

CITY OF LEESBURG, GEORGIA
107 Walnut Avenue
Leesburg, GA 31763
(229) 759-6465

REQUEST FOR PROPOSALS FOR ENGINEERING SERVICES

DECEMBER 20, 2024

RFQ NO.: 2025-01

Statements of qualifications and proposals are being requested from design consulting firms to provide professional services for the development and completion of the City of Leesburg's Transportation Safety Action Plan in accordance with the Safe Streets and Roads for All (SS4A) grant program. Responding firms should be technically qualified and licensed in the State of Georgia to provide these services. The City intends to select a consulting firm through the qualifications-based selection process, and intends to execute a consulting agreement with the selected firm for services to be provided.

Instructions for preparation and submission of a proposal are contained in the Request for Qualifications package. Proposals must be submitted in a sealed envelope, clearing marked "RFQ NO. 2025-01." The submittal must include two (2) hard-copies and one (1) electronic copy in PDF format on a USB drive.

Proposals must be submitted at the following address no later than 4:00 P.M. on January 24, 2025.

Proposals received after the deadline will not be considered and will be returned unopened.

Submit proposals to:

City of Leesburg
Attn: Bob Alexander, City Manager
107 Walnut Avenue
Leesburg, GA 31763

Offerors whose qualifications meet the criteria established in the Request for Qualifications, at the sole discretion of the City, may be considered for contract award. The City may, by direct negotiation, finalize terms with the service provider who is selected for award based on qualifications. The selected firm will be expected to provide services in accordance with the project schedule. The City will review all SOQs submitted and an award, if made, will be to the most qualified and responsive offeror as deemed by the City, in its sole discretion. The City, in its sole discretion, may short-list firms that are deemed to best meet the City's requirements, taking into consideration all criteria listed in the RFQ, and may ask for formal presentations (at the offeror's expense) from all of the responsive and responsible offerors, or only from those firms that are short-listed, if short-listing is determined to be in the best interest of the City.

Questions regarding submittals should be submitted no later than 5:00 P.M. January 17, 2025 and directed to Debra Perry, Office Manager, debra.perry@cityofleesburgga.com. Replies of substance will be answered in the form of an addendum and made available to all potential proposers on the State of Georgia DOAS Procurement Registry website alongside the posting of the RFQ and also the City's website at cityofleesburgga.com by 4:00 P.M. January 21, 2025. Offerors must acknowledge receipt of any addendum with their RFQ response.

The City reserves the right to reject any or all proposals, to waive informalities, and to readvertise.

CITY OF LEESBURG, GEORGIA

REQUEST FOR QUALIFICATIONS PACKAGE

RFQ 2024-12

ENGINEERING CONSULTANT SERVICES FOR A SAFE STREETS FOR ALL (SS4A) TRANSPORTATION SAFETY ACTION PLAN

I. GENERAL PROJECT INFORMATION

A. Overview

The City of Leesburg is soliciting Statements of Qualifications (SOQs) from qualified firm(s) to provide Engineering Consultant Services for the development of a Safe Streets and Roads for All (SS4A) Transportation Safety Action Plan. The SS4A Action Plan will be in accordance with the U.S. Department of Transportation guidelines and include the following Action Plan Components:

1. Safety Analysis
2. Public Involvement
3. Identification and analysis of underserved communities
4. Assessment of current policies, guidelines, and standards
5. Identification and prioritization of projects and strategies

B. Background and Purpose

With injuries and fatalities related to roadway crashes again on the rise, it has become vital for communities to revise our methods in addressing road safety. This aligns with the U.S. Department of Transportation's National Roadway Safety Strategy and goal of zero roadway deaths. The SS4A program was established through the Bipartisan Infrastructure Law (BIL) to help fund initiatives to prevent roadway injuries and deaths.

C. Goal

The goal is to create a comprehensive Safety Action Plan for the City of Leesburg to identify roadway safety concerns in our community and make recommendations for projects and/or strategies to address those concerns. The plan will outline activities and projects to improve the City's mobility network in alignment with the Safe System approach to foster a healthier, more equitable and sustainable community.

D. Methodology

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

1. Analysis of existing conditions and historical trends to provide data of crashes involving fatalities and serious injuries within the City of Leesburg.
2. Public Involvement including collaboration with stakeholders that allows for representation and feedback from all areas of the community for input into the Action Plan.

3. Identification and analysis of underserved communities including both population characteristics and initial equity impact assessments of proposed projects and strategies.
4. Assessment of current policies, guidelines and standards to identify and recommend revisions to improve how processes prioritize transportation safety.
5. 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.
6. Prepare a Safety Action Plan which will include goals, strategies, and a timeline for reducing fatalities and/or serious injuries incorporating the results of items listed above.

II. ENGINEERING CONSULTANT REQUIREMENTS

- History of firm and resources
- Familiarity with the community
- Key personnel/qualifications
- Proof of licensure
- Current workload and ability to provide proposed services
- Proposed approach, ability, scope and level of service
- Experience with similar state and federally funded projects and list of references
- Errors and Omissions Insurance, please provide a copy
- Statement of Qualifications Form

The final scope of services will be developed by the Owner and communicated to eligible firm(s) prior to actual agreement.

III. RFQ SCHEDULE OF EVENTS

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

ACTIVITY	DATE	TIME
Release of RFQ	December 20, 2024	
Deadline for written questions	January 17, 2025	5:00 PM
Addendum released by	January 21, 2025	4:00 PM
Statement of Qualifications Due	January 24, 2025	4:00 PM
Contract Award	February 4, 2025	
Draft Report Submittal	November 30, 2025	
Final Report Submittal	December 31, 2025	

Issuance of the RFQ in no way constitutes a commitment by the City of Leesburg to award and execute a contract. Upon a determination, such actions would be in its best interest, the City, in its sole discretion, reserves the right to:

- Cancel or terminate this RFQ;
- Reject any or all Statement of Qualification received in response to this RFQ;
- Waive any undesirable, inconsequential, or inconsistent provisions of this RFQ which would not have significant impact on any Statement of Qualification;

- Request additional information from any offeror Extend the date or time scheduled for receiving the RFQs
- Award a partial contract or contracts to multiple offerors
- Not award if it is in the best interest of the City not to proceed with contract execution; or
- If awarded, terminate any contract if the City determines adequate City funds are not available

IV. SELECTION PROCESS

A Selection Committee, consisting of representatives of the Owner, will identify the finalist firm through a qualifications-based selection process. The Selection Committee will receive and evaluate Statements of Qualifications submitted in response to this RFQ

A. Criteria for evaluation of Statements of Qualifications

1. Stability (15%): Stability of the firm, including the firm's corporate history, growth, resources, form of ownership, financial information, and other evidence of stability.
2. Experience and Qualifications (35%): Firm's relevant project experience and qualifications, including the demonstrated ability of firm in effective Consulting Services for planning projects comparable in complexity, size, and function. This includes relevant experience and qualifications of the principal Consulting Services lead staff and level of experience in a leadership role over multiple providers and phases of construction for transportation safety related projects.
3. Performance (30%): Past performance of the firm including references about the quality of leadership of the firm in Consulting Services, the overall services of the firm to previous customers, the firm's ability to meet established project goals, the firm's response to the Owner's needs throughout the project, and the financial and technical success history of the projects in which the firm provided leadership.
4. Suitability (20%): Firm's apparent suitability to provide services for Project, including the firm's apparent fit to the project type and/or needs of the Owner, any special or unique qualifications for the Project, current and projected workloads, proximity of office or lead staff to Project location, experience working with the local government, and services offered by the firm. The firm's non-discrimination policies, any policies and past efforts for W/MBE inclusion will be a part of this evaluation, as well as the firm's record and methodology of addressing public safety and concerns.

B. Short-List Procedure, if applicable

At the City's discretion, a short-list of finalist firms may be chosen to submit further information and provide a formal presentation. In the event that this occurs, the following procedure will be initiated:

1. Finalist Notification

The firms selected as finalists will receive written notification (Finalist Notification) from the Owner which will address the necessary elements of the remainder of the selection process. These elements include, but may not be limited to, the submittal of a project proposal and inperson presentation and interview. An updated schedule of events will be developed and disseminated to finalists at the time of notification.

2. Project Proposal

With the Finalist Notification, the Owner may issue a Request for Project Proposal from the firm. The Project Proposal will be submitted in a format prescribed by the Owner. It will include, at a minimum, (1) specific information on the firm's proposed leadership team and commitment thereof; and (2) a Consulting Services plan for the Project. Copies of this proposal shall be sent to the Owner prior to the interview at the time specified by the Owner in an updated RFQ Schedule of Events. Additional Project Proposal instructions and guidelines will be provided in the Notice to Finalists, as well as the criteria which will be used to evaluate the proposals.

3. Interview

In the Finalist Notification, each finalist firm shall be informed of the place and time for the interview session. The time allotted to each firm will not exceed 90 minutes to include: 15 minutes for setup, 30 minutes for proposer presentation, 30 minutes for Committee questions, and 15 minutes for knockdown. Electronic presentations, such as PowerPoint presentations, are allowed but may not comprise more than 15 minutes of the 30 minute presentation. Although the Owner will have a screen and projector available in the interview room, presenter must be prepared with own projector and laptop for quick setup within the allotted 15 minutes as a backup. The remainder of the presentation may involve flip charts or boards along with oral presentation.

Additional interview instructions and guidelines will be provided in the Notice to Finalists as well as the criteria which will be used to evaluate the interview.

C. Consultant Selection

Upon completion of the evaluation (and interview process by the Selection Committee, if applicable), the firms will be ranked using criteria described herein in descending order of recommendation. Negotiations may then be initiated with the highest-ranking firm to finalize the terms and conditions of the contract, including the fees to be paid. In the event a satisfactory fee agreement cannot be reached with the highest ranking firm, the Owner will formally terminate the negotiations in writing and enter into negotiations in turn with the second highest ranking firm, and so on until a mutual agreement is established and the Owner awards an Engineering Consulting Services contract.

V. INSTRUCTIONS FOR PREPARING STATEMENTS OF QUALIFICATIONS

Each submittal format must include a transmittal letter. The pages of the qualification submittals must be numbered. A table of contents, with corresponding tabs, must be included to identify each section. Responses are limited to 20 pages or less using a minimum of an 11 - point font. Any exhibits, affidavits, or other enclosure information called for may be included in an appendix and will not count toward the page limit. Each Statement of Qualifications shall provide a straightforward, concise delineation of respondent's capabilities. Fancy, colored displays, and promotional materials are not desired. Emphasis must be on completeness, relevance, and clarity of content. The content of all Statements of Qualifications must be categorized and numbered as outlined below, and responsive to all requested information:

A. Description and Resources of Firm

1. Provide basic company information: Company name, address, name of primary contact, telephone number, fax number, email address, and company website (if available). If the firm has multiple offices,

the qualification statement shall include information about the parent company and branch office separately. Identify office from which project will be managed and this office's proximity to the community. Provide form of ownership, including state of residency or incorporation, and number of years in business. Is the owner a sole proprietorship, partnership, corporation, Limited Liability Corporation (LLC), joint venture, or other structure?

2. Briefly describe the history and growth of your firm(s). Provide general information about the firm's personnel resources, including disciplines and numbers of employees and locations and staffing of offices
3. Provide a statement of disclosure, which will allow the Owner to evaluate possible conflicts of interest. Respondents must provide, in their own format, a statement of all potential legal or otherwise significant conflicts of interest possibly created by the respondent's being considered in the selection process or by the respondent's involvement in the project. Respondents should include information as to the nature of relationship(s) with parties in such potential conflict.
4. Has the firm ever been removed from a Services contract, had a contract terminated for default, or failed to complete a contract as assigned?

B. Experience and Qualifications

1. Provide professional qualifications and description of experience for principal Consulting Services personnel. (At this stage, firms are asked for information on lead staff only, but may list qualifications and experience on more than one lead individual who is qualified and available for proposed project. If the firm is selected as finalist, the Owner will request detailed information on the exact proposed expanded team and their relevant experience.) Firms that respond as joint teams will be expected to clearly demonstrate their team members' shared experience, as a joint team, on prior projects of similar magnitude and complexity.
2. Provide information on the firm's Engineering Consulting Services experience on projects of similar type, size, function, and complexity. Describe no more than 10 and no less than five projects, in order of most relevant to least relevant, which demonstrate the firm's capabilities to perform the project at hand. For each project, the following information should be provided:
 - a. Project name, location, and dates during which services were performed.
 - b. Brief description of project and physical description.
 - c. Services performed by your firm.
 - d. Owner's stated satisfaction level in the Consulting Services and/or overall service of your firm.
 - e. Owner contact information.
3. Include any certifications, industry ratings, and achievement recognitions, etc., to attest to the level of experience and success. Describe innovations that the firm might have introduced or employed to increase project adherence to technical standards.

C. Statement of Suitability

1. Provide any information that may serve to differentiate the firm from other firms in suitability for the project. Suitability may include, but is not limited to, the firm's fit to the project and/or needs of the Owner, any special or unique qualifications for the project, current and projected workloads, the proximity of office to Project location, past experience with the local government, and any services offered by the firm that may be particularly suitable for this project.
2. Provide any non-discrimination and affirmative action policies of the firm and the firm's history of W/MBE inclusion in sourcing for projects.

D. Required Documents

1. Provide the required Acknowledgement of Addenda

VI. SUBMITTAL OF QUESTIONS AND REQUESTS FOR CLARIFICATION

Questions about any aspect of the RFQ, or the project, must be submitted in writing (email is preferable) to: Debra Perry, Office Manager, debra.perry@cityofleesburgga.com. The deadlines for submission of questions relating to the RFQ are the times and dates shown in the RFQ Schedule of Events in Section 3. Proposers are cautioned to review and adhere to the Restriction of Communication (See Section 8) for this Project.

VII. SUBMITTAL OF STATEMENTS OF QUALIFICATIONS

Mailed submissions must come in one envelope. The outside of the qualification envelope must be clearly labeled with the Company's name, address, contact information and labeled "Statement of Qualifications, RFP 2025-01". The qualification envelope must only contain two (2) hard copies and one digital copy on a flash drive of the Company's response. Each submittal must include a transmittal letter. Statements of Qualifications must be received by the Owner prior to the deadline indicated in the Schedule of Events (See Section 3) at the exact address below:

City of Leesburg
Attn: Bob Alexander, City Manager
107 Walnut Avenue
Leesburg, GA 31763

VIII. ADDITIONAL TERMS AND CONDITIONS

A. Restriction of Communication

From the issue date of this (RFQ) solicitation until a successful proposer is selected and the selection is announced, proposers are not allowed to communicate about this solicitation or this Project for any reason with any members of the Selection Committee, the Owner, except for submission of questions as instructed in the RFQ, or during the proposer's conference (if applicable), or as provided by any existing work agreement(s). For violation of this provision, the Owner reserves the right to reject the proposal of the offending proposer.

B. Submittal Costs and Confidentiality

ENGINEERING RATINGS CRITERION

CONTACT:

NAME OF FIRM:

FIRM ADDRESS:

Evaluate the Engineering Firm on a scale of 1 to 10, with 1 being poor and 10 being excellent, for the following criteria. Multiply the score by the given percentage. Add the scores to determine a final total score.

CRITERION	POINTS ASSIGNED	%	TOTAL SCORE
1. Stability: (15%) Firm's corporate history, growth, resources, form of ownership, financial information, and other evidence of stability	_____	x 0.15 =	_____
2. Experience and Qualifications: (35%) Firm's relevant project experience and qualifications, including the demonstrated ability of firm in effective Consulting Services for planning projects comparable in complexity, size, and function. This includes relevant experience and qualifications of the principal Consulting Services lead staff and level of experience in a leadership role over multiple providers and phases of construction for transportation safety related projects.	_____	x 0.35 =	_____
3. Performance: (30%) Past performance of the firm including references about the quality of leadership of the firm in Consulting Services, the overall services of the firm to previous customers, the firm's ability to meet established project goals, the firm's response to the Owner's needs throughout the project, and the financial and technical success history of the projects in which the firm provided leadership.	_____	x 0.30 =	_____
4. Suitability: (20%) Firm's apparent suitability to provide services for Project, including the firm's apparent fit to the project type and/or needs of the Owner, any special or unique qualifications for the Project, current and projected workloads, proximity of office or lead staff to Project location, experience working with the local government, and services offered by the firm. The firm's non-discrimination policies, any policies and past efforts for W/MBE inclusion will be a part of this evaluation, as well as the firm's record and methodology of addressing public safety and concerns.	_____	x 0.20 =	_____

TOTAL POINTS: _____

Firm carries Errors and Omissions insurance? Yes No

COMMENTS ON WHY FIRM SHOULD BE SELECTED:

NAME OF REVIEWER: _____ DATE OF REVIEW: _____