



Request for Qualified Proposal (RFQP)
RFQP #COK 26-038
CONSULTANT QUALITY ASSURANCE / QUALITY CONTROL (QA/QC) SERVICES

Issued by:

City of Kingsland, Georgia

Proposal Deadline:

Tuesday, August 6, 2026 at 2:00 PM

Submission Addresses:

Mailing Address:

City of Kingsland
Finance Department
Attn: Hannah Smith, Purchasing Director
P.O. Box 250
Kingsland, GA 31548

Delivery Address:

City of Kingsland
Finance Department
Attn: Hannah Smith, Purchasing Director
108 West William Avenue
Kingsland, GA 31548

LATE PROPOSALS WILL BE REJECTED

Issued: July 1, 2026

OBJECTIVE

The City of Kingsland, Georgia ("City") is requesting sealed proposals from qualified consulting firms to provide independent Quality Assurance/Quality Control (QA/QC) services for the Georgia Department of Transportation (GDOT) Local Assistance Program (LAP) Project identified as:

GDOT P.I. No. 0015396

Boone Street; May Creek Drive & Keith Dixon Way @ Three (3) Locations

Camden County, Georgia

The selected consultant shall provide all necessary personnel, equipment, testing, inspection, documentation, and reporting necessary to ensure the project is constructed in accordance with GDOT Standard Specifications, GDOT Construction Manual, approved plans, contract documents, and applicable federal and state requirements.

Only firms currently prequalified by GDOT and possessing the required certifications described herein will be considered.

PROJECT DESCRIPTION

The City of Kingsland is constructing transportation improvements under the GDOT Local Assistance Program (LAP). The project generally consists of improvements in pedestrian and bicycle facilities along Boone Street from Teresa Court to Haddock/Gross Roads, connecting the existing sidewalks at the project termini with approximately 1.3 miles of pedestrian/bicycle facilities. The selected consultant shall provide independent QA/QC testing and inspection services throughout construction.

SCOPE OF SERVICES

The Consultant shall furnish all labor, equipment, materials, transportation, testing equipment, reporting, and supervision necessary to perform Quality Assurance/Quality Control services including, but not limited to:

A. Earthwork

- Soil density testing
- Moisture content testing
- Subgrade verification
- Embankment testing
- Documentation and reporting

B. Aggregate Base

- Density testing
- Thickness verification
- Material sampling
- Compaction testing

C. Concrete

Provide testing and inspection during all concrete placement activities including:

- Slump tests
- Air content
- Concrete temperature
- Unit weight
- Compression test cylinders
- Strength testing
- Placement observations
- Documentation

Testing shall comply with applicable ASTM, AASHTO, and GDOT requirements.

D. Erosion & Sediment Control

Provide inspection and documentation of erosion control measures including:

- Initial installation inspections
- Routine inspections
- Corrective action documentation
- Rain event inspections as required
- Compliance with GDOT and Georgia EPD requirements

E. Asphalt

Provide roadway testing including:

- Density testing
- Temperature verification
- Thickness verification
- Sampling
- Documentation

F. Construction Documentation

Prepare and submit:

- Daily inspection reports
- Testing reports
- Non-conformance reports
- Material certifications
- Final QA/QC report
- Electronic copies of all reports

Reports shall be provided to the City's Project Manager and GDOT as required.

REQUIRED PERSONNEL QUALIFICATIONS

The Consultant shall maintain personnel possessing current certifications throughout the duration of the project.

At a minimum, personnel shall include:

A. Worksite Erosion Control Supervisor (WECS)

Current GDOT/Georgia Soil & Water Conservation Commission certification.

B. Roadway Testing Technician (RTT)

Current GDOT Roadway Testing Technician certification.

C. Concrete Technician

Current American Concrete Institute (ACI) Field Testing Technician Grade I certification (or equivalent GDOT-approved certification).

D. Additional Personnel

The Consultant shall provide any additional certified personnel necessary to perform required testing under GDOT specifications.

MINIMUM FIRM QUALIFICATIONS

Respondents shall:

- Be currently prequalified with the Georgia Department of Transportation for Construction Engineering and Inspection and/or applicable Materials Testing services.
- Demonstrate experience on GDOT Local Assistance Program (LAP) projects.
- Have a minimum of five (5) years' experience providing transportation QA/QC services.
- Be licensed to conduct business in Georgia.
- Maintain professional liability insurance.

GDOT REQUIREMENTS

The selected Consultant shall comply with all applicable requirements including:

- GDOT Standard Specifications
- GDOT Construction Manual
- GDOT Sampling Manual
- GDOT LAP Manual
- Federal Highway Administration (FHWA) requirements

- Buy America requirements
- Davis-Bacon requirements (if applicable)
- Title VI requirements
- DBE requirements
- E-Verify requirements

PROPOSAL CONTENTS

Proposals shall include the following:

A. Cover Letter

Signed by an authorized representative.

B. Firm Qualifications

- Company history
- Office location
- Years in business
- Relevant experience

C. GDOT Prequalification

Provide current documentation showing GDOT prequalification.

D. Personnel

Provide:

- Organizational chart
- Resumes
- Certifications
- Availability

Include copies of:

- WECS certification
- RTT certification

- ACI certification

E. Relevant Project Experience

Provide at least three (3) similar GDOT or LAP projects completed within the past five years.

Include:

- Owner
- Project description
- Construction value
- Contact information

F. Project Approach

Describe:

- Testing procedures
- Communication
- Reporting
- Scheduling
- Quality control procedures

G. Fee Proposal

Provide:

- Hourly rates
- Testing rates
- Unit prices
- Estimated not-to-exceed fee
- Reimbursable expenses

EVALUATION CRITERIA

Proposals will be evaluated using the following criteria:

Criteria	Points
Experience with GDOT QA/QC Services	30
Qualifications of Personnel	25
Experience on LAP Projects	20
Project Understanding & Approach	15
Cost Proposal	10

Total Possible Points: 100

The City reserves the right to interview firms if deemed necessary.

CONTRACT TYPE

The City anticipates entering into a Professional Services Agreement with the selected consultant.

Compensation may be negotiated as:

- Lump Sum
- Hourly Rate
- Not-to-Exceed Contract

SUBMISSION REQUIREMENTS

Submit:

- One (1) original
- Three (3) hard copies
- One (1) electronic PDF

Clearly mark:

RFP No. COK 26-038
Consultant QA/QC Services
GDOT P.I. No. 0015396

Deliver to:

City of Kingsland

Attn: Hannah Smith, Purchasing Director
107 South Lee Street
Kingsland, Georgia 31548

Late proposals will not be accepted.

QUESTIONS

Questions regarding this RFP shall be submitted in writing to:

Lee H. Spell
City Manager
City of Kingsland

Email: lsPELL@kingslandgeorgia.com

No oral interpretations shall be binding.

RESERVATION OF RIGHTS

The City reserves the right to:

- Reject any or all proposals.
- Waive technicalities or irregularities.
- Request clarification from respondents.
- Negotiate with the highest-ranked firm.
- Cancel or reissue the solicitation.
- Award the contract in the best interest of the City.

INSURANCE REQUIREMENTS

The selected Consultant shall maintain, at a minimum:

- Commercial General Liability: \$1,000,000 per occurrence
- Automobile Liability: \$1,000,000
- Workers' Compensation: Statutory Limits
- Professional Liability (Errors & Omissions): \$1,000,000

Certificates of Insurance shall be provided prior to contract execution.

NON-DISCRIMINATION

The City of Kingsland does not discriminate on the basis of race, color, national origin, sex, age, disability, or any other protected class in accordance with applicable federal and state laws, including Title VI of the Civil Rights Act of 1964.

E-VERIFY

The successful consultant shall comply with the Georgia Security and Immigration Compliance Act and provide the required E-Verify affidavits prior to contract execution.

PUBLIC RECORDS

All proposals submitted become the property of the City of Kingsland and are subject to the Georgia Open Records Act, except for information specifically exempt from disclosure by law.

ADDITIONAL REQUIREMENT – LAP CERTIFICATION

This project is funded through the Transportation Alternatives Program (TAP), a federally funded transportation program administered by the Georgia Department of Transportation (GDOT). Accordingly, the selected consultant shall comply with all applicable federal, GDOT, and Local Assistance Program (LAP) requirements governing the delivery of federally funded transportation projects. The selected consultant must be currently GDOT prequalified and have personnel holding current certifications as Worksite Erosion Control Supervisor (WECS), Roadway Testing Technician (RTT), and ACI Concrete Field Testing Technician Grade I. Documentation of these qualifications shall be included with the proposal. Failure to provide the required qualifications may result in the proposal being deemed non-responsive.

Acknowledgement of Addenda

Proposer hereby acknowledges receipt of the following addenda:

Addendum No. _____, dated _____

Addendum No. _____, dated _____

Addendum No. _____, dated _____

Addendum No. _____, dated _____

Addendum No. _____, dated _____

Company Name: _____

Authorized Signature: _____

Print Name: _____