



REQUEST FOR PROPOSAL (RFP)

Bartow County, Georgia

Professional Planning Services for the 2028–2038 Comprehensive Plan

RFP Number: 26-34-001

1. Introduction

Bartow County is seeking qualified planning firms to assist in the preparation of the County’s upcoming Comprehensive Plan for the 2028–2038 planning period. The selected firm will guide the County through all required planning processes and produce a compliant, high-quality document consistent with the Georgia Department of Community Affairs (DCA) requirements and local priorities.

Information on this solicitation may be found at:

www.bartowcountyga.gov (Projects For Bid)

Georgia Procurement Registry

2. Schedule

RFP Advertised	May 26, 2026
Deadline for Written Questions	July 10, 2026, 5 p.m.
Proposal Submission Deadline	July 17, 2026, 5 p.m.
Notification of Short List	August 3, 2026
Bidder Interviews	August 2026
Notification of Intent to Select	September 4, 2026
Client Award	September 25, 2026

Target Completion Date	12/31/27
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3. Scope of Work

The completed Plan must be a cohesive Plan that develops an overarching vision for the future of Bartow County. The goal is to review current policies, community goals, and objectives; establish the community's vision, objectives and goals for future growth. A potential outline for the Plan includes:

- Community Profile. Develop a socio-demographic profile of Bartow County; analyzing how the County has progressed through the years and the direction the community might take in the next 20 years given the context of its geographical location, historical and cultural resources, and how comparable growth patterns are to surrounding counties.
- Inventory of Existing Conditions: Create an inventory of current land uses, transportation, and infrastructure assets. Review existing plan and policy documents pertinent to the Comprehensive Plan.
- Resident/Stakeholder Engagement Strategy and public participation: The public's participation is critical to the development of a Comprehensive Plan and policies that reflect the needs, desires, and decisions of the community. The Consultant chosen shall create a public participation strategy, and participate in all public hearings and meetings related to the development of the Plan.
- Vision and Goal: Develop a Vision and Goal for the Comprehensive Plan.
- Land Use Character Areas: Develop a Land Use Character Narrative and Map for future growth and development while retaining architectural, cultural and historic character of the community.
- Coordination with the Northwest Georgia Regional Commission
- Transportation Element
- Community Work Programs
- Reports of Accomplishments and Needs and Opportunities
- Maps, graphics, GIS data and other data needed to complete the Plan

4. Proposal Requirements

- Cover letter
- Firm overview and qualifications
- Project team and resumes

- Relevant experience, particularly with Georgia counties
- Proposed approach and methodology
- Public engagement strategy
- Project schedule and timeline
- Cost proposal (itemized)
- Three references from similar projects

Submittals must be sealed in an opaque envelope or box labeled “**Comprehensive Plan 2028 Statement of Qualifications.**” Statement of Qualifications must be physically received by Bartow County prior to the deadline indicated in the Schedule of Events at the exact address below:

BARTOW COUNTY

Attention: Kathy Gill

135 West Cherokee Avenue, Suite 251

Cartersville, Georgia 30120

No submittals will be accepted after the time and date set for receipt. All expenses for preparing and submitting responses are the sole cost of the party submitting the response. The County is not obligated to any party to reimburse such expenses. All submittals upon receipt become the property of The 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.

5. Evaluation and Award Criteria

The following factors will be used in choosing a Consultant to negotiate the Contract:

1. Experience and knowledge in completing a comparable comprehensive plan.
2. Responsiveness and completeness of response.
3. Ability to complete the project within a given timeframe and budget.
4. Ability to prepare a high-quality and effective Comprehensive Plan that best furthers Bartow County’s needs in serving the public interest and that complies with all applicable laws.
5. Ability to maintain communication on project development.
6. Ability to engage partners and stakeholders during the process.
7. References.
8. Budget.

No one factor will necessarily be given preferential weight in the evaluation, including,

but not limited to, cost. The lowest cost proposal will not necessarily be chosen. Award of the Contract, if any, will be chosen based on the needs of the County in the public interest and in its sole discretion. The County reserves the right to reject any proposal for any reason, as well as for no reason. If an acceptable contract cannot be negotiated with any respondent who is initially chosen, the Contract will be negotiated with the next best response(s) based on the above-described factors, at the County's sole discretion.

6. Additional Information and Requirements

No Gratuities - Respondents will not offer any gratuities, favors, or anything of monetary value to any official or employee of Bartow County for the purpose of influencing this selection. Any attempt by a respondent to influence the selection process by any means, other than disclosure of qualifications and credentials through the proper channels, will be grounds for exclusion from the selection process. Accordingly, contacts with members of the Commissioner or planning staff of Bartow County, which are outside of the established process, should not be initiated.

Correct and Complete Information; Responses to be binding - By submitting a response, respondents represent and warrant to the County that all information provided in the response submitted shall be true, correct and complete. Respondents who provide false, misleading or incomplete information, whether intentional or not, in any of the documents presented for consideration in the selection process may be excluded. Responses shall be binding on respondents.

Cost of Responses and Services – The County will not be responsible for the costs incurred by anyone in the submittal of responses to this RFQ/P or in negotiations or presentations related to this RFQ/P or any proposed contract relating to this RFQ/P. The agreed upon budget in the Contract shall constitute the total obligation of MBPZ or any assigns. All costs associated with the completion of the Project shall be the responsibility of the Contractor, or its assigns, except as may otherwise be provided in the Contract. This RFP is not to be construed as a contract or as a commitment of any kind.

Inquiries – Do not contact staff to make inquiries about the progress of this selection process. Respondents will be contacted by the staff when it is appropriate to do so. Inquiries related to this RFQ/P may be directed to Brandon Johnson, Community Development Director of Bartow County, (johnsonb@bartowcountyga.gov, 678-721-3237) by no later than July 10, 2026.

Contract Amount - The Project Specific contract amount will be determined via negotiations with the County. If 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.

Civil Rights, Non-Discrimination and DBE Requirements - The 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. The 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.

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 "A", stating affirmatively that the individual, firm, organization or corporation which is engaged in a physical performance of services agreement with The 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).

EXHIBIT "A"

GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT

Contracting Entity/Respondent: _____

Address: _____

Solicitation No./Contract No.: **RFQ #26-34-001**

Solicitation/Contract Name 2028 Comprehensive Plan Planning Services

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 The 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: _____