

SPALDING COUNTY, GEORGIA

REQUEST FOR PROPOSALS

Comprehensive Safety Action Plan

Safe Streets and Roads for All (SS4A) Grant Program

Federal Award No. 693JJ32640517

RFP No. SS4A-2026-01

Issued By:	Spalding County Board of Commissioners
Address:	119 E. Solomon Street, Griffin, Georgia 30223
Contact:	Larry Wallace, Grants Manager
Phone:	770.467.4229
Email:	lwallace@spaldingcounty.com
Proposals Due:	July 20, 2026, 3:00 P.M.

Funded through the U.S. Department of Transportation

Federal Highway Administration | Office of Safety

SCHEDULE OF EVENTS

EVENT	DATE	TIME
RFP Advertised / Issued	June 15, 2026	5:00 P.M.
Pre-Proposal Conference (Optional, Virtual)	June 25, 2026	1:00 P.M.
Questions and Requests for Clarification (email only to lwallace@spaldingcounty.com)	July 6, 2026	5:00 P.M.
Responses to Questions Posted on County Website	July 13, 2026	5:00 P.M.
Sealed Proposals Due	July 20, 2026	3:00 P.M.
Proposal Evaluations	July 21 – August 7, 2026	—
Notice of Intent to Award	August 17, 2026	5:00 P.M.
Contract Execution	September 4, 2026	5:00 P.M.
Notice to Proceed	September 14, 2026	5:00 P.M.

Spalding County reserves the right to modify this schedule. Any changes will be posted on the Georgia Procurement Registry's website at <https://ssl.doas.state.ga.us/gpr/index> under Purchasing/Bids & RFPs. It is the Proposer's responsibility to monitor the website for updates and addenda.

Proposals must be received no later than the date and time shown above by:

Mitzy Campbell, Purchasing Officer
Spalding County Purchasing Department
119 E. Solomon Street
Griffin, Georgia 30223
mcampbell@spaldingcounty.com

Proposals received after the specified date and time, or at any location other than the Purchasing Department, will not be considered. Faxed or emailed proposals will not be accepted. Spalding County is not responsible for late or undelivered proposals submitted by mail or courier.

SECTION I — GENERAL OVERVIEW

A. Background and Purpose

Spalding County has been awarded a Safe Streets and Roads for All (SS4A) Planning and Demonstration Grant from the U.S. Department of Transportation, Federal Highway Administration (FHWA), in the amount of \$300,000 (Federal Award No. 693JJ32640517). The total project budget, including the County's 20 percent local match, is \$375,000. The grant is authorized under Section 24112 of the Infrastructure Investment and Jobs Act (IIJA, Pub. L. 117-58, November 15, 2021) and is administered by the FHWA Office of Safety.

The purpose of this Request for Proposals (RFP) is to solicit qualified transportation planning consultants to develop a Comprehensive Safety Action Plan for Spalding County, Georgia. The Action Plan will serve as the County's roadmap for eliminating roadway fatalities and serious injuries and will position the County to compete for future SS4A Implementation Grant funding.

Between 2018 and 2022, Spalding County experienced 65 motor vehicle-involved roadway fatalities, yielding an average annual fatality rate of 19.3 per 100,000 population — significantly above the national average and above the SS4A high-fatality-rate prioritization threshold of 17.5 per 100,000. Eleven of the County's seventeen census tracts, representing 64.7 percent of the population, are at elevated crash risk and require targeted transportation safety investments.

B. Grant Agreement Terms

The Grant Agreement between Spalding County and FHWA requires the following:

- The Action Plan must be completed and made publicly available no later than September 30, 2028.
- The final SS4A Report is due to FHWA no later than March 31, 2029.
- The period of performance is 36 months from the effective date of the Grant Agreement.
- All work must comply with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Part 200); the National Environmental Policy Act (NEPA); and the Build America, Buy America Act.
- The Action Plan must be published on a publicly available website.
- All work is further subject to the SS4A General Terms and Conditions issued by the U.S. Department of Transportation, available at https://www.transportation.gov/sites/dot.gov/files/2026-01/SS4A_FY25_Terms_Conditions_2026-01-22.pdf

C. County Overview

Spalding County is a predominantly rural county of approximately 70,292 residents located in west-central Georgia. The County's roadway network includes high-speed rural corridors, commercial arterials, and residential areas with limited pedestrian infrastructure. Primary safety concerns are concentrated along US Highway 19/41 and State Routes 155 and 16, where conflicts among land-use transitions, high-speed traffic, and inadequate pedestrian and bicycle infrastructure contribute to the County's elevated fatality rates.

Spalding County has established partnerships with the City of Griffin, the Griffin-Spalding County School System, the Spalding County Sheriff's Office, the City of Griffin Police Department, and Southern Crescent Technical College to support the project's community engagement and workforce development components.

SECTION II — INSTRUCTIONS TO PROPOSERS

A. Proposal Submission

Proposals may be submitted by mail, commercial carrier, or hand delivery. Faxed or electronic proposals are not acceptable. Each Proposer is solely responsible for ensuring timely delivery. Proposals received after the deadline will be returned unopened.

Each Proposer shall submit the following:

- One (1) original, clearly marked "ORIGINAL," unbound
- Four (4) bound, complete copies identical to the original
- One (1) digital copy in PDF format on a USB flash drive, labeled with the RFP number and firm name
- One (1) sealed Cost Proposal in a separate envelope, clearly marked "COST PROPOSAL — RFP No. SS4A-2026-01"

The outer package must be sealed and clearly marked:

SEALED PROPOSAL ENCLOSED
RFP No. SS4A-2026-01 — Comprehensive Safety Action Plan
Spalding County Purchasing Department
119 E. Solomon Street, Griffin, Georgia 30223

B. Questions and Clarifications

Questions regarding this RFP must be submitted in writing by email only to lwallace@spaldingcounty.com, with the subject line "RFP SS4A-2026-01 Question," by the deadline specified in the Schedule of Events. Responses will be posted as an addendum on the Georgia Procurement Registry's website. Proposers shall not contact other County staff or officials regarding this solicitation; any such contact may result in disqualification.

C. Pre-Proposal Conference

An optional pre-proposal conference will be held on the date specified in the Schedule of Events. The conference will be conducted virtually, and connection information will be provided to all registered prospective proposers. The purpose of the conference is to review the scope of work, answer questions regarding the RFP, and clarify any requirements. Attendance is not mandatory, but prospective proposers are strongly encouraged to participate. Questions raised during the conference will be compiled and posted as an addendum on the Georgia Procurement Registry website. Oral responses provided during the conference are not binding; only written responses issued by addendum constitute official clarification.

D. Addenda

Spalding County may issue addenda to this RFP at any time before the proposal deadline. It is the Proposer's responsibility to check the Georgia Procurement Registry's website (<https://ssl.doas.state.ga.us/gpr/index>) for all addenda. All addenda must be signed, dated, and included in the proposal package. Failure to acknowledge any addendum will result in a non-responsive determination.

E. Withdrawal and Modification

No proposal may be withdrawn or modified after the proposal deadline. A Proposer may withdraw a proposal for a clerical error by notifying the Purchasing Department in writing within 48 hours of the proposal opening.

F. Right to Reject

Spalding County reserves the right to reject any or all proposals; waive technicalities and informalities; re-advertise; request best-and-final offers; or cancel this solicitation at any time, for any reason, without liability to any Proposer. The County will make an award within 90 days of the proposal deadline unless the selected Proposer agrees, in writing, to a longer period.

G. Federal Requirements

This project is funded with federal SS4A grant funds and is subject to all applicable federal statutes, regulations, and executive orders, including but not limited to:

- 2 CFR Part 200 — Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards
- Build America, Buy America Act (IIJA, div. G §§ 70901-27)
- Title VI of the Civil Rights Act of 1964 and the Civil Rights Restoration Act of 1987
- Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973
- Debarment and suspension regulations (2 CFR Part 180); Proposers must be registered and active in SAM.gov

In accordance with Title VI, Spalding County hereby notifies all Proposers that no person shall, on the grounds of race, color, national origin, sex, age, or disability, be excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any program or activity funded in whole or in part with federal funds.

H. Non-Collusion

By submitting a proposal, the Proposer certifies that it has not entered into any agreement, combination, or collusion with any other Proposer or party in restraint of free, competitive bidding. Collusion and fraud will be reported to the Georgia Attorney General and the U.S. Department of Justice.

I. Public Records

All proposals and supporting documentation become subject to the Georgia Open Records Act upon the award of a contract or the cancellation of a procurement. Labeling materials as "Confidential" or "Proprietary" does not exempt them from disclosure.

J. Georgia Security and Immigration Compliance

The selected Contractor must comply with O.C.G.A. § 13-10-91 and Georgia Department of Labor Rule 300-10-1-.02. The Contractor must be registered with and use the federal E-Verify work authorization program and shall require the same of all subcontractors.

SECTION III — SCOPE OF WORK

The Contractor shall develop a Comprehensive Safety Action Plan for Spalding County in accordance with FHWA SS4A program guidelines and the County's executed Grant Agreement (Federal Award No. 693JJ32640517). The Action Plan must satisfy requirements #1 through #7 of the FHWA SS4A Self-Certification Eligibility Worksheet and meet all Action Plan components described in Table 1 of the SS4A Notice of Funding Opportunity and at <https://www.transportation.gov/grants/ss4a/comprehensive-safety-action-plans>.

Work shall be completed within 36 months of the Notice to Proceed, with the final Action Plan publicly available no later than September 30, 2028. The project is organized into the following tasks:

Task 1 — Project Administration and Kick-Off

Upon receipt of the Notice to Proceed, the Contractor shall review all available base data and relevant prior plans provided by the County and conduct a project kick-off meeting with County staff and key partners. The kick-off meeting shall accomplish, at a minimum, the following:

- Review and confirm the scope, schedule, and budget
- Identify additional available data sources
- Establish communication and reporting protocols
- Confirm key personnel assignments

Within 15 days of the kick-off meeting, the Contractor shall submit a detailed Work Plan covering project personnel, schedule with deliverable deadlines, quality control procedures, and fee breakdown by task.

The Contractor shall provide monthly progress reports and invoices throughout the period of performance.

Task 1 Deliverables: Project Work Plan; Monthly Progress Reports

Task 2 — Crash Data Analysis and Safety Assessment

The Contractor shall conduct a systematic, data-driven safety analysis consistent with FHWA methodologies, incorporating the following:

- Analysis of crash data from 2018 through 2025 using KABCO injury severity classification and FARS data, supplemented by local crash records. The Contractor shall utilize the GDOT Crash Data Dashboard (<https://gdot.aashtowaresafety.net/crash-data-dashboard>) as a primary data source, in addition to any other state or local crash data resources available.
- Hotspot identification using Equivalent Property Damage Only (EPDO) values and established screening methods
- Finalization of a High Injury Network (HIN) identifying the roadway segments and intersections where a disproportionate share of fatal and serious injury crashes are concentrated, to serve as a primary basis for countermeasure identification and prioritization in subsequent tasks.
- Geospatial identification of high-risk locations using GIS
- Analysis of crash types, contributing factors, and systemic risk factors, including high-risk road features and specific vulnerabilities of pedestrians, bicyclists, and other road users
- Analysis of surrounding land use patterns, historic transportation context, and past patterns of transportation investment and disinvestment, to inform data-driven countermeasure prioritization

- Identification of baseline performance measures, including the County's current fatality rate (19.3 per 100,000 population) and serious injury rates
- Identification of high-risk locations that may be suitable candidates for future quick-build safety improvements, to inform countermeasure prioritization in the Action Plan.

The Contractor shall utilize available crash data, GIS data, traffic volume and speed data, signal timing data, and prior plans and studies provided by the County. The Contractor shall also collect or procure near-miss incident data to supplement crash records and identify high-risk locations that have not yet generated a reportable crash event. Near-miss data sources may include third-party mobility data platforms, community reporting tools, or equivalent methods proposed by the Contractor. Additional data sources deemed necessary to support a comprehensive, evidence-based analysis shall be identified and obtained by the Contractor.

Task 2 Deliverables: Safety Analysis Report; High Injury Network Map and Documentation

Task 3 — Road Safety Audits and Infrastructure Gap Analysis

The Contractor shall conduct road safety audits at a minimum of five (5) to eight (8) priority locations identified through the Task 2 analysis, in accordance with the FHWA Road Safety Audit Guidelines (<https://highways.dot.gov/safety/data-analysis-tools/rsdp/rsdp-tools/fhwa-road-safety-audit-guidelines>). Findings from the road safety audits shall be documented in the Road Safety Audit Reports deliverable. The following supplemental assessments shall be conducted and documented in the Infrastructure Gap Analysis deliverable:

- Traffic volume and speed studies at selected locations
- Pedestrian and bicycle infrastructure gap analysis using established FHWA safety assessment protocols
- Assessment of speed differentials and land use transition zones, particularly along US Highway 19/41 and State Routes 155 and 16
- Evaluation of intersections with outdated signal timing and inadequate pedestrian crossing infrastructure, including school zones
- Accessibility audit of pedestrian facilities along the High Injury Network and at priority locations, assessing compliance with ADA standards and identifying barriers to safe mobility for persons with disabilities, older adults, and other vulnerable road users

Task 3 Deliverables: Road Safety Audit Reports; Infrastructure Gap Analysis; Accessibility Audit Report

Task 4 — Community Engagement and Stakeholder Coordination

The Contractor shall develop and implement a comprehensive community engagement plan to reach at least 1,000 residents of Spalding County. Engagement activities shall include, at a minimum:

- The Contractor shall establish and manage a standing stakeholder oversight body — such as a safety committee, task force, or implementation group — charged with guiding the development of the Action Plan, maintaining broad community representation, and providing ongoing input on prioritization and implementation. The oversight body shall meet at regular intervals throughout the project, and its composition, meeting schedule, and operating procedures shall be documented in the Community Engagement Plan.
- No fewer than six (6) public meetings, distributed to ensure geographic access across the County, with at least one meeting located within or directly accessible to each of the census tracts designated as underserved communities
- Stakeholder workshops with law enforcement (Spalding County Sheriff's Office, Griffin Police Department), emergency services, the Griffin-Spalding County School System, transportation partners, private sector representatives, and community organizations

- Coordination with the Atlanta Regional Commission to ensure alignment with the Commission's 2024 SS4A grant work

The engagement plan shall use broad community outreach and data-driven targeting to ensure participation from census tracts at elevated risk of crashes. The Public Engagement Report shall document how community input was considered and incorporated into the Action Plan's priorities and recommendations.

Task 4 Deliverables: Community Engagement Plan; Public Engagement Report; Community Safety Needs Assessment documenting demographic conditions, transportation access conditions, and the distribution of safety investment across census tracts

Task 5 — Policy and Standards Assessment

The Contractor shall compile applicable County, partner agency, and relevant local government transportation policies, plans, guidelines, and standards as part of this task. The Contractor shall assess these documents — along with related land-use, zoning, and development policies that influence transportation safety conditions — to identify opportunities to improve the prioritization of safety within existing processes.

Task 5 Deliverables: Policy Assessment Report with Recommendations

Task 6 — Action Plan Development and Prioritization

The Contractor shall synthesize all prior task findings into a Comprehensive Safety Action Plan that meets all FHWA SS4A program requirements. The Action Plan shall include:

- Identification of 25 to 30 specific countermeasures using FHWA Crash Modification Factors (CMFs), prioritized through benefit-cost analysis and systemic safety analysis consistent with Highway Safety Improvement Program (HSIP) methodologies, with high-level cost estimates for each recommended countermeasure to support future SS4A Implementation Grant applications, including recommendations on the application of traffic calming devices, systems, and design treatments at priority locations consistent with the Safe System Approach.
- Performance targets, including a 20 percent reduction in fatalities and a 15 percent reduction in serious injuries within five years of plan adoption
- Implementation guidance with time ranges for near-, mid-, and long-term deployment
- An evaluation plan describing how progress will be measured, incorporating outcome data, crash reduction metrics, cost data, and lessons learned
- Draft resolutions of commitment for adoption by the Spalding County Board of Commissioners
- The Contractor shall assist County staff in developing a safety performance tracking dashboard, using crash and injury data drawn from the GDOT Crash Data Dashboard (<https://gdot.aashtowaresafety.net/crash-data-dashboard>) or other automated data sources, to support ongoing transparency and annual progress reporting. The dashboard shall be designed for maintenance by County staff following project completion.

The Action Plan shall be submitted in both PDF and editable Word format along with all GIS shapefiles developed for the project.

Task 6 Deliverables: Draft Comprehensive Safety Action Plan; Final Comprehensive Safety Action Plan (PDF and Word); GIS Shapefiles; Draft Board Resolution; Evaluation Plan, Safety Performance Tracking Dashboard

Task 7 — Federal Reporting

The SS4A Grant Agreement requires Spalding County to submit quarterly performance and financial reports to FHWA. The Contractor shall prepare the following reports for County review and submission:

- Quarterly Performance Progress Report (PPR)
- Quarterly Financial Status Report (SF-425)

Reports shall be submitted to the County no fewer than five (5) business days before the applicable federal due date.

Task 7 Deliverables: Quarterly PPR and SF-425 reports for the duration of the project.

Task 8 — Presentations and Plan Adoption

The Contractor shall prepare and deliver presentations of the draft and final Action Plan to the Spalding County Board of Commissioners and other bodies as directed by the County. Presentations shall be designed to support the formal adoption of the Action Plan and fatality and serious injury reduction resolution.

Task 8 Deliverables: Board of Commissioners Presentation Materials; Final Adoption Presentation

SECTION IV — PROPOSAL FORMAT AND CONTENT

Proposals shall be organized under separate tabs in the following order. Failure to include all required elements may result in disqualification.

Tab 1 — Cover Letter and Executive Summary

Provide a signed cover letter on company letterhead confirming the Proposer's intent to provide the requested services and acknowledging all addenda issued. Include:

- Legal name, business type, principal office address, and primary contact information
- A summary of the firm's qualifications and differentiating capabilities relevant to this project
- A statement confirming the Proposer is registered and active in SAM.gov

Tab 2 — Firm Qualifications and Key Personnel

Provide the following:

- Resumes of key personnel assigned to this project, including their roles, relevant project experience, and years of service with the firm
- An organizational chart showing all key personnel, their roles, and office locations
- A list of current commitments for key personnel and estimated availability for this project
- A statement of the firm's specific expertise in transportation safety planning, Safe System Approach, fatality and serious injury reduction planning, and FHWA SS4A program requirements

Tab 3 — Relevant Experience and References

Provide the following:

- A list of similar projects completed in the last five years, including a brief project narrative, client name, scope of services, contract value, completion date, and client project manager contact information. Indicate specifically why each project is considered similar.
- References for at least three (3) clients for whom the firm has provided comparable transportation safety planning services, including current contact information (name, organization, address, phone, and email). References shall not include Spalding County or current or former Spalding County employees.
- A disclosure statement addressing: (a) whether the firm or any principal has ever failed to complete a project of similar scope; if so, the date of commencement, the client, and the reason for non-completion; and (b) any contracts within the last three years in which the firm exceeded the initial project budget, exceeded the approved schedule, or was assessed contract penalties or damages, with a brief explanation of the circumstances.

Tab 4 — Understanding of the Project and Technical Approach

Provide the following:

- A narrative demonstrating the firm's understanding of Spalding County's safety challenges, the SS4A program requirements, and the goals of this project
- A description of the firm's proposed technical approach for each task in the Scope of Work, including data sources, analytical methods, and community engagement strategies

- A project schedule by task, identifying key milestones, deliverable submission dates, and personnel assigned to each task
- Identification of any anticipated challenges or risks and the firm's approach to managing them

Tab 5 — DBE Participation and Workforce

Spalding County has established a DBE participation benchmark of 5.0 percent for this contract. Proposers shall:

- Identify all DBE subcontractors proposed, including firm name and address, type of work, DBE certification type, and estimated dollar amount. Copies of current DBE certifications must be attached.
- If the DBE benchmark cannot be met, submit a Description of Good Faith Efforts documenting specific steps taken to identify and engage certified DBE firms.

Spalding County supports workforce development through its partnership with Southern Crescent Technical College under the Technical College System of Georgia's Public Service Apprenticeship Program. Proposers are encouraged to describe any workforce training or registered apprenticeship programs that would be utilized in the performance of this contract.

Tab 6 — Required Forms and Certifications

Provide all completed forms listed in Section VII of this RFP, including all required signatures and notarizations.

Cost Proposal — Separate Sealed Envelope

The Cost Proposal shall be submitted in a separate sealed envelope marked "COST PROPOSAL — RFP No. SS4A-2026-01" and shall include:

- A schedule of fees broken down by task, with subtotals for each task
- Hourly rates for all project personnel to be used as the basis for any additional work authorizations
- Total proposed not-to-exceed fee for all services
- A list of all project deliverables with associated costs

Spalding County reserves the right to negotiate the fee and scope of services with the highest-ranked Proposer. If negotiations are unsuccessful, the County may negotiate with the next-ranked Proposer. Submitted unit prices shall remain firm throughout the contract.

SECTION V — EVALUATION AND SELECTION

Proposals will be evaluated by a selection committee composed of County staff and designated representatives. Each committee member will score proposals independently using the rubrics below. Scores will be averaged across committee members. The Cost Proposal envelope will be opened only after technical scoring is complete. The award will be given to the highest-scoring, responsive, and responsible Proposer.

Summary of Evaluation Criteria

Criterion	Maximum Points
1. Firm Qualifications and Key Personnel	25
2. Relevant Experience and References	25
3. Technical Approach and Project Schedule	35
4. Cost Proposal	10
5. DBE Participation / Good Faith Efforts	5
TOTAL	100

Oral presentations may be requested at the committee's discretion and may yield up to 15 additional points. Proposers will be notified in advance if presentations are required.

Spalding County reserves the right to use a Best-and-Final Offer process when: (a) no single proposal fully addresses all specifications; (b) costs submitted are above available funding; (c) two or more proposals are closely scored; or (d) all proposals are deficient in one or more areas. The County reserves the right to reject any or all proposals and to negotiate the fee and scope of services with the highest-ranked Proposer.

Evaluation Rubrics

Each criterion will be scored using the ratings and descriptions below. Evaluators should select the rating that best describes the proposal and assign a score within the corresponding point range.

Criterion 1 — Firm Qualifications and Key Personnel (25 points maximum)		
Rating	Points	Description — What this rating looks like in a proposal
Excellent	22–25	The firm has directly relevant qualifications in SS4A or comparable federal transportation safety planning. Key personnel demonstrate expertise in Safe System Approach, fatality and serious injury reduction planning, FHWA methodologies, and rural community safety planning. The organizational chart is clear, and personnel availability is well-documented.
Good	15–21	The firm has solid transportation planning qualifications with some SS4A or safety-specific experience. Key personnel are qualified and experienced, though SS4A-specific expertise may be limited to one or two team members. Organizational structure is clear.
Fair	8–14	The firm has general transportation planning experience but limited safety-specific or SS4A credentials. Personnel qualifications are adequate, but do not demonstrate strong familiarity with FHWA safety methodologies or federal grant requirements.
Poor	0–7	Firm qualifications are not relevant to transportation safety planning, or key personnel are not identified or do not demonstrate adequate experience for a project of this scope and federal complexity.

Criterion 2 — Relevant Experience and References (25 points maximum)		
Rating	Points	Description — What this rating looks like in a proposal
Excellent	22–25	Firm documents three or more recently completed safety action plans or comparable studies, at least one funded through SS4A or a similar federal program. References confirm high-quality deliverables, effective stakeholder engagement, and on-time, on-budget performance. Prior work in rural Georgia or a comparable rural context is evident.
Good	15–21	Firm documents two or more relevant projects with strong references. Federal grant experience is present, but may not include SS4A specifically. Prior work in rural communities in Georgia is limited, but comparable experience is demonstrated.
Fair	8–14	The firm documents relevant experience, but projects are fewer, older, or less comparable in scope. References are provided but may not specifically reflect the safety action plan work. Federal grant management experience is limited.
Poor	0–7	The firm provides fewer than 3 references, the references are not relevant to transportation safety planning, or the references cannot be verified. Little or no evidence of federally funded project experience.

Criterion 3 — Technical Approach and Project Schedule (35 points maximum)		
Rating	Points	Description — What this rating looks like in a proposal
Excellent	31–35	The proposal demonstrates a thorough understanding of Spalding County safety conditions, SS4A program requirements, and the Grant Agreement scope, schedule, and deliverables. The methodology for all eight tasks is detailed and data-driven, reflecting FHWA best practices, including KABCO/EPDO analysis, road safety audits, the Safe System Approach, and benefit-cost analysis. The community engagement strategy clearly addresses census tracts with elevated crash risk across the County. The project schedule is milestone-specific and consistent with the September 30, 2028, Action Plan deadline.
Good	22–30	The proposal demonstrates a solid understanding of the project and a sound methodology for most tasks. SS4A requirements and FHWA methodologies are addressed, though some tasks lack detail. The community engagement approach is reasonable. The schedule is generally realistic with minor gaps in milestone specificity.
Fair	11–21	The proposal demonstrates a general familiarity with transportation safety planning, but the methodology is vague or incomplete in several areas. SS4A-specific requirements are partially addressed. The community engagement plan is underdeveloped. The schedule lacks sufficient detail to confirm feasibility within the grant period.
Poor	0–10	The proposal does not demonstrate adequate understanding of the project scope, SS4A requirements, or FHWA methodologies. The methodology is generic and not tailored to Spalding County conditions. The schedule is missing or unrealistic.

Criterion 4 — Cost Proposal (10 points maximum)		
Rating	Points	Description — What this rating looks like in a proposal
Excellent	9–10	Lowest conforming Cost Proposal received, or within 5% of the lowest. The fee schedule is clearly organized by task, the hourly rates are reasonable for the proposed services, and the total represents good value relative to the scope of work.
Good	6–8	Cost Proposal is within 10% of the lowest conforming proposal. The fee structure is clear and reasonable.
Fair	3–5	The Cost Proposal is within 15% of the lowest conforming proposal, or the fee structure lacks sufficient task-level detail to assess its reasonableness fully.
Poor	0–2	The cost proposal exceeds 15% of the lowest conforming proposal, or the fee structure is unclear, incomplete, or does not align with the proposed scope of work.

Criterion 5 — DBE Participation / Good Faith Efforts (5 points maximum)		
Rating	Points	Description — What this rating looks like in a proposal
Excellent	5	Proposed DBE participation meets or exceeds the 5.0% benchmark. DBE firms are identified by name, certified, and assigned specific, commercially useful roles. Letters of Intent are provided for all DBE subcontractors.
Good	3–4	Proposed DBE participation is below 5.0%, but a substantive Good Faith Efforts narrative documents specific outreach to certified DBE firms, including dates, contacts, and responses. Efforts are genuine and well-documented.
Fair	1–2	A Good Faith Efforts narrative is provided, but documentation is limited, vague, or does not reflect meaningful outreach to available certified DBE firms.
Poor	0	No DBE participation is proposed, and no Good Faith Efforts documentation is provided, or the documentation does not reflect a genuine effort to meet the benchmark.

SECTION VI — CONTRACT TERMS AND CONDITIONS

A. Insurance Requirements

Within ten (10) days of Notice of Award, and at all times the contract is in force, the selected Contractor shall obtain and maintain certificates of insurance from companies licensed to do business in Georgia, covering the following:

Coverage Type	Minimum Limit
Workers' Compensation	Georgia Statutory Limits
Commercial General Liability (per occurrence)	\$1,000,000
General Aggregate	\$2,000,000
Automobile Liability	\$1,000,000
Professional Liability (E&O)	\$1,000,000
Umbrella / Excess Liability	\$2,000,000

Certificates shall name the Spalding County Board of Commissioners as an additional insured. Policies shall be non-cancellable except upon 30 days' written notice to the County. Evidence of insurance must be provided to the Purchasing Department before execution of the contract.

B. Indemnification

The Contractor shall protect, defend, indemnify, and hold harmless Spalding County and its elected and appointed officers, employees, and agents from all claims, damages, costs, and expenses, including attorney's fees, arising from the Contractor's negligence, recklessness, or wrongful conduct in the performance of this contract.

C. Ownership of Documents

All reports, data, maps, GIS files, plans, designs, and other documents prepared under this contract shall be the sole property of Spalding County. The Contractor may retain copies for archival purposes. The Contractor shall not use documents for purposes unrelated to this contract without prior written approval from the County.

D. Independent Contractor

The Contractor shall perform services as an independent contractor and not as an employee or agent of the County. The Contractor is solely responsible for the supervision, direction, and compensation of its personnel.

E. Assignment

This contract may not be assigned or transferred in whole or in part without the prior written consent of Spalding County.

F. Subcontractors

The Contractor shall be responsible for ensuring that all subcontractors are properly licensed, insured, and in compliance with E-Verify requirements. A Letter of Intent shall be provided for each subcontractor upon submission of the proposal. Subcontracting activities not proposed in the application require prior written approval from the FHWA Agreement Officer.

G. Governing Law

The laws of the State of Georgia and Spalding County shall govern this contract. Any disputes shall be litigated exclusively in the courts of Spalding County, Georgia.

H. Termination

Spalding County may terminate this contract for cause upon 30 days' written notice if the Contractor fails to remedy a material breach within that period. The County may also terminate for convenience upon 30 days' written notice, in which case the Contractor shall be compensated for work satisfactorily completed to the date of termination.

I. Tax Exemption

Spalding County is exempt from Georgia Sales Tax and Federal Excise Tax. Spalding County's Tax Identification Number is 58-6000886.

J. Prime Contractor Self-Performance Requirement

The prime Contractor shall personally perform no less than fifty-one (51) percent of the total contract work, measured by cost. Subcontracting of work more than forty-nine (49) percent of the total contract value requires prior written approval from Spalding County. The prime Contractor remains solely responsible for the performance of all work under this contract, regardless of the extent of approved subcontracting. This requirement shall be documented in the Cost Proposal through the task-level fee breakdown and List of Subcontractors.

K. Reimbursable Expenses

The Contractor is entitled to reimbursement for the following direct project costs, provided that proper documentation is submitted to the County within thirty (30) days of the date the cost is incurred:

Travel. Upon prior written approval by the County, reasonable travel and subsistence expenses may be reimbursed in accordance with the then-current travel policies of Spalding County, Georgia.

Document Reproduction. Reproduction of drawings, reports, and project documents required for County review may be reimbursed at actual cost, not to exceed the most competitive market rate.

Other Direct Expenses. Other project-related direct expenses approved in advance and in writing by the County.

All reimbursable expenses shall be itemized separately in monthly invoices with supporting documentation attached. Expenses submitted without documentation or beyond the thirty (30) day window will not be reimbursed. Reimbursable expenses are included within the total not-to-exceed contract amount unless otherwise authorized in writing by the County.

SECTION VII — REQUIRED FORMS

Proposal Submission Checklist

Complete, sign, and submit the following documents in the order listed. Proposals missing required items may be deemed non-responsive.

☐	Tab 1 — Cover Letter and Executive Summary
☐	Tab 2 — Firm Qualifications and Key Personnel
☐	Tab 3 — Relevant Experience and References
☐	Tab 4 — Technical Approach and Project Schedule
☐	Tab 5 — DBE Participation / Good Faith Efforts Documentation
☐	Tab 6 — Required Forms and Certifications
☐	Cost Proposal (separate sealed envelope, marked as required)
☐	Form W-9
☐	Proposal Signature Form (this page)
☐	Certificate of Non-Collusion
☐	E-Verify Affidavit
☐	DBE Benchmark Worksheet
☐	List of Subcontractors
☐	Addenda Acknowledgment Form
☐	SAM.gov Active Registration Confirmation
☐	Proof of Insurance (or commitment letter)

Proposal Signature Form

Company Name:
Mailing Address:
City, State, ZIP:
Phone:
Email:
Website:
Federal Tax ID (EIN):
SAM.gov UEI:
Print Name and Title of Authorized Representative:
Authorized Signature:
Date:

Certificate of Non-Collusion

By signing below, I certify that this proposal is made without prior understanding, agreement, or connection with any other firm submitting a proposal for these services, and that it is in all respects fair and free from collusion or fraud. I understand that collusive bidding violates state and federal law and can result in fines, imprisonment, and civil damages. I am duly authorized to execute this proposal on behalf of the firm named below.

Firm Name

Date

Authorized Signature

Title

Printed Name

Phone

E-Verify Affidavit

The undersigned, being duly authorized, confirms compliance with O.C.G.A. § 13-10-91 and affirms that the firm named below is registered with, authorized to use, and uses the federal work authorization program known as E-Verify, or any subsequent replacement program, for the duration of this contract.

E-Verify Federal Work Authorization User ID No. (not Taxpayer ID):
Date of Authorization:
Legal Business Name:

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, 20__ in _____ (city), Georgia.

Signature of Authorized Owner/Officer

Date

Printed Name and Title

Subscribed and sworn before me this _____ day of _____, 20__.

Notary Public _____ My Commission Expires: _____

DBE Benchmark Worksheet

Spalding County has established a 5.0% Disadvantaged Business Enterprise (DBE) participation benchmark for this contract. This goal is aspirational and not a fixed quota or set-aside. DBE firms must perform a commercially useful function.

DBE Firm Name & Address	Type of Work	Cert. Type	Amount (\$)
TOTAL DBE AMOUNT:			\$

If the DBE benchmark cannot be met, attach a completed Description of Good Faith Efforts. DBE certification documentation must be attached for each firm listed.

List of Subcontractors

I will / will not (circle one) propose to subcontract any portion of this project. I propose to subcontract work to the following firms:

Subcontractor Name & Address	Description of Work	% of Work	DBE Certified?

Note: The prime contractor must perform at least 51 percent of the proposed work and is solely responsible for ensuring all subcontractors are properly insured.

Addenda Acknowledgement

Failure to acknowledge all addenda will result in a non-responsive determination. The Proposer has examined and carefully studied this RFP and the following addenda, receipt of which is hereby acknowledged:

Addendum No. 1: _____	Dated: _____
Addendum No. 2: _____	Dated: _____
Addendum No. 3: _____	Dated: _____
Addendum No. 4: _____	Dated: _____

Company Name

Date

Authorized Representative (Print)

Authorized Signature
