Joint Venture Agreement, put N/A on this form and include it with your submission.****

SECTION V – PROPOSAL FORMS**E: GEORGIA SECURITY & IMMIGRATION COMPLIANCE (GSIC) AFFIDAVIT**

The Unified Government of Athens-Clarke County and Contractor agree that compliance with the requirements of O.C.G.A. § 13-10-91, as amended, and Rule 300-10-1-.02 of the Rules of the Georgia Department of Labor are conditions of this Agreement for the physical performance of services.

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

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

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

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

SEE AFFIDAVIT ON FOLLOWING PAGE

SECTION V – PROPOSAL FORMS



E: CONTRACTOR AFFIDAVIT & AGREEMENT UNDER O.C.G.A. § 13-10-91(b)(1)

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

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

_____ Date of Authorization
Federal Work Authorization Company Identification Number

Name of Contractor: _____

Name of Project: _____

Name of Public Employer: The Unified Government of Athens-Clarke County

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

Executed on ____, _____, 202__ in _____, _____.

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE
____ DAY OF _____, 202__

Notary Public
My Commission Expires:

SECTION VI DOCUMENTS CHECKLIST:

REQUEST FOR QUALIFICATIONS DOCUMENTS CHECKLIST – PHASE I:

- 1. Cover Letter
- 2. Table of Contents
- 3. Business Information
- 4. Qualifications and Experience
- 5. Financial Information and Documentation
- 6. Other Relevant Information

REQUEST FOR QUALIFICATIONS MANDATORY PROPOSAL FORMS (SECTION V) – PHASE I

Offeror must complete, execute and include with the proposal the following mandatory documents:

- A. Proposal Form
- B. Acknowledgement of Addenda
- C. Certification Form
- D. Joint Venture Statement of Intent
- E. Georgia Security & Immigration Compliance (GSIC) Act Affidavit

REQUEST FOR PROPOSALS DOCUMENTS CHECKLIST –PHASE II:

- 1. Cover Page
- 2. Table of Contents
- 3. Technical Approach
- 4. Past Performance / References
- 6. Other Relevant Information

ATTACHMENT A

What Your Business Needs to Know about Georgia's E-Verify Requirements

(Effective July 1, 2013)

E-Verify Contractor Requirements

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

E-Verify Private Employer Requirements

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

What Is E-Verify?

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

Where Do I Find My E-Verify Number?

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

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

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

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

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

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

ATTACHMENT B

Title VI Complaint Form

Title VI of the 1964 Civil Rights Act requires that “No person in the United States shall, on the ground of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.”

Note: The following information is necessary to assist the Unified Government of Athens-Clarke County (ACCGov) in processing your complaint. Should you require any assistance in completing this form, please contact the Title VI Coordinator. Complete and return this form to Remy Epps, Diversity & Inclusion Officer, City Hall, 301 College Avenue, Athens, Georgia 30605.

1. Complainant’s Name _____

2. Address _____

3. City, State and Zip Code _____

4. Telephone Number (home) _____ (business) _____

5. Person discriminated against (if someone other than the complainant)

Name _____

Address _____

City, State and Zip Code _____

6. Which of the following best describes the reason you believe the discrimination took place? Was it because of your:

a. Race/Color _____

b. National Origin _____

c. Other _____

7. What date did the alleged discrimination take place? _____

8. In your own words, describe the alleged discrimination. Explain what happened and whom you believe was responsible. Please use the back of this form if additional space is required.

9. Have you filed this complaint with any other federal, state, or local agency; or with any federal or state court? _____ Yes _____ No

If yes, check all that apply:

Federal agency Federal court State agency
 State court Local agency

10. Please provide information about a contact person at the agency/court where the complaint was filed.

Name _____
Address _____
City, State, and Zip Code _____
Telephone Number _____

11. Please sign below. You may attach any written materials or other information that you think is relevant to your complaint.

Complainant's Signature

Date