



BARTOW COUNTY

Request for Proposals

#26-35-005

Engineering and Design Services

**CBMPO MTP 2055 Update
(PI# Not assigned)**

Offeror's Conference (REQUIRED)
June 26, 2026, 2:00 PM

Statement of Proposals Due:
July 10, 2026 – 3:00 PM

Deadline for Written Questions Due:
July 2, 2026 – 5:00 PM

Questions should be directed to Shanice Amos, via email to:
amos@bartowcountyga.gov

Bartow County Government
135 West Cherokee Avenue | Suite 251 | Cartersville, Georgia 30120



REQUEST FOR PROPOSALS

Cartersville Bartow Metropolitan Planning Organization FY 2055 Metropolitan Transportation Plan

Bartow County is accepting sealed Statements of Proposals for Planning and Engineering Design Services related to the above-named project. The purpose of this RFP is to select qualified Consultants to provide professional services to assist the CBMPO with specific tasks related to the update of the community Metropolitan Transportation Plan as prescribed by federal law.

Sealed statements of proposals will be received no later than **Friday, July 10, 2026, at 3:00 PM** at the **Bartow County Commissioner's Office, Suite 251, 135 West Cherokee Avenue, Cartersville, GA 30120**, at which time the names of the Offerors will be publicly read aloud. Submittals received after the above date and time, or in any location other than the Commissioner's Office, will not be considered.

There is a REQUIRED offerors conference scheduled for this procurement to occur on **Friday, June 26th at 2:00 PM** in the Commissioner's Meeting Room located at 135 West Cherokee Avenue, Cartersville, GA 30120. The deadline for written questions is **Thursday, July 2 at 5:00 PM**.

RFP documents may be obtained from Ms. Shanice Amos, CBMPO Transportation Project Manager and Planner via email request at amos@bartowcountyga.gov.

Restrictions on Communications are in place with the Staff/Buyer of Record from the issue date of this RFP until a firm is selected and the selection is announced. Offerors are directed to submit all questions about this RFP including technical requirements, submission instructions, and any other general information to Shanice Amos, only. All questions concerning this RFP must be submitted in writing to amos@bartowcountyga.gov. No questions other than written will be accepted. No response other than written will be binding upon the County. Bartow County reserves the right to reject any or all Statements of Proposals, to make award of contract in the best interest of the County and to waive technicalities and informalities.

Shanice Amos,
CBMPO Transportation Project Manager and Planner

PROPOSALS LETTER AND CERTIFICATION

We propose to furnish and deliver any and all of the deliverables and services mentioned in the attached Request for Statements of Proposals (SOP).

We further agree to strictly abide by all the terms and conditions contained in the Bartow County Purchasing Policies as modified by any attached special terms and conditions, all of which are made a part hereof. Any exceptions are noted in writing and included with the Statement of Proposals.

It is understood and agreed that this Statement of Proposals constitutes an offer, which when accepted in writing by Bartow County, and subject to the terms and conditions of such acceptance, may be the basis for a valid and binding contract between the undersigned and Bartow County.

It is understood and agreed that we have read the County's specifications shown or referenced in the SOP and that this statement is made in accordance with the provisions of such specifications. By our written signature on this Statement of Proposals, we guarantee and certify that all items included in this statement meet or exceed any and all such County specifications. We further agree, if awarded a contract, to deliver services which meet or exceed the specifications. It is further understood that Bartow County reserves the right to reject any or all offers, waive technicalities, and informalities, and to make a contract award in the best interest of the county.

It is understood and agreed that this Statement of Proposals shall be valid and held open for a period of **one hundred twenty (120) days** from opening date.

I certify that this Statement of Proposals and offer is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a statement for the same materials, supplies, equipment, or services and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of State and Federal Law and can result in fines, prison sentences, and civil damage awards. I agree to abide by all conditions of the Statement of Proposals and certify that I am authorized to sign this Statement for the Offeror. I further certify that the provisions of the Official Code of Georgia Annotated, Sections 45-10-20 et. seq. has not been violated and will not be violated in any respect.



PROPOSALS LETTER AND CERTIFICATION

Statement of Proposals Submitted by:

Company Name: _____

Contact Name: _____

Address: _____

Telephone: _____ Facsimile: _____

E-Mail: _____

Signature: _____ Date: _____

All spaces must be filled in, and the Proposals Letter must be signed where indicated. **Failure to sign and return the Proposals Letter WILL cause rejection.**

REQUEST FOR PROPOSALS

Cartersville Bartow Metropolitan Planning Organization FY 2055 Metropolitan Transportation Plan

I. General Project Information

A. Overview

Bartow County is soliciting Statements of Proposals from qualified firm(s) or organization(s) for a project specific contract to assist the County with specific planning and engineering tasks related to development of a federal- and locally compliant Metropolitan Transportation Plan to be adopted in final form by February 2028.

This Request for Proposals (RFP) seeks to identify a firm for the project/contract listed in Exhibit A. Firms that respond to this RFP solicitation are invited to offer proposals and/or possibly present and/or interview for these services. All respondents to this RFP solicitation are subject to instructions communicated in this document and are cautioned to completely review the entire RFP and follow instructions carefully. Bartow County reserves the right to reject any or all Statements of Proposals, and to waive technicalities and informalities at the discretion of Bartow County.

B. Bartow County supports DBE participation on all federally funded projects

Bartow County will monitor and assess each consultant services submittal for their DBE participation and/or good faith effort in promoting equity and opportunity in accordance with the State of Georgia, Department of Transportation Disadvantaged Business Program Plan.

C. Scope of Services

Under the terms of the resulting Agreements, the selected consultants will provide engineering design related services for the Bartow County Project identified. The anticipated scope of work for the project/contract is included in **Exhibit "A"**.

D. Contract Term and Type

Bartow County anticipates one (1) Project Specific contract to be awarded to one (1) firm, for the project identified. Bartow County anticipates that the Contract will be paid via Firm Fixed Price methodology. As a Project Specific contract, it is the County's intention that the Agreements will remain in effect until successful completion of the project.

E. Contract Amount

The Project Specific contract amount will be determined via negotiations with the County. If the County is unable to reach a satisfactory agreement and at reasonable rates to be paid for the services to be provided, the County reserves the right to terminate negotiations with the highest scoring finalist and begin negotiations with the next highest scoring finalist.

II. Selection Method

A. Method of Communication

All general communication of relevant information regarding this solicitation will be made via electronic mail and reference **RFP# 26-35-005**. All firms are responsible for checking the Georgia Procurement Registry (<https://doas.ga.gov/state-purchasing/georgia-procurement-registry-for-local-governments/>), Bartow County (www.bartowcountygga.gov) and MPO websites (www.bartowcountygga.gov/mpo) on a regular basis for updates, clarifications, and announcements. Bartow County reserves the right to communicate via electronic mail with the primary contact listed in the Statements of Proposals. Other specific communications will be made as indicated in the remainder of this RFP.

B. Finalist Notification for Phase II

Firms selected at the conclusion of the Phase I selection process will receive a notification and final instructions from Bartow County regarding the appropriate **Phase II – Presentation/Technical Approach Response**.

C. Phase II – Finalists Response on Technical Approach/Past Performance

Top-ranked consultant teams will be given an opportunity for a presentation/interview. Proposed key personnel (up to four) from the project team may be requested to present the teams' and their proposals at the interview. The interview format will consist of up to a 30-minute presentation with an additional time allowed for discussion. Each finalist firm shall be notified in writing and informed of the presentation date. All members of the Selection Committee will review the written proposal (and will attend the presentation/interview). **Firms shall not address any questions, prior to the award announcement, to anyone other than the designated contact.**

D. Final Selection

Final selection will be determined by summing the scores from **Phase I** and **Phase II** for each Finalist. Phase I will account for a possible 60 total points of the total score. Phase II will make up the remaining 40 points. The top 3 scoring firms will be contacted for Phase II presentations.

Negotiations will then be initiated with the top-ranked firm(s) to finalize the terms and conditions of the contract(s), including the fees to be paid. In the event a satisfactory agreement cannot be reached with the highest-ranking firm(s), Bartow County will formally terminate the negotiations and possibly enter negotiations with the second highest-ranking firm, and so on in turn until a mutual agreement is established and Bartow County awards a contract. The final form of the contract shall be approved by Bartow County.

III. Schedule of Events

The following Schedule of Events represents Bartow County's best estimate of the Schedule that will be followed. All times indicated are using Eastern Standard Time. Bartow County reserves the right to adjust the Schedule as Bartow County deems necessary.

PHASE I	DATE	TIME
a. Bartow County issues RFP	6/11/2026	-----
b. Date of pre-bid conference	6/26/2026	2:00 PM
c. Deadline for submission of written questions and requests for clarification	7/2/2026	5:00 PM
d. Deadline for submission of Statements of Proposals	7/10/2026	3:00 PM
e. Bartow County completes evaluation and issues notification and other information to finalist firms	7/17/2026	5:00 PM
PHASE II	DATE	TIME
f. Conduct Consultant Interviews	7/27/2026	-----
g. Award of Contract	8/5/2026	10:00 AM
h. Project Kick-off	8/19/2026	

IV. Criteria for Phase I - Statements of Proposals

Each applicant must provide notice within ten (10) days of any changes to the following information during the negotiation process and in the event of project award. *Significant changes in the opinion of Bartow County may result in adjustments to the Phase I scoring for that firm.*

A. Area Class Requirements and Certification *REQUIRED*

Presented teams must be prequalified in the indicated Georgia Department of Transportation Area Class(es) to be evaluated. Required proof of prequalification shall be submitted as indicated in **Section VI.B.4.** below. All Submittals will be pre-screened to verify that the Prime consultant and the overall team have the required Area Class(es). Any submittal in which the Prime consultant or the overall team area class requirements are not met will be disqualified from further consideration.

Each submittal will require a certification to allow the County to analyze risks in determining if any Firm should be ineligible for award. The certification shall cover a wide variety of information. Any firm which responds in any potentially concerning manner must provide additional information as directed herein for consideration by Bartow County to determine if Firm is eligible for award.

B. Project Manager, Key Team Leader(s) and Prime's Experience and Proposals – 20 points

The Selection Committee will evaluate all firms on their Experience and Proposals, which shall account for a total of twenty (20/100) points of the total evaluation. **The following criteria for scoring Phase I of the evaluation will be utilized to determine which firms are shortlisted:**

- Project Manager education, registration, relevant engineering experience, relevant project management experience, experience in using Georgia Department of Transportation specific processes, manuals, or guidance.

- Key Team Leaders' education, registration, relevant technical experience, and relevant experience in using Georgia Department of Transportation specific processes, manuals, or guidance.
- Prime Consultant's experience for a minimum of the previous five (5) years in delivering projects of similar complexity, size, scope, and function.

C. Project Manager, Key Team Leader(s) and Prime's Resources and Workload Capacity – 20 points

The Selection Committee will evaluate all firms on their Resources availability and Workload Capacity which shall account for a total of twenty (20/100) points of the total evaluation. **The following criteria for scoring the Resources and Workload Capacity will be utilized to determine which firms are shortlisted:**

- Project Manager Workload
- Workload capacity of Key Team Leader(s)
- Resources dedicated to delivering projects
- Ability to Meet Project Schedules

V. Selection Criteria for Phase II - Criteria for Evaluation of Presentation

The Selection Committee will evaluate the shortlisted firms (Finalists) on their Technical Approach, which shall account for a total of sixty (60/100) points.

A. Presentation/Interview – 40 points

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**):

- Demonstrated Technical ability to deliver the project (including design concepts and use of alternative methods)
- Familiarity with State and Federal procedures
- Provide any specific proposals, skills, or knowledge which your firm has which could benefit the project, and evidence of your ability and willingness to meet time requirements.

B. Past Performance – 20 points

The Selection Committee will evaluate all firms on their Past Performance which shall count for a total of twenty (20/100) points of the total evaluation. The Selection Committee will 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 similar projects.

VI. Instructions for Preparing Technical Approach Response – Phase II Response

The Selection Committee will evaluate the shortlisted firms using the information provided as requested below (**NOTE: Scores from Phase I will be carried forward into Phase II**).

VII. Instructions for Submittal for Phase II – Technical Approach and Past Performance Response

- A. There are two (2) submittals required. *Submittal #1* must follow the format and meet the content requirements identified below. **Respondents must submit one original and five identical copies.** *Submittal #2* is an electronic version of *Submittal #1* which allows Bartow County to maintain the files electronically (*preferably on a thumb drive*). The original and each copy of this submittal should be stapled separately. The original and each copy of this submittal should be bound together using a binder clip or other similar fashion which allows the individual copies to be separated and distributed easily to Selection Committee Members. See **Attachment 1** for a summary of how the submittals should be prepared.
- B. Submittals must be typed on standard (8½" x 11") paper. Concept drawings are to be furnished on sheets no larger than 11" x 17". The pages should be numbered; however, submittal pages will be counted by section to determine compliance with page limits. Responses are limited to the page counts indicated in each section and may be double-sided using a minimum of size 11 font. Page counts will be determined by pages with print on them, not by the physical piece of paper. For example, a piece of paper which has print on both sides, shall be considered two pages while a piece of paper with print on only one side would be considered a single page. Each Statement of Proposals shall be prepared simply and economically as indicated above. Fancy bindings, colored displays, and promotional materials are not desired. Emphasis must be on completeness, relevance, and clarity of content.

NOTE: Additional pages other than what has been specified above in each section **should not be included and will be grounds for disqualification.**

Submittals must be sealed in an opaque envelope or box, **and the words "CBMPO MTP Update" and "STATEMENT OF PROPOSALS"** must be clearly indicated on the outside of all of the envelopes or boxes. Submitted with the Statement of Proposals will be a separate sealed envelope detailing price. Statements of Proposals **must be physically received by Bartow County** prior to the deadline indicated in the Schedule of Events (*Section III of RFP*) at the exact address below:

BARTOW COUNTY
Attention: Kathy Gill
Bartow County Commissioner's Office
135 West Cherokee Avenue, Suite 251
Cartersville, Georgia 30120

No submittals will be accepted after the time and date set for receipt.

Statements of Proposals submitted via facsimile or e-mail will be rejected. All expenses for preparing and submitting responses are the sole cost of the party submitting the response. Bartow County is not obligated to any party to reimburse such expenses. All submittals upon receipt become the property of Bartow County. Labeling information provided in submittals "proprietary" or "confidential", or any other designation of restricted use will not protect the information from public view. Subject to the provisions of the Open Records Act, the details of the proposal documents will remain confidential until final award.

Bartow County reserves the right, in its sole discretion, to waive any technicalities associated with this submittal if deemed in the best interest of the County.

VIII. Bartow County Terms and Conditions

A. Statement of Agreement

With the submission of SOP, the respondent agrees that he/she has carefully examined the Request for Proposals and agrees that it is the respondent's responsibility to request clarification on any issues in any section of the Request for Proposals with which the respondent disagrees or needs clarified. The respondent also understands that failure to mention these items during the question period or in the SOP will be interpreted to mean that the respondent is in full agreement with the terms, conditions, specifications and requirements therein. With submission of a SOP, the respondent hereby certifies: (a) that this SOP is genuine and is not made in the interest or on behalf of any undisclosed person, firm, or corporation; (b) that respondent has not directly or indirectly included or solicited any other respondent to put in a false or insincere SOP; (c) that respondent has not solicited or induced any person, firm, or corporation to refrain from sending a SOP.

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

"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 pre-qualification, which is subject to the Audit and Accounting System Requirements, and whose services are billed as cost. 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.

C. General Insurance, Workers' Compensation Requirements

Consultant and/or Contractor shall have and maintain in full force and effect insurance coverage against claims for injuries to persons or damages to property which may arise from or in connection with the performance of duties performed with coverage and limits no less than:

Commercial General Liability coverage of at least \$1,000,000 (one million dollars) combined single limit per occurrence for comprehensive coverage including for bodily and personal injury, sickness, disease or death, injury to or destruction of property, including loss of use resulting therefrom. If a general aggregate limit applies, the general aggregate limit shall be twice the required occurrence limit.

Commercial Automobile Liability (owned, non-owned, hired) coverage of at least \$1,000,000 (one million dollars) combined single limit per occurrence for comprehensive coverage including bodily and personal injury, sickness, disease or death, injury to or destruction of property, including loss of use resulting therefrom.

Valuable Papers Coverage in an amount sufficient to assure the restoration of any plans, drawings, field notes, or other similar data relating to the Work

Professional Liability of at least \$1,000,000 (one million dollars) limit for claims arising out of professional services and caused by Consultant's/Contractor's errors, omissions or negligent acts.

Workers Compensation limits as required by the State of Georgia and Employers' Liability limits of \$1,000,000 (one million dollars) per occurrence or disease. (If consultant is a sole proprietor, who is otherwise not entitled to coverage under Georgia's Workers' Compensation Act, Consultant must secure Workers' Compensation coverage approved by the State Board of Workers' Compensation and the Commissioner of Insurance. The amount of such coverage shall be the same as what is otherwise required of employers entitled to coverage under the Georgia Workers' Compensation Act.)

D. Civil Rights, Non-Discrimination and DBE Requirements

Bartow County, in accordance with Title VI of the Civil Rights Act of 1964 and the Civil Rights Restoration Act of 1987 (P.L. 100.259), assures that no person shall, on the grounds of race, color, national origin or sex, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity of a County department that receives Federal aid funding. Bartow County further assures every effort will be made to ensure nondiscrimination in all of its programs and activities, whether or not those programs and activities are federally funded.

Bartow County supports DBE participation on all federally funded projects. The history and amount of DBE proposed will be a consideration in the award of contracts on this project. Therefore, Bartow County, 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 RFP, minority business enterprises will be afforded full opportunity to submit Statements of Proposals in response to this RFP and will not be discriminated against on the grounds of race, color, sex, or national origin in consideration for an award. The Contractor/Consultant shall also ensure that its employees and employment applicants are not discriminated against because of race, color, creed, sex, or national origin.

E. Immigration Requirements

Pursuant to O.C.G.A. § 13-10-91 and the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603, contractor/consultant is required to provide evidence of compliance with the Federal Work Authorization Program, commonly referred to as E-Verify and must submit a fully executed E-Verify Affidavit, included herein as Exhibit "C", stating affirmatively that the individual, firm, organization or corporation which is engaged in a physical performance of services agreement with Bartow 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 applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned consultant/contractor will continue to use the federal work authorization program throughout the contract period, and the undersigned consultant/contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the consultant/contractor with the information required by O.C.G.A. § 13-10-91(b).

F. Audit and Accounting System Requirements

Bartow County reserves the right to reject any proposal with firms that do not meet the following requirements:

1. Firm(s) should have 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.
2. Firm(s) should have no significant outstanding deficient audit findings from previous contracts with Bartow County or any other state or local government agency that have not been resolved.

3. The prime 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.

G. Submittal Costs and Confidentiality

All expenses for preparing and submitting responses are the sole cost of the respondent submitting the response. The County is not obligated to any respondent to reimburse such expenses. All submittals upon receipt become the property of the County. Labeling information provided in submittals as “proprietary” or “confidential”, or any other designation of restricted use will not protect the information from public view. Subject to the provisions of the Open Records Act, the details of the proposal documents will remain confidential until a final award.

H. Award Conditions

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 the County and does not obligate the County to procure or contract for any services. Neither the County 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 County and a respondent containing such terms and conditions as are negotiated between those parties. The County reserves the right to waive non-compliance with any requirements of this Request for Proposals and to reject any or all Statements of Proposals submitted in responses. Upon review of responses, the County will determine the respondent(s) proposal that in the sole judgment of the County is in the best interest of the County (if any is so determined), with respect to the evaluation criteria stated herein. The County then intends to conduct negotiations with such respondent(s) to determine if an acceptable contract may be reached.

I. Debriefings

In lieu of Pre-Award and Post-Award debriefings, it shall be the County's policy to provide the “Selection Package” at the time of the Selection Announcement (also referred to as the Announcement of Entering into Negotiations). The “Selection Package” will include the scores and comments of phases for all firms who responded and will typically be provided as a PDF file and e-mailed. Previously, pre-award debriefings only provided the scores and comments of the firm. It shall be the policy of the County that all debriefings will typically be conducted in writing.

J. Right to Cancel or Change RFP

Bartow County reserves the right to cancel any and all Request for Proposals where it is determined to be in the best interest of the County to do so. Bartow County reserves the right to increase, reduce, add or delete any item in this solicitation as deemed necessary.

It is the responsibility of all firms interested in submitting Statement of Proposals (SOPs) for this advertisement to routinely check the posting on the Georgia Procurement Registry for any revisions to this RFP. No changes will be posted later than 48 hours prior to the submittal deadline.

K. Substitutions, Alternates, Exceptions, and Extensions

No substitutions or alternates will be accepted for this solicitation. Any respondent submitting substitutions or alternates will be considered non-responsive and will not be considered for award.

L. Bartow County Code of Conduct Pertaining to Conflict of Interest in the Award and Administration of Contracts

Any Bartow County employee who leaves the employment of the County and subsequently becomes employed with a consultant firm and whose duties while employed with the County included the direct involvement with the negotiation, administration, or management of a contract in which the firm is either the primary consultant or a subconsultant **SHALL NOT** be authorized to work on that contract as an employee of that firm for a period of one (1) year after their employment ends.

Additionally, on July 1st of each year, any consultant firm that is under contract with the County as a prime or sub consultant shall provide to the County Community Development Director a current list of all former County employees employed by the firm and a document that certifies the responsibilities of those employees as it relates to the current contracts with the County. This certification document shall attest to the fact that over the last year no former County employee that is employed by their firm has worked on a contract between the County and their firm where that employee, when employed by the County, had direct involvement with the selection, award and/or administration of the consultant contract. Any consultant firm entering into a contract with the County for the first time as a prime or subconsultant shall provide the initial required list of former County employees and certification prior to the contract effective date. If the County determines at any point during a contract that an actual conflict exists as it relates to the above paragraph, then the County shall have the authority to issue a stop work order on that contract.

NEXT PAGE

EXHIBIT "A"

Project/Contract

1. Project Number(s):
2. PI Number(s):
3. County: Bartow
4. Description:
5. Required Area Classes:

Prime Consultants are defined as the firm submitting the Statement of Proposals and the firm with whom Bartow County will contract. The Team is defined as the Prime Consultant and their subconsultants, who are considered team members. The Prime Consultant must be prequalified in the Area Classes identified below in Section 5.A. The Prime Consultant or subconsultant team members must be prequalified in the Area Classes identified below in Section 5.B. Respondents should submit a summary form (example provided in **Exhibit "D"**) which details the required area classes for the Prime Consultant and all subconsultants or joint venture of consultants on the team listed in the Statement of Proposals. The area classes listed on the summary form must meet all required area classes or the team will be disqualified. The Prequalification Expiration Date must be current by the deadline stated for this RFP.

- A. The **Prime Consultant** **MUST** be prequalified by the Georgia Department of Transportation in the area classes listed below:

1.02 Urban Area and Regional Transportation Planning.

- B. The **Team** (either the Prime Consultant and/or one or more of their subconsultant team members) **MAY** be prequalified by Georgia Department of Transportation in the area classes listed below:

1.07 Attitude, Opinion, and Community Value Studies (Public Involvement); 1.10 Traffic Analysis; 1.13 Non-motorized Transportation Planning; 2.02 Mass Transit Feasibility and Technical Studies; 3.02 Two-Lane or Multi-Lane Urban Roadway Design; 3.06 Traffic Operations Studies; 3.13 Facilities for Bicycles and Pedestrians;

6. Related Key Leaders.

- A. Chief person in respect to Urban Transportation Planning
- B. Chief person in respect to Public Involvement
- C. Chief person in respect to Non-motorized Transportation Planning
- D. Chief person in respect to Mass Transit Feasibility and Technical Studies
- E. Chief person in respect to Two-Lane Urban Roadway Design
- F. Chief person in respect to Traffic Operations Studies

METROPOLITAN TRANSPORTATION PLAN SCOPE

PROJECT DESCRIPTION

Develop a new CBMPO 2055 Metropolitan Transportation Plan (MTP) update using 2020 as the Base Year and 2055 as the Future Year.

SCOPE OF SERVICES

1.0 Project Administration

The Consultant's Project Manager, in coordination with the MPO staff, will be responsible for directing and coordinating all activities associated with the project.

- a) Progress Reports and Invoices. The Consultant will review the project schedule and prepare monthly progress reports for review by the MPO staff. Invoices for all work completed during the period will be submitted monthly for work performed by the Consultant and all Sub consultants.
- b) Control/Scheduling. At the beginning of the project the Consultant will prepare a graphic schedule indicating tasks, milestones, and deliverables.
- c) Sub-consultant Management and Meetings. The Consultant will prepare subcontracts for Sub-consultant(s), monitor Sub-consultant staff activities and adherence to schedules, and review and recommend approval of Sub consultant invoices.
- d) Quality Assurance/Quality Control. The Consultant will provide continuous quality assurance and quality control throughout the life of the study.

2.0 Calibrate Data and Maps

Calibrate and finalize the data and produce appropriate charts, maps and tables for the new Plan:

- a) Location Map, including UZA boundary
- b) Updated base year population and employment data
- c) Updated tables/graphs of projected population, household, employment, and other demographic data
- d) Population and employment maps by TAZ
- e) Most currently available crash data from GDOT GEARS database for a 3-year period
- f) Most currently available transit service and ridership data from Bartow County Transit Department
- g) Funding - obtain historic and most currently available data on local transportation funding from local, County, SPLOST, state and federal sources.

2.0 Travel Modeling

Work with GDOT to generate travel model inputs, including formatting socioeconomic input values, identifying roadway networks to be modeled and generating calibrated travel models.

- a) Coordinate with GDOT to obtain Base Year and Future Horizon Year Socioeconomic Data for transmittal to GDOT Office of Planning as inputs to the CBMPO Travel Demand Model (TDM); and develop responses/revisions addressing comments. All Socioeconomic data will be conducted in-house by GDOT on-call consultants.

- b) Develop GDOT compliant TDM Scenarios including Base Year, Existing Plus Committed, Future Horizon – Do Nothing, Future Horizon Build, and Future Horizon MTP Constrained Plan.
- c) Present TDM results to MPO Committees and secure resolution endorsement from MPO Policy Committee.

3.0 Develop Updated MTP

Consultant will be responsible for developing a FY 2055 Metropolitan Transportation Plan (MTP). Current documents and data will help to identify which projects have been completed or are underway. These documents may include but are not limited to reports, studies, previous TIP and MTP, safety action plans and other data resources that pertain to CBMPO transportation planning system. The consultant will identify Existing + Committed (E + C) model list and network based on current TIP and SPLOST program. Consultant will be responsible for reviewing and summarizing these documents and corresponding data in terms of their impact and relevance to the MTP update. The new MTP will identify unmet future travel needs based on the review of existing conditions, community equity, community resilience, planned improvements, and analysis of 2055 E+C results. The new MTP will identify unmet or unfunded maintenance needs, mobility and access issues, and incorporate adopted performance targets for safety, transit asset management, bridge safety and system performance.

- a) Review 2050 MTP list of multimodal projects and determine if they are still valid for incorporation into 2055 MTP.
- b) Identify projects using results and findings from MTP tasks including, but not limited to public and stakeholder input, safety analysis, TDM results, environmental and policy assessment, regional plans and documents, and peer agency collaboration.
- c) Develop/update cost estimates for all projects identified for the 2055 unconstrained project list.
- d) Prioritize projects approved by the CBMPO Policy Committee
- e) Develop cost feasible plan including revenue projections for the region and Year of Expenditure cost estimates for prioritized projects.
- f) Develop 2055 MTP report in compliance with 13 USC 134, 49 USC 53, 23 CFR Part 450, Bipartisan Infrastructure Law (BIL) and all other Federal and State requirements.
- g) Describe performance measures and targets for the current and plan year transportation network and how the 2055 MTP supports these measures.
- h) Identify environmental mitigation techniques, land-use factors and economic development support.
- i) Identify operational and facility management strategies for discretionary/lump sum funding

4.0 Outreach and Involvement

The consultant shall provide comprehensive public outreach and stakeholder engagement services throughout the duration of the project. These services shall include the preparation, coordination, and facilitation of public involvement activities intended to inform stakeholders and encourage meaningful community participation in the planning process. The consultant shall attend, participate in, and provide

presentations at up to five (5) MPO meetings and up to two (2) public meetings as directed by the MPO. The consultant shall develop and prepare outreach materials and communication content for distribution through multiple platforms, including social media, the MPO website, and local news/media outlets. The consultant should maintain and update a centralized project webpage or equivalent online platform to provide the public with accessible information regarding the development of the plan, project progress, upcoming meetings, and engagement opportunities.

Throughout the agreed-upon public involvement period, the consultant shall solicit and document community input regarding the transportation needs, priorities, concerns, and desired improvements. Outreach efforts should be designed to encourage broad participation from stakeholders and the public, including traditionally underserved and underrepresented populations.

In addition, the consultant shall prepare, administer, and analyze up to two (2) online public surveys. Survey efforts shall include:

- An existing condition and needs assessment survey conducted during the early stages of the project; and
- A priorities and alternative survey conducted during the plan development phase.

5.0 Develop New MTP Documents

The overall goal is to have the consultant, with the assistance of the CBMPO, produce a compliant MTP that has been completed and approved by GDOT, FTA and FHWA by February 6, 2028. To accomplish this, the draft plan will need to be prepared and ready to submit to public review and comment by November 2027. **The product will include eleven (11) printed copies, one version in PDF format, and an electronic version of the documents suitable for publication on the MPO website. The consultant chosen will also provide any underlying calculations and spreadsheets.** The draft and final 2055 MTP documents shall be written in a manner that is feasible for citizens of the community to understand the MTP process and the recommendations contained therein.

SCHEDULE

The consultant must begin performance of the above services on the date written authorization to proceed is received. The project schedule is intended to meet the adoption timeline established by GDOT and incorporated into this solicitation. The consultant is not responsible for delays resulting from the client's inability to produce SES data or other requested data outlined in this solicitation.

Draft Model Development Schedule for CBMPO:

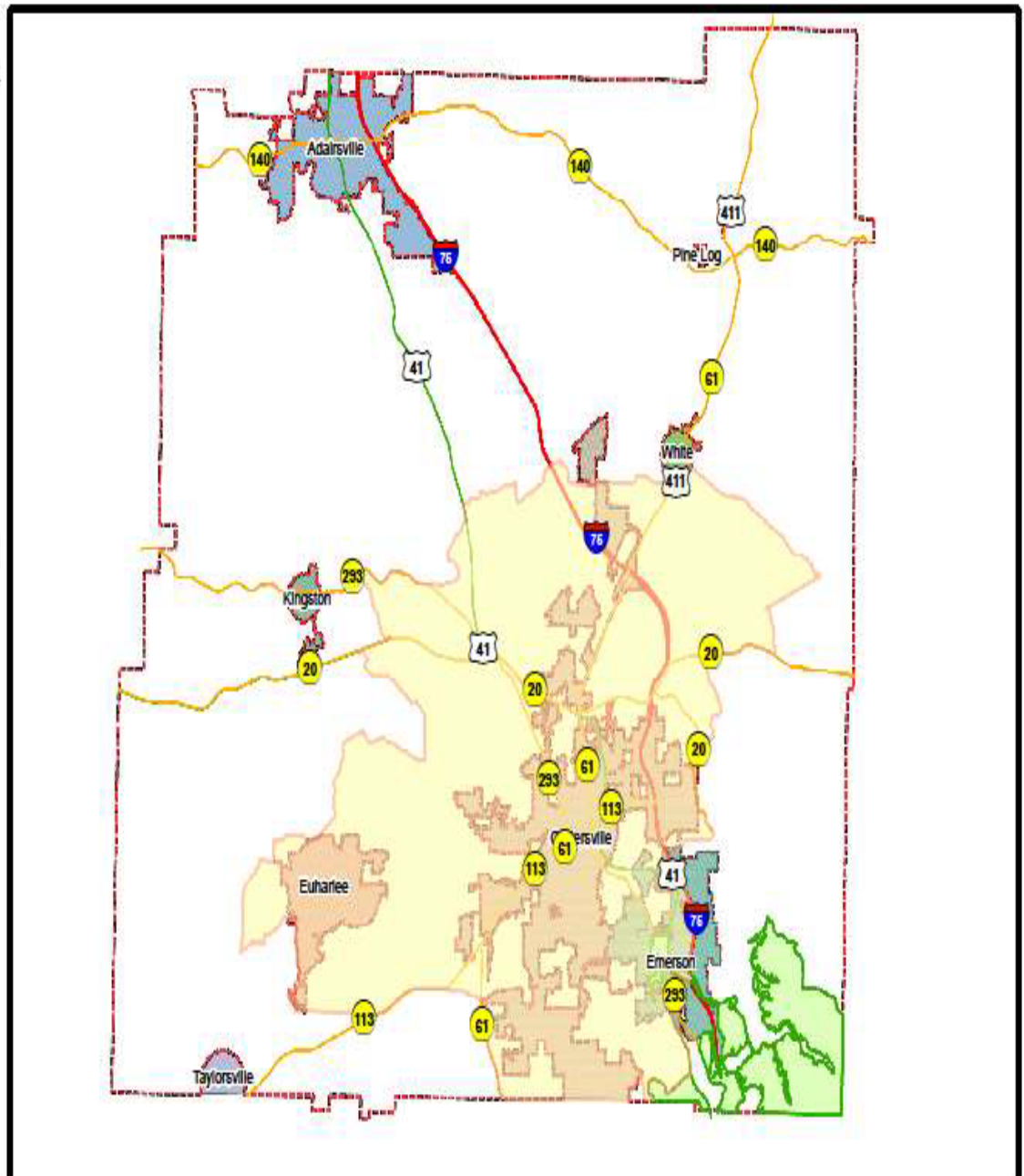
Please note that this schedule is preliminary, and a final schedule will be shared with MPO staff once coordination begins around the Kick-off meeting estimated to occur in May.

- TAZ review and update: 4/6/2026 - 5/1/2026
- **GDOT / MPO Kick-off meeting: Early May 2026 (date TBD)**
- **TCC / PC Kick-off meeting on schedule and workplan: 5/20/2026**
- 2025 base year SE data development: 5/25/2026 - 10/9/2026
- 2055 future year SE data development: 10/12/2026 - 12/30/2026
- **TCC / PC meeting to approve 2025 and 2055 SE Data: 1/20/2027**
- 2025 base year and 2055 do-nothing model development: 10/12/2026 - 5/7/2027
- **TCC / PC meeting to approve 2025 base year and 2055 do-nothing models: 5/19/2027**
- Remaining future year scenarios: 5/24/2027 - 11/5/2027
- Model documentation: 11/5/2027 - 12/30/2027
- **MTP adoption: 2/6/2028**

Figure: CBMPO Planning Boundary

CBMPO Study Boundary Map

- Legend**
- Cartersville 2010 UZA
 - Atlanta 2010 UZA
 - GARoutes
 - USRoutes
 - Interstates
 - Local Governments**
 - Adairsville
 - Cartersville
 - Emerson
 - Euharlee
 - Kingston
 - Pine Log
 - Taylorsville
 - White
 - MPO Study Boundary



[GDOT Schedule goes here]

EXHIBIT "B"
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 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 Proposals 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 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 no significant outstanding deficient audit findings from previous contracts with Bartow County that have not been resolved.
- III. 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 Bartow County may, by means that either deems appropriate, determine the accuracy and truth of the information provided by the proposer and that the Bartow County may contact any individual or entity named in the Statement of Proposals for the purpose of verifying the information supplied therein.

I acknowledge and agree that all of the information contained in the Statement of Proposals is submitted for the express purpose of inducing the Bartow 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 State of Georgia. 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

EXHIBIT "C"

GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT

Contracting Entity/Respondent: _____

Address: _____

Solicitation No./Contract No.: **RFP #26-35-005**

Solicitation/Contract Name: **CBMPO Metropolitan Transportation Plan Update**

By executing this affidavit, the undersigned person or entity verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm, or entity which is contracting with Bartow County has registered with, is authorized to participate in, and is participating in the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91.

The undersigned person or entity further agrees that it will continue to use the federal work authorization program throughout the contract period, and it will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the undersigned with the information required by O.C.G.A. § 13-10-91(b).

The undersigned person or entity further agrees to maintain records of such compliance and provide a copy of each such verification to the County within five (5) business days after any subcontractor is retained to perform such service.

E-Verify/Company Identification Number

Date of Authorization

Signature of Authorized Officer or Agent
(Contractor Name)

Date

Title of Authorized Officer or Agent of Consultant

Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE

____ DAY OF _____, 2026

Notary Public

[NOTARY SEAL]

My Commission Expires: _____

EXHIBIT "D"

Area Class Summary Example

Respondents should complete a table similar to the below and indicate by placing an "X" in the appropriate column indicating the firm which meets each required area class for each specific project with particular emphasis on the area classes which the Prime must hold as well as the subconsultants. The below table is a full listing of all area classes. Since no single advertisement would require every area class, Respondents should delete all the area classes which are not applicable to the project they are pursuing and only include the ones applicable. Particular attention should be paid to the date that consultants certificate expires.

[illegible]

ATTACHMENT 1

Phase I - Statements of Proposals

Table of Contents	# of Pages Allowed
Cover Page	-> 1
A. Administrative Requirements	
1. Basic Company Information	
a. Company name	
b. Company Headquarter Address	Excluded
c. Contact Information	
d. Company Website	
e. Georgia Addresses	
f. Staff	
g. Ownership	
2. Notarized Certification Form (Exhibit B) for Prime	-> 1
3. Notarized Georgia Security and Immigration Compliance Act Affidavit (Exhibit C)	-> 1
4. Signed Cover Page of any Addenda Issued	-> 1 (each addenda)
B. Experience and Qualifications	
1. Project Manager	
a. Education	
b. Registration	2
c. Relevant engineering experience	
d. Relevant project management experience	
e. Relevant experience using Georgia Department of Transportation specific processes, manuals, or guidance.	
2. Key Team Leader Experience	
a. Education	1 (each)
b. Registration	
c. Relevant experience in applicable resource area	
d. Relevant experience using Georgia Department of Transportation specific processes, manuals, or guidance	
3. Prime's Experience	
a. Client name, project location, and dates	
b. Description of overall project and services performed	2
c. Duration of project services provided	
d. Experience using The County and City specific processes, etc.	
e. Clients current contact information	
f. Involvement of Key Team Leaders	
4. Area Class Table and Notice of Professional Consultant Qualifications for Prime and Sub-Consultants	-> Excluded
C. Resources/Workload Capacity	
1. Overall Resources	
a. Organization chart	-> Excluded
b. Primary office to handle project and staff description of office and benefits of office	
c. Narrative on Additional Resource Areas and Ability	1
2. Project Manager Commitment Table	-> Excluded
3. Key Team Leaders Project commitment table	-> Excluded

Attachment 2
Phase II – Technical Approach and Past Performance Response

Table of Contents

- I. Overall Concept and Approach (3 pages)**
 - A. (including design concepts and alternative methods researched)**
- II. Demonstrated Technical ability to delivering the project (2 pages)**
- III. Familiarity with State and Federal procedures (1 page)**
- IV. Specific qualifications, skills, or knowledge (2 pages)**
- V. Record of past performance via schedule and budget (3 pages)**
- VI. Changes to Phase I submittal, if any (2 pages)**