



CITY of POOLER
— GEORGIA —

REQUEST FOR PROPOSAL

Planning Services For City of Pooler
Safe Streets and Roads For All (SS4A)
Comprehensive Safety Action Plan

I. INTRODUCTION

The City of Pooler, (hereinafter referred to as "CITY"), a municipality within the State of Georgia, is seeking proposals for a Comprehensive Safety Action Plan (Safety Action Plan). This Request for Proposal (RFP) outlines the requirements and instructions for submitting a proposal for the project, the evaluation process, and the terms and conditions of the potential contract.

This project is funded by the Federal Safe Streets and Roads for All (SS4A) Action Plan Grant with matching dollars from the CITY. Qualified consultants will be required to comply with all applicable regulations of the CITY and the State of Georgia. All activities must be performed in strict adherence to applicable Federal regulations, and the developed plan must meet the requirements in the FY2026 SS4A Notice of Funding Opportunity (NOFO)

II. PURPOSE

The purpose of this RFP is to solicit competitive proposals from qualified firms experienced in transportation planning and engineering to develop a Safe Streets and Roads For All (SS4A) Safety Action Plan. The CITY is committed to ensuring that the project is completed in compliance with all applicable laws, within the established budget, and within the specified time frame.

III. SCOPE OF WORK

The CITY is seeking professional consulting services to prepare a Comprehensive Safe Streets and Roads for All (SS4A) Safety Action Plan focused on reducing and eliminating roadway fatalities and serious injuries on all public roadways within the CITY limits, including both State routes and locally maintained streets.

The selected consultant shall be responsible for all aspects of project management, technical analysis, stakeholder engagement, coordination, and preparation of all documents and deliverables necessary to complete an SS4A compliant Safety Action Plan in accordance with the requirements of the Federal Highway Administration and the U.S. Department of Transportation.

The CITY's responsibilities shall be limited to providing available existing transportation plans, studies, and data; designating a single point of contact; providing stakeholder meeting space; and reviewing consultant deliverables at key milestones.

The consultant shall develop and execute a detailed project management plan and perform all work necessary to produce a complete Safety Action Plan, including, but not limited to, the following components required by the SS4A grant program:

- 1) Leadership Commitment and Goal Setting
- 2) Planning Structure
- 3) Safety Analysis
- 4) Engagement and Collaboration
- 5) Policy and Process Changes
- 6) Strategy and Project Selections
- 7) Progress and Transparency

The consultant shall be responsible for, at a minimum, the tasks listed below and shall provide a detailed description in its proposal of how each task will be accomplished, including the proposed methodology, schedule, staffing, and deliverables:

- Developing and maintaining the project schedule and budget;
- Conducting all data collection, analysis, and technical evaluations;
- Preparing and facilitating all public and stakeholder engagement activities;
- Coordinating with applicable local, regional, and state agencies;
- Preparing draft and final plan documents, maps, graphics, and presentation materials;
- Incorporating CITY and stakeholder comments;
- Ensuring that all deliverables satisfy SS4A program requirements and are suitable for adoption by the CITY.
- The consultant shall furnish all labor, supervision, equipment, software, materials, and incidentals required to complete the project.

IV. ELIGIBILITY CRITERIA

- Must be a legally registered entity in the State of Georgia with a valid business license.
- Demonstrated experience in transportation planning or engineering.
- Ability to provide proof of required insurance and bonding (as applicable).
- Must comply with Georgia's Open Records Act (O.C.G.A. § 50-18-70 et seq.), which governs the transparency of public contracts and submissions.
- Proof of previous experience on projects of a similar size and scope, ideally within Georgia or local government entities.

V. PROPOSAL SUBMISSION INSTRUCTIONS

Proposals must be submitted by August 19, 2026, at 2:00PM. Late submissions will not be considered. Proposals should be submitted in one of the following formats:

A. Mail to: City of Pooler
Attn: City Clerk
100 US Highway 80 SW
Pooler, GA 31322

B. Deliver in person to: City Clerk
City of Pooler
100 US Highway 80 SW
Pooler, GA 31322

Proposals should include the following documents:

- Cover Letter: A letter introducing the company, key personnel, and expressing interest in the project.
- Company Profile: An overview of the company, including size, background, and qualifications.
- Detailed Proposal: Including methodology, timeline, costs, and relevant past project examples.
- References: At least three (3) client references with relevant project experience.
- Proof of Insurance and Bonding (if applicable): Include certificates of insurance and bonds required by the State of Georgia and the Municipality.
- Georgian Business License: Proof of business registration within Georgia.

VI. PUBLIC BID OPENING

Bids will be publicly opened at Wednesday, August 19, 2026, at 2:00 p.m. at the following location:

Pooler City Hall
Second Floor Training Room
100 US Highway 80 SW
Pooler, GA 31322

The public opening will allow for transparency and will provide all interested parties an opportunity to witness the bid opening process. All submitted proposals will be read aloud and recorded for the public record. Interested parties are welcome to attend the bid opening.

VII. PROPOSAL EVALUATION CRITERIA

Proposals will be evaluated based on the following criteria:

- Experience and Qualifications (45%): Relevant experience in similar projects, expertise of proposed team members, and successful past projects.
- Technical Approach (30%): The proposed solution, methodology, and approach to meeting the Municipality's needs.
- Cost (5%): The total cost, including breakdowns, justifications, and any value-added services.
- Timeline (10%): The ability to complete the project within the required timeframe.
- References and Past Performance (10%): Client feedback and past performance on projects of similar scope.

The CITY reserves the right to request clarifications, additional information, and to conduct interviews or presentations if necessary.

VIII. CONTRACT TERMS AND CONDITIONS

The successful proposer will be required to enter into a formal agreement with the CITY. Key terms of the contract may include, but are not limited to:

- **Payment Terms:** Details regarding the payment structure, including milestone payments or lump sums. The CITY cannot agree to pay late fees, interest, or penalties, including without limitation attorney's fees and costs of litigation.
- **Termination Clause:** Specific provisions under which the Municipality may terminate the contract.
- **Compliance with Laws:** The contractor must comply with all relevant municipal, state, and federal laws, including the Georgia Procurement Manual.
- **Insurance and Bonding:** The contractor must provide adequate insurance and bonding as required by the State of Georgia and the Municipality.
- **Open Records Act:** The Municipality is bound by Georgia's Open Records Act, and all submissions are subject to public inspection unless otherwise protected under the law.
- **Indemnification:** The contractor must indemnify and hold harmless the CITY from claims, damages, and liabilities arising from the performance of the contract. The CITY cannot agree to indemnify or hold harmless the consultant.
- **Waiver and Limitation of Liability:** The COTU will not waive any claims, limit the liability of consultant, or allow disclaimer of warranties, for any reason.

IX. PROPOSAL TIMELINE

RFP Release Date: June 8, 2026

Deadline for Submission of Questions: July 31, 2026

Proposal Submission Deadline: August 19, 2026

Proposal Evaluation Period: August 19, 2026 – September 9, 2026

Estimated Council Approval: September 21, 2026

Contract Start Date: September 22, 2026

X. QUESTIONS AND CLARIFICATIONS

All inquiries regarding this RFP should be submitted in writing to the RFP contact person by the specified deadline. The CITY will provide written responses to all questions and distribute them to all interested vendors.

Deadline for Questions: July 31, 2026

RFP Contact Name: Caroline Hankins

Email Address: chankins@pooler-ga.gov

Phone Number: (912)748-7261 ext. 114

XI. CONTACT INFORMATION

For additional information or clarification regarding this RFP, please contact:

RFP Coordinator: Caroline Hankins

Title: Assistant City Manager

Email: chankins@pooler-ga.gov

Phone: (912)748-7261 ext. 114

Mailing Address: 100 US Hwy 80, Pooler, GA 31322

XII. APPENDICES

Appendix A – Indemnity Provision

Appendix B - GA Security and Immigration Compliance Act of 2006
Compliance Form

Appendix C - Contractor Affidavit Under O.C.G.A § 13- 10- 91(B) (1)

Appendix D - Non-Collusion Affidavit

**APPENDIX A:
Indemnity Provision**

CONTRACTOR (or Lessee or Vendor) assumes entire responsibility and liability for losses, expenses, demands and claims in connection with or arising out of any injury, or alleged injury (including death) to any person, or damage, or alleged damage, to property of CITY of others sustained or alleged to have been sustained in connection with or to have arisen out of or resulting from the performance of the work/service by the ARBORIST, his SUBCONTRACTORS, agents, and employees, including losses, expenses, damages sustained by CITY, and agrees to indemnify and hold harmless the CITY, its officials, employees or volunteers from any and all such losses, expenses, damages, demands and claims and agrees to defend any suit or action brought against them, or any of them, based on such alleged injury or damage, and to pay all damages, cost and expenses in connection therewith or resulting therefrom. As an integral part of this agreement, CONTRACTOR agrees to purchase and maintain during the life of this contract, contractual liability insurance in the amount required in the general liability insurance requirements and to furnish proper evidence thereof.

Above provision specifically applies to the contract dated _____

between the City of Pooler and _____

for Certified Arborist Contract Services.

SIGNATURE

PRINT NAME

PRINT COMPANY

APPENDIX B:
Georgia Security and Immigration Compliance Act of 2006 Compliance Form

The City of Pooler complies with the requirements of O.C.G.A. 13-10-19 and requires that all CONTRACTORS and SUBCONTRACTORS comply with Rule 300-10-1-.02 as a condition of awarding contracts.

The CONTRACTOR certifies that the following employee-number category is applicable to the CONTRACTOR: (initial one only)

_____ Ten (10) or more employees

_____ Fewer than (10) employees

The CONTRACTOR agrees that in the event the CONTRACTOR employs or contracts with any SUBCONTRACTOR in connection with the covered contract, the CONTRACTOR will secure from the SUBCONTRACTOR such SUBCONTRACTOR indication of the employee-number category applicable to the SUB CONTRACTOR.

In the event the A CONTRACTOR employs or contracts with any SUB CONTRACTOR in connection with the covered contract, the CONTRACTOR will secure from such SUB CONTRACTOR attestation of the SUBCONTRACTOR's compliance with O.C.G.A. 13-10-91 and Rule 300-10-1-.02 by the SUB CONTRACTOR'S execution of the SUB CONTRACTOR affidavit shown in Rule 300-10-1-.08 or a substantially similar SUBCONTRACTOR affidavit and will maintain records of such attestation for inspection by the public employer at an time. Such SUBCONTRACTOR affidavit shall become part of the CONTRACTOR /SUB CONTRACTOR agreement.

AUTHORIZED OFFICER/AGENT SIGNATURE

AUTHORIZED OFFICER/AGENT PRINT NAME

AUTHORIZED OFFICER/AGENT TITLE

DATE

NOTARY SEAL:

SUBSCRIBED AND SWORN BEFORE ME
ON THIS, THE DAY OF

DATE

NOTARY PUBLIC SIGNATURE

NOTARY PUBLIC COMMISSION EXPIRATION

APPENDIX C:
Contractor Affidavit Under O.C.G.A § 13- 10- 91(B) (1)

By executing this affidavit, the undersigned CONTRACTOR verifies its compliance with O.C.G.A. § 13- 10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of _____ has registered with, is authorized to use and uses the federal work authorization program commonly known as EVerify, 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 CONTRACTOR will continue to use the federal work authorization program throughout the contract period and the undersigned CONTRACTOR will contract for the physical performance of services in satisfaction of such contract only with SUBCONTRACTOR who present an affidavit to the CONTRACTOR with the information required by O.C.G.A. § 13-10-91(b). CONTRACTOR hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number _____

Date of Authorization _____

Name of Contractor _____

Name of Public Employer _____

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

AUTHORIZED OFFICER/AGENT SIGNATURE

AUTHORIZED OFFICER/AGENT PRINT NAME

AUTHORIZED OFFICER/AGENT TITLE

DATE

NOTARY SEAL:

SUBSCRIBED AND SWORN BEFORE ME
ON THIS, THE DAY OF

DATE

NOTARY PUBLIC SIGNATURE

NOTARY PUBLIC COMMISSION EXPIRATION

**APPENDIX D:
Non-Collusion Affidavit**

State of Georgia; County of Chatham;

_____, being first duly sworn, deposes and says that

1. He/she is (owner, partner, officer, representative, or agent) of the CONTRACTOR that has submitted the attached Bid;
2. He/she is fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such Bid;
3. Such Bid is genuine and is not a collusive or sham Bid;
4. Neither the said CONTRACTOR nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly, with any other CONTRACTOR, firm or person to submit a collusive or sham Bid in connection with the Contract for which the attached Bid has been submitted or to refrain from bidding in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other CONTRACTOR, firm or person to fix the price or prices in the attached Bid or of any other CONTRACTOR, or to fix any overhead, profit or cost element of the Bid price or the Bid price of any other bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the or any person interested in the proposed Contract; and
5. The price or prices quoted in the attached Bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the CONTRACTOR or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

AUTHORIZED OFFICER/AGENT SIGNATURE

AUTHORIZED OFFICER/AGENT PRINT NAME

AUTHORIZED OFFICER/AGENT TITLE

DATE

NOTARY SEAL:

SUBSCRIBED AND SWORN BEFORE ME
ON THIS, THE DAY OF

DATE

NOTARY PUBLIC SIGNATURE

NOTARY PUBLIC COMMISSION EXPIRATION