



CITY OF
FORESTPARK

REQUEST FOR PROPOSAL

2026-RFP-029

Comprehensive Pavement Condition Assessment and Pavement Management Plan

Friday, May 22, 2026

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For
Project ID: 2026-RFP-029

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Information to Proponents

1. Services Being Procured

The City of Forest Park is seeking proposals from qualified firms to conduct a comprehensive pavement condition assessment of the City's roadway network and develop a pavement management plan. The project will evaluate the condition of paved public roadways, establish a **Pavement Condition Index (PCI) or equivalent rating system**, and provide strategic recommendations to assist the City in prioritizing roadway maintenance, rehabilitation, and reconstruction activities.

The Contractor shall develop a data-driven resurfacing and maintenance plan aligned with available and projected funding to:

- Evaluate the current condition of the City's roadway network
- Establish a standardized Pavement Condition Index (PCI)
- Provide a prioritized, budget-based resurfacing and maintenance plan
- Support long-term capital improvement planning with Local Maintenance and Improvement Grant (LMIG) funding

The City intends to utilize the results of this study to support long-term infrastructure planning, capital improvement programming, and funding opportunities including Georgia Department of Transportation Local Maintenance and Improvement Grant (LMIG) programs or similar state or federal funding sources.

2. Timeline

Release Project Date:	May 22, 2026
Pre-Proposal Meeting (Non-Mandatory):	June 11, 2026, 11:00am Virtual Meeting - Microsoft Teams https://teams.microsoft.com/meet/250411971501744?p=fU6weqfvPlffKJr5DA
Question Submission Deadline:	June 17, 2026, 5:00pm
Response Submission Deadline:	June 29, 2026, 2:00pm Microsoft Teams https://teams.microsoft.com/meet/271133551846083?p=Tqy7GAOoIVBeTXNZuI

3. Method of Source Selection

This procurement is being conducted in accordance with all applicable provisions of the City's Code of Ordinances, including its Procurement Code, and the particular method of source selection for the services sought in this RFP is Code Section 3-1-16; Competitive Sealed Proposals.

By submitting a Proposal concerning this procurement, a Proponent acknowledges that it is familiar with all laws applicable to this procurement, including, but not limited to, the City's Code of Ordinances and Charter, which laws are incorporated into this RFP by reference. Each Proponent also agrees to participate in and abide by all requested information and abide by all City Programs.

4. Minimum Qualifications

The Proponent shall have a minimum of three (3) years of experience in the operations and management of all labor, administrative support, materials, parts, tools, equipment, chemicals, supplies, transportation, travel time, and insurance to efficiently and effectively fulfill the requirements under the scope of services as a Comprehensive Pavement Conditions Assessment. Interested parties must demonstrate qualifications, experience, and abilities associated to accomplish and support all aspects of the prescribed scope of work in a legally and economically supportable, as well as cost-effective manner.

5. No Offer by City; Firm Offer by Proponent

This procurement does not constitute an offer by City to enter into an agreement and cannot be accepted by any Proponent to form an agreement. This procurement is only an invitation for offers from interested Proponents and no offer shall bind City. A Proponent's offer is a firm offer and may not be withdrawn except under the rules specified in City's Code of Ordinances and other applicable law.

6. Proposal Deadline

Your response to this RFP must be received by the Procurement Division, via the City's e-Procurement Portal, located at <https://procurement.opengov.com/portal/forestparkga>, no later than 2:00 pm on Monday, June 29, 2026. Any Proposal received after this time will not be considered and will not be accepted by the City. Proposals will be opened and the names of the proponents will be read aloud publicly via Microsoft Teams at <https://teams.microsoft.com/meet/271133551846083?p=Tqy7GAOoIVBeTXNZuI>

7. Pre-Proposal Conference

A **Pre-Proposal Conference** will be held on Thursday, June 11, 2026 at 11:00 am **Virtual Meeting - Microsoft Teams**

<https://teams.microsoft.com/meet/250411971501744?p=fU6wegfvPlffKJr5DA> . Attendance of this meeting is highly encouraged.

Each Proponent must be fully informed regarding all existing and expected conditions and matters which might affect the cost or performance of the Services. Any failure to fully investigate the job requirements shall not relieve any Proponent from the responsibility of evaluating the difficulty or cost of successfully performing the Services properly.

8. Procurement Questions; Prohibited Contacts

Proponents shall submit all inquiries regarding this solicitation via the City's e-Procurement Portal, located at <https://procurement.opengov.com/portal/forestparkga>. Please note the deadline for submitting inquiries is Wednesday, June 17, 2026 at 5:00 pm. All answers to inquiries will be posted on the City's e-Procurement

Portal. Proponent may also click “Follow” to receive an email notification when answers are posted. It is the responsibility of the Proponent to check the website for answers to inquiries.

It is the responsibility of each Proponent to obtain a copy of any addendum issued for this procurement by monitoring the City’s e-Procurement Portal. No Proponent may rely on any verbal response to any question submitted concerning this RFP. All Proponents and representatives of any Proponent are strictly prohibited from contacting any other City employees, elected officials, or any third-party representatives of City on any matter having to do with this RFP. All communications by any Proponent concerning this RFP must be made to the City’s contact person, or any other City representatives designated by the Procurement Manager in writing.

9. Addendums

The City reserves the right to issue an addendum to the RFP at any time for any reason. If any addenda are issued, such addenda shall be issued by the City prior to the time that proposals are received and shall be considered part of the RFP. Proponents are required to register for an account via the City’s e-Procurement Portal hosted by OpenGov. Once the Proponent has completed registration, they will receive addenda notifications to their email by clicking “Follow” on this project. Ultimately, it is the sole responsibility of each Proponent to periodically check the site for any addenda at <https://procurement.opengov.com/portal/forestparkga>.

10. Ownership of Proposals

Each Proposal submitted for this RFP will become the property of the City, without compensation to a Proponent, for the City’s use, in its discretion. Responses may be reviewed by any person after the final award has been made. The City reserves the right to use any or all ideas presented in reply RFP. Disqualification of a Proponent does not eliminate this right.

11. Errors in Proposals

The City shall not be liable for any errors in the Proponent’s proposal. No modifications to the proposal shall be accepted from the Proponent after the submittal date and time. The Proponent is responsible for careful review of its entire proposal to ensure that all information is correct and complete. Proponents are responsible for all errors or omissions contained in their proposals.

12. Withdrawing Proposals

Proponents may withdraw their proposal at any time prior to the submittal deadline by clicking the "Unsubmit Response" button in their Vendor Portal. The Proponent may submit another proposal at any time prior to the submittal deadline. No proposal may be withdrawn after the submittal date and time without approval by the City. Such approval shall be based on the Proponent’s submittal, in writing of reason acceptable to the city in its sole discretion.

13. Georgia Open Records Act

Information provided to the City is subject to disclosure under the Georgia Open Records Act (“GORA”). Pursuant to O.C.G.A. § 50-18-72(a)(34), “[a]n 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 [O.C.G.A. § 10-1-760 et seq.]” (Form 13)

14. Insurance and/or Bonding Requirements

The Vendor/Contractor/Subcontractor shall purchase and maintain insurance of the following types of coverage and limits of liability:

A. **Commercial General Liability (CGL)** with limits of Insurance of not less than \$1,000,000 each occurrence and \$2,000,000 Annual Aggregate.

1. If the CGL coverage contains a General Aggregate Limit, such General Aggregate shall apply separately to each project.
2. CGL coverage shall be written on ISO Occurrence form CG 00 01 0413 or a substitute form providing equivalent coverage and shall cover liability arising from premises, operations, independent contractors, products-completed operations, and personal and advertising injury.
3. CGL coverage shall be issued on an "Occurrence" basis. "Claims Made" coverage is not acceptable.
4. Defense costs shall be outside of policy limits. Eroding limits coverage is not acceptable.
5. The CGL coverage shall not be limited by excluding coverage for work performed by subcontractors (CG 22 94, CG 22 95 or equivalent).
6. Owner and all other parties as required by Owner, shall be included as insureds on the CGL, using combination of ISO Additional Insured Endorsements CG 20 10 04 13 and CG 20 37 04 13, or an endorsement approved by the Owner providing equivalent or broader coverage to the additional insureds. This insurance for the additional insureds shall be as broad as the coverage provided for the named insured subcontractor. It shall apply as Primary and Non-Contributing Insurance before any other insurance or self-insurance, including any deductible, maintained by, or provided to, the additional insured. Therefore, coverage provided the additional insureds shall not require or contemplate contribution by any other policy or policies obtained by, or available to, and additional insured; any other such coverage shall be excess over the coverage to be provided by the subcontractor. The limits of coverage provided to the additional insureds shall be the same as the limits available to the Vendor/Contractor/Subcontractor. Thus, in the event that the coverage obtained by Vendor/Contractor/Subcontractor contains greater limits than the minimum limits required above, the additional insureds shall be entitled to such greater limits, and this Agreement shall be deemed to require such greater limits.
7. Vendor/Contractor/Subcontractor shall maintain CGL coverage for itself and all additional insureds for the duration of the project and maintain Completed Operations coverage for itself and each additional insured for at least three (3) years after completion of the work.
8. The CGL coverage shall not contain any deductible that exceeds \$10,000.00. If the CGL contains a deductible, the Vendor/Contractor/Subcontractor shall be responsible for the deductible amount for any paid claim. However, Owner, at its option, can choose to pay the deductible and recoup such payment from the Subcontractor.

B. **Automobile Liability**

1. Business Auto Liability with limits of at least \$1,000,000 combined single limit.
2. Business Auto coverage must include coverage for liability arising out of all owned, leased, hired and non-owned automobiles.
3. Owner, and all other parties required by the Owner, shall be included as insureds on the Business Auto policy. The Business Auto policy shall be primary and non-contributory to any applicable coverage acquired by the Owner, and all required parties.

C. Commercial Umbrella

1. Umbrella limits must be at least \$5,000,000 with such coverage to include Employers' Liability, General Liability and Automobile Liability, as underlying policies.
2. Umbrella coverage must include as additional insureds all entities that are additional insureds on the CGL.
3. Umbrella coverage for each additional insureds shall apply as primary and noncontributory basis before any other insurance or self-insurance, including any deductible, maintained by, or provided to, the additional insured other than the Employers Liability coverages maintained by the Vendor/Contractor/Subcontractor.

D. Workers Compensation and Employers Liability

1. Workers' Compensation Insurance Coverage for all of Vendor/Contractor/Subcontractor's employees at the site of the Project, with statutory required limits.
2. Employers Liability Insurance limits of at least \$500,000 each accident for bodily injury by accident and \$500,000 each employee for injury by disease and \$500,000 bodily injury by disease policy limit.

Additional Requirements:

- A. Vendor/Contractor/Subcontractor and Vendor/Contractor/Subcontractor's insurers waived all rights against Owner and Architect and their agents, officers, directors, and employees for recovery of damages to the extent these damages are covered by any commercial general liability, commercial umbrella liability, business auto liability or workers compensation, employers liability insurance.
- B. Attached to each certificate of insurance shall be copy of Additional Insured Endorsements that are part of the Vendor/Contractor/Subcontractor's Commercial General Liability, Auto Liability and Umbrella Policy.
- C. These certificates and the insurance policies required by this Exhibit shall contain a provision that coverage afforded under the policies will not be canceled or allowed to expire until at least 30 days prior written notice has been given to the Owner.
- D. Acceptance of said certificate will not be deemed to be a waiver of the requirements of this Agreement.
- E. All policies will be written by companies licensed to do business in the state where property is located, and which have a rating by Best's Key Rating Guide not less than "A-/VIII".

F. The foregoing provisions relative to insurance shall in no way limit or fix the liability of Vendor/Contractor/ Subcontractor to Owner, or any other person or entity in respect of any act or omission of Vendor/Contractor/Subcontractor or any breach by Vendor/Contractor/Subcontractor of any obligations or duties owing under this Agreement or otherwise imposed by law.

G. Additional Insureds under this Agreement shall be listed as The City of Forest Park, Georgia (Owner).

15. Applicable Diversity Program

The City's Diversity Program is applicable to this procurement. By submitting a Proposal in response to this procurement, each Proponent agrees to comply with such applicable Diversity Program. A copy of the City's Local, Small Business, Diversity Program (LSBD Forms 1-6) may be found in the attachments section of this RFP.

16. Special Rules Applicable to Evaluation of Proposals

A Proponent may submit subcontractors/subconsultants or equipment manufacturers with their proposal they plan to use. The City reserves the right to disapprove any proposed subcontractors whose technical or financial ability, resources or experience are deemed inadequate.

17. Examination of Proposal Documents

- A. Each Proponent is responsible for examining, with appropriate care, the complete RFP and all Addenda and for informing itself with respect to all conditions which might in any way affect the cost or the performance of any Services. Failure to do so will be at the sole risk of the Proponent, who is deemed to have included all costs for performance of the Services in its Proposal
- B. Each Proponent shall promptly notify the City in writing should the Proponent find discrepancies, errors, ambiguities or omissions in the Proposal Documents, or should their intent or meaning appear unclear or ambiguous, or should any other question arise relative to the RFP. Replies to such notices may be made in the form of an addendum to the RFP, which will be issued simultaneously to all potential Proponents who have obtained the RFP from City.
- C. The City may, in accordance with applicable law, by addendum, modify any provision or part of the RFP at any time prior to the Proposal due date and time. The Proponent shall not rely on oral clarifications to the RFP unless they are confirmed in writing by the City in an issued addendum.

18. Oral Presentations and Demonstrations

All responsive Proponents may be required to make an oral presentation of their proposed solution to the City's Evaluation Committee. The Key Personnel (or some group thereof) as identified in the Proponent's proposal must be active participants in the oral presentation. The Proponent's presentation should focus on an understanding of the capabilities of the proposed solution. The City will notify responsive proponents of the date, time and location for the presentation, and will supply an agenda or topics for discussion.

19. Cancellation of Solicitation

This solicitation may be cancelled in accordance with the City's Code of Ordinances.

20. Responsiveness and Responsibility

The responsiveness of a Proponent is determined by the following:

- A. A timely and effective delivery of all services, materials, documents, and/or other information required by the City;
- B. The completeness of all material, documents and/or information required by the City; and
- C. The notification of the City of methods, services, supplies and/or equipment that could reduce cost or increase quality.

The responsibility of a Proponent is determined by the following:

- A. The ability, capacity and skill of the Proponent to perform the Agreement or provide the Work required.
- B. The capability of the Proponent to perform the Agreement or provide the Work promptly, or within the time specified without delay or interference.
- C. The character, integrity, reputation, judgment, experience and efficiency of the Proponent.
- D. The quality of performance of previous contracts or work;
- E. The previous existing compliance by the Proponent with laws and ordinances relating to the Agreement or Work.
- F. The sufficiency of the financial resources and ability of the Proponent to perform the Agreement or provide the Work; and
- G. The quality, availability and adaptability of the supplies or contractual Work to the particular use required.

21. Disqualification of Proponents

Any of the following may be considered as sufficient for disqualification of a Proponent and the rejection of the Proposal:

- A. Submission of more than one Proposal for the same work by an individual, firm, partnership or Corporation under the same or different name(s);
- B. Evidence of collusion among Proponents;
- C. Previous participation in collusive bidding on Work for the City;
- D. Submission of an unbalanced Proposal, in which the prices quoted for same items are out of proportion to the prices for other items;
- E. Lack of competency of Proponent (the Agreement will be awarded only to a Proponent(s) rated as capable of performing the Work; the City may declare any Proponent ineligible at any time during the process of receiving Proposals or awarding the Agreement where developments arise which, in the opinion of the City, adversely affect the Proponent's responsibility;
- F. Lack of responsibility as shown by past Work judged from the standpoint of workmanship and progress; financial irresponsibility, including but not limited to, leaving retainage in City account;

- G. Uncompleted Work for which the Proponent is committed by Agreement, which in the judgment of the City, might hinder or prevent the prompt completion of Work under this Agreement if awarded to such Proponent; and
- H. Being in arrears on any existing or prior contracts with the City or in litigation with the City thereon or having defaulted on a previous contract with the City.
- I. Including any pricing, cost information, fees, or rates within the Technical Proposal submission.

22. Award of Agreement; Execution

If the City awards an Agreement pursuant to this procurement, the City will prepare and forward to the successful Proponent an Agreement for execution substantially in the form included in this RFP.

23. Illegal Immigration Reform and Enforcement Act

This RFP is subject to the Illegal Immigration Reform and Enforcement Act of 2011 (“IIREA” or “the Act”). IIREA was formerly known as the Georgia Security and Immigration Compliance Act or GSCIA. Pursuant to the Act, the Proponent must provide with its Proposal proof of its registration with and continuing and future participation in the E-Verify Program established by the United States Department of Homeland Security. A completed Contractor Affidavit (Form 2), set forth in Part 4; Illegal Immigration Reform and Enforcement Act Forms, must be submitted with the Proposal. Under state law, the City cannot consider any Proposal which does not include completed forms. Where the business structure of a Proponent is such that Proponent is required to obtain an Employer Identification Number (EIN) from the Internal Revenue Service, Proponent must complete the Contractor Affidavit (Form 2) on behalf of and provide a Federal Work Authorization User ID Number issued to, the Proponent itself. Where the business structure of a Proponent does not require it to obtain an EIN, each entity comprising Proponent must submit a separate Contractor Affidavit (Form 2). It is not the intent of this notice to provide detailed information or legal advice concerning the Act. All Proponents intending to do business with the City are responsible for independently apprising themselves of and complying with the requirements of the Act and assessing its effect on City procurements and their participation in those procurements. For additional information on the E-Verify program or to enroll in the program, go to: <https://e-verify.uscis.gov/enroll>. Additional information on completing and submitting the Contractor Affidavit (Form 2) precedes the Affidavit.

24. Multiple Awards

The City reserves, at its sole discretion, the option to award to multiple Proponents. Multiple awards may be made on the total Scope of Services or components of the Scope of Services.

25. Electronic Proposal Documents

This RFP is being made available to all Proponents by electronic means. By responding to this RFP, Proponent acknowledges and accepts full responsibility to ensure that it is responding to the correct form of RFP, including any addenda issued by the City's Department of Procurement. Proponent acknowledges and agrees that in the event of a conflict between the RFP in the Proponent's possession and the version maintained by the Procurement Division, the version maintained by the City's Department of Procurement shall govern. The RFP document is available for download at the City's e-Procurement portal located at <https://procurement.opengov.com/portal/forestparkga>.

26. Title VI Solicitation Notice

The City of Forest Park, in accordance with the provisions of and the Regulations, hereby notifies all Proponents or offerors that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit proposals in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

27. Contract Period

It is anticipated that a contract, if awarded, will be for a base period of one (1) year, beginning upon receipt of a Notice of Award. The City will inform the successful Proposer, in writing, of its intent to execute any further extensions thirty (30) days prior to the end of any contract period then in existence. The contract period is 90 days for project completion.

Scope of Work

28. General Scope of Work

The City maintains approximately **80 miles of roadway** consisting of arterial, collector, and local streets.

The purpose of this RFP is to:

- Evaluate the current condition of the City's roadway network
- Establish a baseline pavement condition dataset
- Establish a standardized Pavement Condition Index (PCI)
- Improve asset management of roadway infrastructure
- Provide a prioritized, budget-based resurfacing and pavement maintenance plan
- Support long-term capital improvement planning with LMIG funding
- Develop a data-driven pavement management program

29. Scope of Services

The selected consultant must demonstrate experience conducting municipal pavement condition assessments and implementing pavement management systems. The consultant must demonstrate expertise with providing professional engineering or infrastructure asset management and successful completion of similar projects for other local governments.

The selected consultant shall provide professional services necessary to complete a comprehensive pavement condition assessment and pavement management plan, including but not limited to the following tasks.

1.1 Project Management

The consultant shall:

- Conduct a project kickoff meeting with City staff
- Coordinate with Public Works and Clayton County's GIS staff
- Develop a detailed project schedule
- Provide periodic project progress updates

1.2 Roadway Inventory, Data Collection and Assessment

The consultant shall collect and verify roadway inventory data and conduct a citywide pavement condition survey of all public roads, including:

- Roadway name and segment identification
- Roadway classification (arterial, collector, local)
- Pavement type
- Roadway length and width
- Lane configuration
- Total roadway mileage

The consultant may utilize industry-standard methodologies, manual surveys, automated data collection vehicles, or other industry-standard technologies to perform pavement condition evaluations. Document roadway distresses (cracking, rutting, potholes, etc.) and collect data using appropriate technology (e.g., visual inspection, automated systems, GIS integration).

1.3 Pavement Distress Identification

The consultant shall document pavement distresses including but not limited to:

- Alligator cracking
- Longitudinal and transverse cracking
- Block cracking
- Rutting
- Potholes
- Surface raveling
- Patching and utility cuts
- Edge deterioration

Distress data shall be used to calculate pavement condition ratings.

1.4 Pavement Condition Index (PCI) Evaluation

The consultant shall assign pavement condition ratings using **ASTM D6433 Pavement Condition Index (PCI) methodology or an equivalent industry-recognized evaluation system.**

Typical rating scale:

PCI Score	Condition
85–100	Excellent
70–84	Good
55–69	Fair
40–54	Poor
0–39	Failed

Each roadway segment shall be assigned a PCI score and condition classification.

- Assign a PCI score to each roadway segment
- Provide condition ratings and classifications

1.5 Sidewalk Assessment (Optional/If Included)

The Consultant shall identify sidewalk conditions including:

- Trip hazards (per FHWA standards)
- Cracking and structural deficiencies
- Missing sidewalk segments
- Tree root intrusion and uplift
- Map existing sidewalks and gaps

1.6 Advanced Data Collection Technologies (Optional)

The Consultant may include advanced technologies and describe the methodology used and benefits to the City, including:

- Automated pavement scanning vehicles
- LiDAR or laser imaging systems
- High-resolution roadway imagery
- Drone-assisted inspections
- Artificial intelligence pavement analysis tools

1.7 GIS Integration and Mapping

All pavement condition data shall be compatible with Clayton County's **Geographic Information System (GIS)**. The Consultant shall work with Clayton County on the raw data submitted:

Deliverables shall include:

- Provide all data in GIS-compatible format
- Develop an interactive map/dashboard (preferred)
- GIS shapefiles of roadway segments
- Pavement condition maps
- Distress mapping
- PCI visualization maps

1.8 Resurfacing, Maintenance and Rehabilitation Recommendations

The consultant shall recommend appropriate pavement treatments based on pavement condition including:

Pavement Condition	Recommended Treatment
Excellent	Preventive maintenance
Good	Crack sealing / surface treatment
Fair	Resurfacing / mill and overlay
Poor	Structural rehabilitation
Failed	Reconstruction

The consultant shall provide **estimated cost ranges for each treatment type**.

- Develop a prioritized list of recommended improvements
- Include short-term (1–3 years) and long-term (5–10 years) plans
- Provide cost estimates for each recommendation
- Align recommendations with various budget scenarios

The consultant shall ensure the pavement assessment data supports Georgia Department of Transportation LMIG program reporting requirements and other potential infrastructure funding programs.

1.9 Reporting

The Consultant shall submit a comprehensive final report including:

- Methodology used
- Findings and analysis
- Prioritized recommendations

30. Project Deliverables

The consultant shall provide the following deliverables:

- Pavement condition database
- GIS compatible mapping files and/or web-based platform
- Pavement condition index (PCI) database / scores for all roadway segments
- Roadway inventory database

- Sidewalk condition inventory (if applicable)
- Prioritized maintenance project list
- Cost estimates for recommended improvements
- Final pavement condition assessment report and executive summary
- Pavement management plan
- Digital and printable maps
- Presentation to City leadership regarding information on the study

Contents of Proposal/Required Submittals

A Proponent must submit a complete Proposal in response to this Request for Proposal (“**RFP**”). The information drafted must include each of the following parts as outlined below.

31. Letter of Interest

Include a one-page signed cover letter expressing the Proponent's interest in being considered for the project. Include a statement regarding the consultant’s availability to dedicate time, personnel, and resources to this effort. The letter of interest must include a commitment to the availability of the Proponent, all key project staff, and sub-consultants to provide specified services.

32. Title Page

The title page must identify the lead Person acting on behalf of the Proponent, including, but limited to, their name, address, email address and phone number.

33. Executive Summary

Provide an Executive Summary detailing the Proponent's qualifications to accomplish the requirements listed in the Scope of Work. At a minimum, the Executive Summary shall contain, but is not limited to the following:

- A. Complete legal name of the Proponent and the name of the legal entities that comprise the Proponent.
The Proponent must provide the domicile where each entity comprising it is organized, including entity name, brief history of the entity, contact name, address, phone number, and facsimile number, as well as the legal structure of the entity and a listing of major satellite offices.
- B. Describe the nature of the Proponent’s business; include a description of experience, competencies, and overall organizational capabilities.
- C. Description of how the Proponent meets any Minimum Requirements listed within the RFP.
- D. A declarative statement as to whether the Proponent or any member of the Proponent team has an open dispute with the City or is involved in any litigation associated with work in progress or completed in both the private and public sector during the past three (3) years.
- E. Proponent's Statement of Legal Status and Financial Capability.

34. Organizational Structure/Key Personnel and Resumes

The Proponent's Organizational Structure Section should introduce the proposed Proponent team by:

- A. Provide the Proponent's Management Organizational Chart
- B. Provide a description of how the organizational structure will facilitate managing the requirements of this RFP and how an efficient flow of information will be realized from the organizational structure.
- C. Provide resumes for the Key Personnel the Proponent intends to assign to this project to include any sub-contractors through the Local, Small Business, Diversity Program. Resumes should be organized as follows:
 - 1. Name and Title
 - 2. Professional Background
 - 3. Current and Past Relevant Employment
 - 4. Education
 - 5. Certifications

35. Management and Staffing Plan

Describe how the project will be organized and managed, ensuring that staffing needs are met to meet the requirements set forth within this RFP and its Scope of Work. Clearly outline the estimated staffing needed to complete the project. The Management and Staffing should include, but is not limited to the following:

- A. Estimated Staffing needed.
- B. Description of Proponent's process, procedures and methodology for monitoring the required outcomes and services set forth within this RFP and its Scope of Work.
- C. Description of Proponent's reporting process and capabilities and provide sample reports for this project, i.e., performance measures, quality of work, and deliverables.
- D. Provide a list of resources to include a list of equipment with a quantity of each.

36. References / Past Experience

Describe the Proponent's and any subcontractor's experience as it pertains to the requirements described in the RFP's Scope of Work. Provide at least three (3) projects from within the past five (5) years of similar size and scope, including, but not limited to:

- A. Client Name
- B. Project Description
- C. Project Value
- D. Role of the Individuals involved
- E. Project Completion Date

F. Reference Contact Name

G. Reference Contact Phone Number

H. Reference Contact Email address

37. Local, Small Business, Diversity Program

Proponent must provide an executive level plan (3 pages maximum) for achieving, at a minimum, the City LSBSD participation goals including the description of their plan for performing good faith outreach efforts. This program should include Local Labor/Employees and local businesses.

38. Cost Proposal

DO NOT INCLUDE ANY COST IN TECHNICAL PROPOSAL. The City of Forest Park may disqualify any proposal if Pricing Information is included in the Technical Proposal.

Each Proponent must submit an Electronic Cost Proposal at the City's e-Procurement portal for this RFP located at <https://procurement.opengov.com/portal/forestparkga/projects/128927>.

The Cost Proposal must support the Scope of Services contained in the RFP and fully encompass all activities in the Proponent's Proposal.

39. Required Documents and Forms

In addition, the contents required within the proposal, the following forms must be completed and returned with each proposal to be deemed responsive:

A. Proposal Submittal Letter Form

B. Illegal Immigration Reform and Enforcement Act Form(s)

C. Proponent's Statement of Legal Status and Financial Capability

D. Acknowledgement of Insurance Requirements

E. Proponent's Contact Directory

F. References: List of Clients

G. Non-Collusion Affidavit

H. Certification Regarding Debarment, Suspension, and Other Matters

I. Local, Small Business, Diversity Program (Forms 1-4) (Applicable if there are subcontracting opportunities) Include Local Labor/Employees

J. State of Georgia Certificate of Existence

K. W-9

Evaluation of Proposals

40. Method of Evaluation

The City of Forest Park will review and evaluate all proposals submitted in response to this RFP. The City will conduct a preliminary evaluation of all proposals on the basis of the information provided as well as compliance with the minimum qualifications set forth in the RFP. Failure to comply with any mandatory requirement may disqualify a proposal.

41. Responsiveness and Responsibility

The City will carefully review and evaluate all proposals submitted in response to this RFP for the responsiveness and responsibility of each Proponent.

The responsiveness of a Proponent is determined by the following:

- A. A timely and effective delivery of all services, materials, documents, and/or other information required by the City;
- B. The completeness of all material, documents and/or information required by the City; and
- C. The notification of the City of methods, services, supplies and/or equipment that could reduce cost or increase quality.

The responsibility of a Proponent is determined by the following:

- A. The ability, capacity and skill of the Proponent to perform the Agreement or provide the Work required.
- B. The capability of the Proponent to perform the Agreement or provide the Work promptly, or within the time specified without delay or interference.
- C. The character, integrity, reputation, judgment, experience and efficiency of the Proponent.
- D. The quality of performance of previous contracts or work;
- E. The previous existing compliance by the Proponent with laws and ordinances relating to the Agreement or Work.
- F. The sufficiency of the financial resources and ability of the Proponent to perform the Agreement or provide the Work; and
- G. The quality, availability and adaptability of the supplies or contractual Work to the particular use required.

42. Criteria for Evaluation

The City will consider the following criteria in evaluating proposals submitted:

- A. The Proponent's Experience and Reputation of the Proponent based on references.
- B. Proponent's Statement of Legal Status and Financial Capability. ***Submit attached form and supporting documents with technical proposal.***
- C. The qualifications and experience of the Proponent's Key Personnel assigned to the Project to include any sub-contractors through the Local, Small Business, Diversity Program.

- D. The quality, availability, project approach/methodology, and adaptability of the services proposed in order to meet the requirements of the RFP.
- E. The proposed pricing. **Do not include any Pricing Information in the Technical Proposal. The City of Forest Park may disqualify any proposal if Pricing Information is included in the Technical Proposal.**

The city reserves the right to add/delete/modify criteria or times, via an addendum, if it is in the city's best interest, as determined by the city in its sole discretion.

Following the review of proposals, the City reserves the right to request additional information, seek clarification from Proponents, request revised fee schedules and to schedule interviews for presentations.

43. Interviews/Presentations

Any Proponent who submits a proposal may be required to make an oral presentation of its capability to perform as described in its proposal to the City. The Key Personnel, or some group thereof, as identified in the Proponent's proposal must be active participants in the oral presentation. The Proponent's presentation should focus on an understanding of the capabilities of the proposed solution. The City will notify responsive proponents of the date, time and location for the presentation, and will supply an agenda or topics for discussion. **Such a presentation will be at the Proponent's expense.**

44. Award Criteria

Issuance of this RFP does not compel the city to award a contract. The City reserves the right to reject any or all proposals wholly or in part and to waive any technicalities, informalities, or irregularities in any proposal at its sole option and discretion. The City reserves the right to request clarification or additional information. The City reserves the right to award a contract, to re-solicit proposals, or to temporarily, or permanently abandon the procurement.

The Proponent selected for an award will not necessarily be the lowest bidder. Rather, the selection will be based upon the proposal that is responsive, responsible, and the most advantageous to the City, as determined by the City in its sole discretion. The City intends to award a contract, subject to the terms of this RFP, to the best overall valued firm. Proposals will be prioritized based on the criteria as outlined in this document.

Evaluation Criteria

All Proposals will be evaluated in accordance with the City's Code of Ordinances and the criteria specified on the Percentage Evaluation Form and considering the information required to be submitted in each Proposal. An Evaluation Committee will review the Proposals in accordance with this RFP.

No.	Evaluation Criteria	Scoring Method	Weight (Points)
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1.	Executive Summary and Methodology Provide an Executive Summary detailing the Proponent's qualifications to accomplish the requirements listed in the Scope of Work. At a minimum, the Executive Summary shall contain, but is not limited to the following: A. Complete legal name of the Proponent and the name of the legal entities that comprise the Proponent. The Proponent must provide the domicile where each entity comprising it is organized, including entity name, brief history of the entity, contact name, address, phone number, and facsimile number, as well as the legal structure of the entity and a listing of major satellite offices. B. Describe the nature of the Proponent's business; include a description of experience, competencies, and overall organizational capabilities to include financial stability. C. Description of how the Proponent meets any Minimum Qualifications, Requirements and Methodology listed within the RFP. D. A declarative statement as to whether the Proponent or any member of the Proponent team has an open dispute with the City or is involved in any litigation associated with work in progress or completed in both the private and public sector during the past five (5) years. E. Proponent's Statement of Legal Status and Financial Capability. <i>Submit attached form and supporting documents with technical proposal.</i>	Points Based	25 (25% of Total)
2.	Organizational Structure / Key Personnel and Resumes The Proponent's Organizational Structure Section should introduce the proposed Proponent team by: A. Provide the Proponent's Management Organizational Chart B. Provide a description of how the organizational structure will facilitate managing the requirements of this RFP and how an efficient flow of information will be realized from the organizational structure. C. Provide resumes for the Key Personnel the Proponent intends to assign to this project to include any sub-contractors through the Local, Small Business, Diversity Program. Resumes should be organized as follows: 1. Name and Title 2. Professional Background 3. Current and Past Relevant Employment 4. Education 5. Certifications	Points Based	20 (20% of Total)

3.	Project Management and Staffing Plan Describe how the project will be organized and managed, ensuring that staffing needs are met to meet the requirements set forth within this RFP and its Scope of Work. Clearly outline the estimated staffing needed to complete the project. The Management and Staffing should include, but is not limited to: A. Estimated Staffing needed. B. Description of Proponent's process, procedures and methodology for monitoring the required outcomes and services set forth within this RFP and its Scope of Work. C. Description of Proponent's reporting process and capabilities and provide sample reports for this project, i.e., performance measures, quality of work, and deliverables. D. Provide a list of resources used to accomplish the delivery of Comprehensive Pavement Condition Assessment Services.	Points Based	20 (20% of Total)
4.	References: Experience and Past Performance Describe the Proponent's and any subcontractor's experience as it pertains to the requirements described in the RFP's Scope of Work. Provide three (3) projects from within the past five (5) years of similar size and scope from other municipalities, including, but not limited to: A. Agency Name B. Project Completion Date (Timeframe) C. Reference Contact Name D. Reference Contact Phone Number E. Reference Contact Email address	Points Based	25 (25% of Total)
5.	Cost Proposal DO NOT INCLUDE ANY COST IN TECHNICAL PROPOSAL. The City of Forest Park may disqualify any proposal if Pricing Information is included in the Technical Proposal. Each Proponent must submit an Electronic Cost Proposal at the City's e-Procurement portal for this RFP located at https://procurement.opengov.com/portal/forestparkga/projects/128927 . The Cost Proposal must support the Scope of Services contained in the RFP and fully encompass all activities in the Proponent's Proposal.	Points Based	10 (10% of Total)

Price Proposal

COST PROPOSAL

Proposers shall provide a lump sum cost proposal including all services: labor, equipment, software, travel, data collection, analysis, reporting, and project management necessary to complete the comprehensive pavement condition assessment. The cost proposal shall include a detailed breakdown by project phase, milestone payment schedule, and any optional services priced separately.

Line Item	Description	Unit of Measure	Unit Cost
1	Data Collection Requirements to include: 360 Imagery for Pavement Condition Assessment; All pavement data shall be collected using updated industry technology for accurate surface distress detection; Collection shall capture the full roadway surface including edge-to-edge lane coverage, adjacent sidewalk infrastructure, and roadway signage in a single mobilization pass where feasible; Pavement distress shall be identified and classified in accordance with ASTM D6433 standards; Respondents shall describe their condition index methodology, including the rating scale used and any third-party validation (e.g., NCAT or equivalent); and Condition results shall be reported at the 30 ft segment level using the PCI 0-100 scoring.	Lump Sum	
2	Pavement Management Plan to include: a report describing platform capabilities supporting the development and maintenance of a Pavement Management Plan (PMP), including the following: ☐ GIS and Reports and Maps ☐ Network-level condition summary reporting by road classification, district, or custom jurisdiction boundary. ☐ Budget scenario modeling allowing the municipality to evaluate treatment prioritization under fixed or variable funding constraints. ☐ Treatment recommendation engine identifying appropriate intervention strategies (e.g., crack seal, mill & overlay, full reconstruction) based on current condition index, distress type, and remaining service life. ☐ Multi-year capital forecasting projecting network condition trajectories under different investment levels. ☐ Export of Pavement Management Plan (PMP)-ready outputs suitable for submission to state DOT, FHWA, or regional planning agency requirements. ☐ Reporting templates or dashboards designed to support public-facing communication of infrastructure condition and investment needs.	Lump Sum	

COST PROPOSAL

Additional asset collection options that may work for the City of Forest Park

Line Item	Description	Unit of Measure	Unit Cost
3	Sidewalk Condition Assessment to include: ☐ Condition results shall be reported at the segment level using Good / Fair / Poor ☐ Length and width of sidewalk	Lump Sum	
4	Traffic Sign Inventory and Condition Assessment: Results shall include at minimum: • Sign type and MUTCD classification, • GPS-referenced location, • Facing direction • Mounting type. Sign condition shall be reported as Good / Fair / Poor Reflectivity level	Lump Sum	

Proposal Submittal

The following items are proposal Submission Requirements and must be submitted as part of a Proponent's proposal response.

45. Proposal Submittal Letter Form *

Proponent certifies that by submitting this bid proposal to furnish all services, labor, materials, or equipment for RFP 2026-RFP-029, Proponent acknowledges and agrees that Proponent's proposal shall be binding.

Furthermore, Proponent understand that if the City of Forest Park, Georgia, awards a contract to Proponent, the Proponent's proposal will constitute a legal, valid, and binding contract between the Proponent and the City of Forest Park, Georgia. Proponent agrees that the Contract created will incorporate the terms and conditions of the bid, including but not limited to, the bid Scope of Work, solicitation instructions and conditions, the contract provisions, and Proponent's proposal.

☐ Please confirm

*Response required

46. Proponent's Technical Proposal*

Upload a copy of your response including your responses to the items identified in the Section Titled Contents of Proposal/Required Submittals.

Do not include any Pricing Information in the Technical Proposal. The City of Forest Park may disqualify any proposal if Pricing Information is included in the Technical Proposal.

*Response required

47. Illegal Immigration Reform and Enforcement Act*

Please download the below documents, complete, and upload.

- [Illegal Immigration Reform ...](#)

*Response required

48. Contractor's Statement of Legal Status and Financial Capability*

Please download the below documents, complete, and upload.

- [Contractor's Statement of L...](#)

*Response required

49. Acknowledgement of Insurance Requirements*

Proponent certifies that:

If selected as the successful Proponent for Comprehensive Pavement Condition Assessment and Pavement Management Plan, 2026-RFP-029, Proponent shall comply with all insurance requirements for the project listed above and any other attachments to the RFP which pertain to insurance.

Proponent understands that it is expected to share these requirements with potential sureties and insurance brokers, agents, underwriters, etc. prior to the award of a contract and to take all necessary steps to ensure compliance with the applicable requirements without delay.

The Proponent understands, acknowledges and agrees that any failure to fully comply with the insurance requirements within 10 days of the date the Proponent receives a final contract. By executing this Acknowledgement of Insurance, the Proponent understands and agrees to comply unconditionally with all requirements. Proponent represents that they are authorized to make the representation contained herein on behalf of the Proponent.

☐ Please confirm

*Response required

50. Proponent's Contact Directory*

Please download the below documents, complete, and upload.

- [Contact Directory.pdf](#)

*Response required

51. List of Clients*

Please download the below documents, complete, and upload.

- [Reference List.docx](#)

*Response required

52. Non-Collusion Affidavit*

Proponent hereby certifies that the Proponent has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by them, entered into any combination, collusion or agreement with any person relative to the price to be bid by anyone at such letting nor to prevent any person from bidding nor to include anyone to refrain from bidding, and that this bid is made without reference to any other bid and without any agreement, understanding or combination with any other person in reference to such bidding. Proponent further says that no person or persons, firms, or corporation has, have or will receive directly or indirectly, any rebate, fee gift, commission or thing of value on account of such sale.

PROPONENT HEREBY AFFIRMS UNDER THE PENALTIES FOR PERJURY THAT THE FACTS AND INFORMATION CONTAINED IN THE FOREGOING RESPONSE ARE TRUE AND CORRECT.

☐ Please confirm

*Response required

53. Certificate Regarding Debarment, Suspension and other Matters*

The Proposer certifies to the best of its knowledge and belief, that it and its principals:

- A. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal, State, or local department or agency;
- B. Have not within a three-year period preceding this Proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or Contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- C. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with the commission of any of the offenses enumerated in paragraph (2) of this certification; and
- D. Have not within a three-year period preceding this application/Proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

Where the proposer is unable to certify to any of the statements in this certification, such proposer shall attach an explanation to this Proposal.

The proposer certifies or affirms the truthfulness and accuracy of the contents of the statements submitted on or with this certification.

☐ Please confirm

*Response required

54. Local, Small Business, Diversity Program (Forms 1-4)*

Please download the below documents, complete, and upload.

- [LSBD Forms 1 - 4.pdf](#)

*Response required

55. State of Georgia Certificate of Existence*

Upload your Georgia Certificate of Existence Here

*Response required

56. W-9*

*Response required