

To: Georgia Registered Professional Engineering/Land Surveying Services and others qualified

Ref: Request for Proposals

To All Concerned;

The City of Forest Park, in Clayton County, Georgia is seeking proposals for design, surveying and other related engineering services for the Governors Drive Sidewalk Project and the Rockcut Road drainage improvement and sidewalk project. The projects consists of designing the curb/gutter, storm drainage piping, driveway aprons, sidewalk and handicap accessible sidewalk ramps, pedestrian crosswalks where applicable. Surveying services will also include any necessary construction easements and Right-of-Way plats needed to secure properties necessary to construct the project. It is expected that NPDES permitting and design will be required for this project.

A mandatory pre-bid meeting will be held:

September 4, 2019

10:00 AM at Forest Park Public Works

5230 Jones Rd.

Forest Park, Georgia 30297

Sealed bids will be accepted at the above location up until 2:00 PM, September 20, 2019.

Bids not received by this time will not be accepted. For further information on this project, contact Jeff Eady, Director of Public Works, at 404-608-2310.

**City of Forest Park CDBG
Governors Drive Sidewalk Project
&
Rockcut Road Drainage and Sidewalk Project**

The City of Forest Park is requesting proposals for the design of approximately 545 LF of sidewalk on Governors Dr. from Forest Parkway to the end of the City roadway and approximately 2700 LF of drainage and sidewalk improvements along Rockcut Road. Final documents should include engineering and construction documents showing specified, right of way plans, crosswalks and handicap accessible ramps and sidewalks. Each job location must be priced separately

Design plans should show a five foot sidewalk with a two foot grass strip, where right of way is available, otherwise sidewalk will be five foot wide from the back of curb.

Proposal will include the following:

1. Preliminary site visit to assess proposed improvements, establish a reasonable understanding of the scope of the project, the character of existing development along the proposed alignment corridor and the nature of the problems to be anticipated in connection with the utilities, right-of-way considerations and other design factors.
2. Final concept and Preliminary Engineering Field Review
3. Topographic Mapping: This will include all of approximately 545 linear feet of the project area on Governors Dr. and 2700 linear feet along Rockcut Road and also include information for the entire area of proposed sidewalk addition, thirty (30 feet) on each side of the centerline, existing above and underground utilities, existing pavement, existing curb and gutter and the closest, existing down stream stormwater structure in each direction. Contour intervals should be shown every two feet. The surveyor will clearly mark on his plans and in the field spot elevations, benchmarks, bearing, distances and datum used to collect data. The work shall include deed research as required to locate all structures and describe the City of Forest Park Right-of-Way for the project.
4. Civil Engineering Design and Construction Documents:
 - a. Roadway plan sheets shall provide horizontal layout based on existing roadway alignment, grading and drainage and shall provide all proposed improvements;
 - b. Roadway cross sections to be provided all critical locations; change in typical sections, potential utility conflicts, and potential wall locations;
 - c. Driveway profile sheets to be provided at critical locations where change in typical right-of-way or easement limits may occur;

- d. Intersection detail sheets to radius point where an improvement is proposed;
- e. Phased erosion and sediment control plan pursuant to NPDES;
- f. Hydraulic and hydrology calculations and reports shall be provided for proposed new structures that do not exist and/or tie to existing structures. Existing drainage structures proposed to be replaced due to poor conditions shall meet same hydraulic characteristics;
- g. Drainage profile sheets shall be provided as needed for new construction;
- h. Submit plans to the appropriate City of Forest Park staff and address comments related to the engineering and construction plans

Deliverables:

Task 1:

- A. Review scope of services
- B. Prepare a preliminary CDBG Budget based on critical areas requiring Topographic mapping and construction documents.
- C. Prepare technical memorandum based on available information that will determine the typical sections that may warranty relocation of utilities, retaining walls and or additional Right-of-Way in order to provide the proposed improvements and new construction to existing curb and gutter, driveways and drainage system which will include storm drainage pipes and curb inlets.
- D. Governors Drive must be submitted and ready for bid within 30 days of the award.
- E. Rockcut Road must be submitted and ready for construction within

Task 2: Topographic Mapping:

- A. Stamped and sealed Mylar topographic and Right-of-Way survey including electronic files in AutoCAD and PDF format.

Task 3: Civil Engineering Design and Construction Documents:

- A. Three (3) sets interim plans with drafts specifications for review by the City of Forest Park at 50%, 90% and final milestones;
- B. Electronic files of stamped & sealed plans and specifications in PDF format for reproduction and distribution by the City of Forest Park
- C. Three (3) hard copy sets of stamped final plans and specifications;
- D. Electronic files of plans in the AutoCAD format and specifications in Microsoft Word format;
- E. Assistance to the City of Forest Park with clarifications of plans and specifications during the bidding (detail estimating) as needed.

- F. Complete set of soil and erosion and sediment control plans to be submitted and approved by GA EPD and City of Forest Park Planning and Zoning department
- G. Surveys and legal descriptions of all construction easements and deeds required for the construction process.
- H. Bid Package

Sealed proposals marked as “CDBG Rockcut Road Improvements Project” should include three (3) copies and will be accepted at City Hall located at 745 Forest Parkway, Forest Park, GA 30297 until 2:00 pm September 12, 2019 at which time they will be opened and read aloud. **Proposals not received by this time will not be accepted.** For further information on this project, contact Jeff Eady, Director of Public Works at 404-608-2310.

Proposal to contain a brief narrative on the person / firms experience in civil engineering for roads, sidewalks and drainage projects.

References and experience completed in the last five years that may be similar to that requested in the RFP. With each reference, include the company name, address, persons of contact, telephone number, and brief description of projects completed by your firm.

List key personnel that will be assigned to the project. List the person’s name, title, project assignments, years of experience, licenses and any other qualifications relevant to this request.

Include a statement that the organization maintains the insurance required by the State of Georgia law.



Bidders Qualification Sheet

Company Name _____

Name _____ Title _____

Address _____ City _____

Street _____ Zip _____

Phone _____ Fax _____ E-Mail _____

1. Number of years of experience bidder has in the type of work described in specifications. _____
2. Name & location of places where similar services have been performed in the past five (5) years, and indicate date and year of contracts and name of person to contact who approved Bidders work.

Name	Location	Year	Contact	Phone #

3. Number of employees specifically hired by proposer to perform services of type specified. Supervisory _____ Laborers _____

4. Additional Information _____

Signature & Title of Person Preparing this Form Date

License No. (if applicable) _____ Date _____

CITY OF FOREST PARK
5230 Jones Rd. Forest Park Ga., 404.608.2310
Email – jeady@forestparkpw.com



Proposal Form

Having carefully examined the request for proposal for the engineering services along Governors Drive, Forest Park, Ga. 30297 and having visited the site, examined and become familiar with all conditions affecting the cost of the work, the undersigned hereby propose to furnish all labor, material, equipment and incidentals; and to perform all work in the manner and form as provided. It is the responsibility of the bidder to furnish with their bid a list clarifying any and all deviations from these specifications, written or implied, in order that a fair and proper evaluation can be made. Those bidders not submitting a list of deviations will be presumed to have bid as specified. Attach your itemized proposal to the form.

Location: Governor Drive, Forest Park GA 30297

1. Design and Engineering TOTAL COST: _____

DATE OF COMPLETION WILL BE TAKEN INTO CONSIDERATION WHEN
AWARDING BID.

LENGTH OF TIME TO COMPLETE PROJECT: _____

DATE TO COMMENCE WORK AFTER NOTIFICATION: _____

COMPANY NAME: _____

ADDRESS: _____

CITY _____ STATE _____ ZIP CODE _____

PHONE: _____ E-MAIL: _____

NAME OF BIDDER: _____

SIGNATURE OF BIDDER _____ DATE: _____

WARRANTY PERIOD: _____



Proposal Form

Having carefully examined the request for proposal for the engineering services along Rockcut Road, Forest Park, Ga. 30297 and having visited the site, examined and become familiar with all conditions affecting the cost of the work, the undersigned hereby propose to furnish all labor, material, equipment and incidentals; and to perform all work in the manner and form as provided. It is the responsibility of the bidder to furnish with their bid a list clarifying any and all deviations from these specifications, written or implied, in order that a fair and proper evaluation can be made. Those bidders not submitting a list of deviations will be presumed to have bid as specified. Attach your itemized proposal to the form.

Location: Rockcut Road, Forest Park GA 30297

1. Design and Engineering TOTAL COST: _____

DATE OF COMPLETION WILL BE TAKEN INTO CONSIDERATION WHEN
AWARDING BID.

LENGTH OF TIME TO COMPLETE PROJECT: _____

DATE TO COMMENCE WORK AFTER NOTIFICATION: _____

COMPANY NAME: _____

ADDRESS: _____

CITY _____ STATE _____ ZIP CODE _____

PHONE: _____ E-MAIL: _____

NAME OF BIDDER: _____

SIGNATURE OF BIDDER: _____ DATE: _____

WARRANTY PERIOD: _____