

Bid # 21-87
Design Services for The Widening of Mill Road
Due Date and Time: June 17, 2021, 3:00 PM

TABLE OF CONTENTS	Page
SECTION I – GENERAL OVERVIEW	
A - PURPOSE	3
B - GENERAL INSTRUCTIONS, TERMS, AND CONDITIONS	4 - 13
SECTION II – SPECIFICATIONS	
A – SCOPE OF WORK	14
B – PROJECTS LIMITS AND OVERVIEW	14
C – GENERAL SCOPE OF SERVICES	14
D – SCOPE OF CONSULTANT SERVICES	15
E – SURVEY SPECIFICATIONS	16-17
F – CONCEPUAL DESIGN	17
G – PRELIMINARY PLAN REQUIREMENTS	17-18
H – FINAL CONSTRUCTION PLAN REQUIREMENTS	18-19
I – FINAL RIGHT OF WAY PLAT REQUIREMENTS	19
J – DRAINAGE DESIGN GUIDELINES	19-20
K – SUBMITTALS	20
SECTION III - FORMS	
STANDARD CONTRACT (SAMPLE)	21
BID AUTHORIZATION AFFIDAVIT	22
NON-CONFLICT OF INTEREST	23
REFERENCES	24
GA SECURITY & IMMIGRATION COMPLIANCE AFFIDAVIT & AGREEMENT	25
SUPPLIER INCLUSION PROGRAM	26
BID PRICE SHEET(S)	27
PROJECT SCHEDULE	28
CHECKLIST FOR BID DOCUMENTS	29
SECTION IV – SEALED BID LABEL	30

SECTION I - GENERAL OVERVIEW

A. PURPOSE

The Henry County Board of Commissioners is requesting proposals from qualified consultants to design the widening of Mill Road from a two lane road to a four lane divided urban road. The project is located in McDonough, Georgia. The limit of design will be from 155 Mill Road to Jonesboro Road approximately 0.40 mile. The Contractor shall furnish all labor, materials, equipment, and services required to fulfill the terms and conditions of this bid.

B. GENERAL INSTRUCTIONS, TERMS, AND CONDITIONS

1. Bids Submission

- a. These instructions will bind bidders to terms and conditions herein set forth, except as specifically stated otherwise in special contract terms with any individual bid. These instructions are to be considered an integral part of the bid.
- b. Bids may be submitted by mail, common carrier or delivered in person. Fax or electronic bids are not acceptable. It shall be the duty of each Bidder to ensure that their bid is delivered within the time and at the place prescribed in this document. Bids received prior to the time fixed in this bid document will be securely kept unopened. A date/time stamp will be affixed to the envelope/package immediately upon its arrival to the Purchasing Department. Any bid received at the office designated in this document after the exact time and date specified, will not be considered. If a late bid is received via carrier, it will be marked "late bid" and will not be opened. If a late bid is hand delivered, it will be returned unopened to the presenter.
- c. At the date and time specified for the opening of the bid, the bid shall be publicly opened and read aloud for the information of Bidders and others present.
- d. The bid must be submitted **in a sealed envelope/parcel** on or before the date and time stated in this document and is to be mailed or delivered to:

**Henry County Purchasing Department
140 Henry Parkway
McDonough, GA 30253
Bid # 21-87**

Design Services for The Widening of Mill Road

- e. The Submittal Checklist must be reviewed and the bidder is to comply with the order of the submittal of documents. This document along with the cover page (page 1) is to be included with the bid.
- f. The following items are to be submitted:
 - **One (1) unbound clearly marked "Original," of the bid documents,**
 - **One (1) bound copy identical to the original bid documents, and**
 - **One (1) digital copy in PDF format on a USB flash drive identical to the original bid documents.** The USB flash drive should be labeled with the Bid number and bidder's name.
- g. All bids must be manually signed and filled out legibly (typewritten or printed in ink) with all changes or corrections initialed by the person signing the bid.
- h. If descriptive literature is attached to the bid, your firm's name must be on all sheets submitted.
- i. Each bid submitted shall be deemed to have been made with full knowledge of all terms, conditions, and requirements contained in this Bid request. The failure or omission of any Bidder to examine any form, instrument or document shall in no way relieve any Bidder from obligations in respect to the bid submittal or the compliance of the terms, conditions and requirements of the bid.
- j. Individual contractors shall provide their Social Security number and proprietorships; partnerships

and corporations shall provide their Federal Employer Identification number on page one of this bid documents and provide a completed W9 form to be submitted with the bid.

- k. The authorized representative whose signature will appear on the bid submitted certifies that the Bidder has carefully examined the instructions of this bid and the terms and specifications applicable to and made a part of this bid. The Bidder further certifies that the prices shown on the Bid Price Submittal Form is in accordance with the conditions, terms and specifications of the bid and that any exception taken thereto may disqualify the bid.
- l. Any documentation submitted with or in support of a bid or bid shall become subject to public inspection under the Georgia Open Records Act. Labeling such information “Confidential”, “Proprietary”, or in any other manner shall not protect this material from public inspection upon request. All records become subject to public inspection only after award of the contract or purchase order.

2. Preparation of Bids

- a. Negligence on the part of the Bidder in preparing the bid confers no right for withdrawal or modification in any way after the deadline for the bid opening.
- b. Unit price must be shown on the Bid Cost Submittal Form in this document. All bids should be tabulated, totaled and checked for accuracy. The unit price will prevail in case of errors.
- c. All product, equipment, article or material must be new and unused or current production. No reconditioned or used item(s) will be accepted except as specifically requested herein. Units that are classified as prototype or discontinued models are not acceptable.
- d. Samples of items, when required, must be submitted within the time specified and unless otherwise specified by the County, at no expense to the County. Unless otherwise specified, samples will be returned at the Bidder’s request and expense if items are not destroyed by testing.
- e. Full identification of each item bid upon, including brand name, model, catalog number, etc., must be furnished to identify exactly what the Bidder is offering. Whenever an article or material is defined by describing a proprietary product or by using the name of a manufacturer, the term “or equal” if not inserted shall be implied. The specified article or material shall be understood as indicating the type, function, minimum standard of design, efficiency and quality desired and shall not be construed as to exclude other manufactured products of comparable quality, design and efficiency. In the event that any equivalent version is proposed, prospective Bidders are herewith advised that precise, adequate, and documented evidence of equivalency in performance, stability, and operational efficiency should be submitted with the bid for further consideration. Final determination of equivalency will be determined by Henry County.

3. Clarification and Communication to County Concerning Bid

- a. From time to time, the Purchasing Department may have to release written changes to a solicitation. These formal written changes are called addendum or if multiple, Addenda. **It is the ultimate responsibility of the Bidder to ensure that they have all applicable addenda prior to the bid submission. Therefore, we encourage all Bidders to frequently review the County’s website: henrycounty-ga.com/purchasing All addenda forms must be signed and submitted with the bid. Failure to respond and acknowledge any addenda or requests for clarification, even after the bid opening, shall result in a non-responsive bid.**
- b. The successful firm’s bid and all addenda will become a part of the agreement resulting from this document.
- c. Bidders seeking an award of a Henry County contract **shall not** initiate or continue any verbal or written communication regarding a solicitation with any County officer, elected official, employee or other County representative without permission of the Purchasing Department between the date of the issuance of the solicitation and the date of the final contract award by the Board of Commissioners. Violations will be reviewed by the Purchasing Director. If determined that such

communication has compromised the competitive process, the offer submitted by the individual, firm or business shall be disqualified from consideration for award. **EXCEPTION** to the above would be emailing request for clarification and/or questions to the Purchasing Department – purchasing@co.henry.ga.us. (These requests will be answered in an addendum. Please see schedule of events.)

4. **Pre-Bid Conference**

The Pre-Bid Conference or any other information session (if indicated in the schedule of events) will be held at the offices referred to in the “Schedule of Events” of this bid. Unless indicated otherwise, attendance is not mandatory; although suppliers are strongly encouraged to attend. However, in the event the conference has been identified as mandatory, then a representative of the supplier must attend the conference in its entirety to be considered eligible for contract award.

5. **Rejection and Withdrawal of Bids**

- a. Withdrawal of bid due to errors, the supplier has up to forty-eight (48) hours to notify the Purchasing Department of an obvious clerical error made in calculation of bid in order to withdraw a bid after bid opening. Withdrawal of bid for this reason must be done in writing within the forty-eight hour period.
- b. The County will make a recommendation of the bid to the Board of Commissioners within 60 days from the date of the opening, unless the successful Bidder agrees in writing to a longer period for the award.
- c. The County may reject all or part of the bid within 60 days of bid opening.

6. **Bid and Contract Documents**

- a. A bid executed by an attorney or agent on behalf of the Bidder shall be accompanied by an authenticated copy of the Power of Attorney or other evidence of authority to act on behalf of the Bidder.

Corporation: If the Bidder is a corporation, the bid must be submitted in the name of the corporation, not simply the corporation’s trade name. In addition, the bid shall be signed by an officer of the corporation.

Partnership: If the Bidder is a partnership, all partners must sign the bid. If all the partners do not sign the bid, then the names of all those except limited partners must be furnished on the bid and evidence of the authority of the signer(s) to execute the bid on behalf of the partnership.

Limited Liability Company (LLC): If the Bidder is a limited liability company, the authorized agent having authority to bind the limited liability company must sign the bid documents.

Sole Proprietorship or Individual: If the Bidder is a sole proprietor or individual, a signature is required on all bid documents by that individual.

- b. The contract documents consist of this Agreement, Specifications and Addenda issued prior to execution of this Agreement, other documents listed in this Agreement and Modifications issued after execution of this Agreement. These form the Contract and are as fully a part of the Contract as if attached to this Agreement or repeated herein. The Contract represents the entire and integrated Agreement between the parties hereto and supersedes prior negotiations, representation or agreements, either written or oral.
- c. Contract Term – The time period of the agreement, if any is formed from this bid, will be determined after the review and evaluation of the Time Line Schedules submitted by the successful Consultant.

7. **Exceptions and Omissions**

Any exceptions to the specifications and/or terms and conditions must be addressed during the question/clarification and addendum phases.

8. Alterations of Solicitation and Associated Documents

Alterations of County documents are strictly prohibited and will result in automatic disqualification of the Bidder's solicitation response

9. Cost Incurred by Vendors

All expenses involved with the preparation and submission of the bid to the Henry County Board of Commissioners, or any work performed in connection therewith is the responsibility of the vendor(s).

10. Codes, Permits, Fees, Licenses and Law

- a. All permits, fees, arrangements for inspections, licenses, and costs incurred for the same shall be the sole responsibility of the successful Bidder. All materials, labor and construction must comply with all applicable rules and regulations of local, state and/or national codes, laws and ordinances of all authorities having jurisdiction over the project, shall apply to the contract throughout and will be deemed to be included in the contract the same as though herein written out in full.
- b. **Effective July 1, 2008:** All General Contractors must have a current valid license from the State Licensing Board for Residential and General Contractors, unless specifically exempted from holding such license pursuant to Georgia law, O.C.G.A. Section 43-41-17.
- c. State Law regarding Worker Verification requires that all who enter into a contract for the physical performance of services with the County must satisfy O.C.G.A. §13-10-91 and Rule 300-10-1-.02, in all manner, and such are conditions of the contract. By submitting a bid to the County contractor agrees that in the event the contractor employs or contracts with any subcontractor(s) in connection with the covered contract, the contractor will secure from the subcontractor(s) such subcontractor(s) indication of the employee-number category applicable to the subcontractor, as well as attestation(s) from such subcontractor(s) that they are in compliance. Such attestation(s) shall be maintained and may be inspected by the County at any time. An affidavit of such compliance included with the bid, must be signed by the contractor, and will become part of the contract.

11. Safety

All vendors and subcontractors performing services are required and shall comply with all Occupational Safety and Health Administration (OSHA), State and County Safety and Occupational Health Standards and any other applicable rules and regulations. Also, all contractors and subcontractors shall be held responsible for the safety of their employees and any unsafe acts or conditions that may cause injury or damage to any persons or property within and around the work site area under this Contract.

12. Design, Standards and Practices

Design, strength, quality of materials and workmanship must conform to the industry acceptable standards of engineering practices and/or professional services.

13. Statement of Warranty

A Statement of Warranty should include all applicable manufacturers' warranty and the Contractor's warranty in regards to equipment, materials and workmanship. This statement shall include the terms, conditions and the period of warranty coverage. Any exclusion(s) must be clearly stated.

14. Non-collusion

By submitting a bid in response to this solicitation, the Bidder represents that in the preparation and submission of this bid, said Bidder did not either directly or indirectly, enter into any combination or arrangement with any person, Bidder, Corporation or enter into any agreement, participate in any collusion, or otherwise take any action in the restraint of free, competitive bidding in violation of the Sherman Act (15 U.S.C. Section I or Section 59.1-9.1 through 59.1-9.17 or Sections 59.1 – 68.6 through 59.68.8). Collusion and fraud in bid preparation shall be reported to the State of Georgia

Attorney General and the United States Justice Department.

15. Nondiscrimination

Notwithstanding any other provision of this Agreement, during the performance of this Agreement Contractor, for itself, its heirs, personal representatives, successors in interest and assigns, as part of the consideration of this Agreement does hereby covenant and agree, as a covenant running with the land, that:

- a. No person on the grounds of race, color, religion, sex or national origin shall be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination;
- b. In the production of the vehicle(s), and the furnishing of services therein or thereon, no person on the grounds of race, color, religion, sex or national origin shall be excluded from participation in, or denied the benefits of, such activities, or otherwise be subjected to discrimination.

16. Drug Free Workplace Certification

By signing the Supply Service Contract form, the Contractor certifies that the provisions of Code Sections 50-24-1 through 50-24-6 of the Official Code of Georgia Annotated, relating to the “Drug-free Workplace Act”, have been complied with in full. The undersigned further certifies that:

- a. A drug-free workplace will be provided for the Contractor’s employees during performance of the contract; and
- b. Each Contractor who hires a subcontractor to work in a drug-free work place shall secure from that subcontractor the following written certification:
“As part of the subcontracting agreement with (Contractor’s name), (Subcontractor’s name) certifies to the Contractor that a drug-free workplace will be provided for the subcontractor’s employees during the performance of this Contract pursuant to Paragraph (7) of Sub-section (b) of Code Section 50-24-3”.
- c. The Contractor further certifies that he will not engage in the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana during the performance of the Contract.
- d. Contractor may be suspended, terminated, or debarred if it is determined that:
 - (1) The Contractor has made false certification hereinabove; or
 - (2) The Contractor has violated such certification by failure to carry out the requirements of the Official Code of Georgia Section 50-24-3.

17. Georgia Security and Immigration Compliance Act

Pursuant to the Georgia Security and Immigration Compliance Act of 2006, the successful Contractor understands and agrees that compliance with the requirements of O.C.G.A.13-10-91 and Georgia Department of Labor Rule 300-10-02 are conditions of this bid and contract document. The Contractor further agrees that such compliance shall be attested by the Contractor and any of his Subcontractors by execution of the appropriate Affidavit and Agreement which will be included and become a part of the Agreement between Henry County and the successful Contractor.

18. Supplier Inclusion Program

Small, local, veteran-owned, Disadvantaged Business Enterprise (DBE), and female-owned business enterprises are encouraged to participate in the solicitation process. Please see the Supplier Inclusion Program form for a description of each of these type businesses.

19. Delivery and F.O.B. Destination

- a. All prices shall include shipping and delivery cost to our destination; F.O.B., Henry County, Georgia, unless otherwise requested. The Bidder shall handle all material procurement, storage and delivery to project site. Unless otherwise specified in this specification, Bidder shall supply

all materials required. The County will grant no allowance for boxing, crating or delivery unless specifically provided for in this bid. The Bidder shall retain title for the risk of transportation, including the filing for loss or damages.

- b. The County desires delivery of the product(s) or service(s) as specified at the earliest possible time after the date of award. Unreasonable delivery may be cause for disqualifying a bid. Each firm shall state a definite delivery time and avoid using general terms such as "ASAP" or approximately so many days.

20. Discounts

Cash discounts for early payment (i.e. 2%-10) or Net 30 terms should be shown separately, even if terms are Net.

21. County's Tax Exemption

Henry County is exempt from Federal Excise Tax or Georgia Sales Tax with regard to goods and services purchased directly by Henry County. Exemption certificates furnished upon request.

22. Award of Contract

- a. Henry County desires to complete the award process in a timely manner. Henry County reserves the right to reject or accept any or all bids, whole or any parts hereof, by item or group of items, by section or geographic area, or make multiple awards and be the final approval of bid(s) selection which would be the most advantageous to the County with price and other factors considered. Henry County may elect to waive any technicalities. The bid will be awarded to the lowest responsive, responsible Bidder(s), if awarded. The bid specifications and results will be available on the County's website: henrycounty-ga.com/purchasing
- b. Henry County reserves the right to reject any bid if the evidence submitted by or investigation of, the Bidder fails to satisfy the County that the Bidder is properly qualified to carry out the obligations of the Contract. If the successful Bidder defaults on their bid, an award may be made to the next low responsive and responsible Bidder.

Responsibility - The determination of the Bidder's responsibility will be made by the County based on whether the Bidder meets the following minimum standard requirements:

- Maintains a physical location presence and permanent place of business.
- Has the appropriate and adequate technical experience required.
- Has adequate personnel and equipment to perform the work expeditiously
- Able to comply with the required or proposed delivery and installation schedule.
- Has a satisfactory record of performance.
- The ability of Bidder to provide future maintenance and service for the use of the contract under consideration.
- Has adequate financial means to meet obligations incidental to the work.
- Such other factors as appear to be pertinent to either the bid or the contract.

Responsiveness - The determination of the Bidder's responsiveness will be made by the County based on a consideration of whether the Bidder has submitted complete bid documents meeting bid requirements without irregularities, excisions, special conditions, or alternatives bids for any item unless specifically requested in the bid solicitation.

- c. Henry County is subject to making records available for disclosure after the Board of Commissioners approval of the recommendation. The award shall be made by the Board of Commissioners of Henry County unless the lowest, qualified bid is less than the Board of Commissioners' approval limit. No claim shall be made by the selected Consultant for loss of profit if the contract is not awarded or awarded for less work than is indicated and for less than the amount of the bid. The total of the awarded contract shall not exceed the available funds allocated for the bid project.

23. Local Vendor Privilege

- a. There is established in Henry County, a local vendor privilege. Bids or bids awarded to local vendors contribute to the local tax base and will therefore be given special consideration when bidding against out-of-jurisdiction (out-of-county) vendors. Bids or bids received from local vendors will be given preference if such bid or bid is responsive and within five (5) percent of the low bid submitted by any out-of-county bidder. In such instance, the local vendor will be given the opportunity to match the low bid offered by the out-of-county vendor. If such local vendor agrees to match the low bid received from the out-of-county vendor within the time specified by the county, the bid shall be awarded to the local vendor.
- b. A local vendor shall only be eligible to receive the benefit of this privilege if it meets each of the following requirements prior to any award of a contract or purchase:
 1. The business or supplier must operate and maintain a regular place of business within the geographical boundaries of Henry County; and
 2. The business or supplier must have a current occupational tax certificate; and
 3. The business or supplier must have paid all real and personal taxes owed the county; and
 4. The business or supplier must certify its compliance with the Georgia Security and Immigration Act.
- c. This policy shall not apply to any bid or bid for material, equipment or services in excess of one hundred thousand dollars (\$100,000.00). In such cases, the bid award shall be subject to the competitive bidding requirements as otherwise provided herein or general law.

24. County Direction of Project Site and Monitoring of Work

- a. The Contractor may have a Project Coordinator, but the project site shall remain under the control of Henry County. The Contractor shall provide and make available an appointee to Henry County for project coordination and supervision of Bidder installation personnel. Coordination consist of meeting with the Henry County representatives to review the project; on site walk throughout of installation area(s) before the installation begins; review installation procedures; review installation progress and to handle any problems during installation until project completion.
- b. The successful Bidder will promptly correct all work rejected by the County as faulty, defective, or failing to conform to the Minimum Specifications and/or to consensus standards adopted by both government and industry governing the repairs, whether observed before or after substantial completion of the work, and whether or not fabricated, installed, or completed. The successful Bidder will bear all costs of correcting such rejected work.
- c. The Contractor shall insure all trash generated by work performed shall be removed from the site and properly disposed as each work operation is completed in a given area. Additionally, the Contractor shall ensure all disturbances to the area where the Contractor performed work are restored to the same condition prior to start of the project. If an inspection reveals that the Contractor fails to clean up after work has been performed. The County will notify the Contractor of the discrepancy and the Contractor will have twenty-four (24) hours to make the correction. Should the Contractor still fails to clean the area, the County reserves the right to make other arrangements to have the area cleaned and the County shall deduct the cost from the Contractor's invoice.
- d. No one except authorized employees of the Contractor is allowed on the premises of Henry County facilities. Contractor employees are not to be accompanied in their work area by acquaintances, family members, assistants, or any other person unless said person is an authorized employee of the Contractor.
- e. All information disclosed by Henry County to the successful Contractor for the purpose of the work to be done or information that comes to the attention of the successful Contractor during the course of performing such work is to be kept strictly confidential.

25. Indemnification

- a. The vendor that is selected as the contractor shall, at its own expense, protect, defend (but only to the extent not prohibited by O.C.G.A. §13-8-2(c)), indemnify, save and hold harmless Henry County and its elected and appointed officers, employees, servants and agents from all claims, damages, lawsuits, costs and expenses including, but not limited to, all costs from administrative proceedings, court costs and attorney fees that Henry County and its elected and appointed officers, employees, servants and agents may incur as a result of the negligence, recklessness, or intentionally wrongful conduct of the Contractor or other persons employed or utilized by the Contractor in the performance of the contract.
- b. The contractor's indemnification responsibility under this section shall include the sum of damages, costs and expenses which are in excess of the sum of damages, costs and expenses which are paid out in behalf of or reimbursed to the County, its officers, employees, servants and agents by the insurance coverage obtained and/or maintained by the contractor, but only to the extent and for such claims as are permitted under O.C.G.A. §13-8-2(c).

26. Controlling Law, Venue

Any dispute arising as a result of this bid and/or an Agreement which was created from the terms, conditions and specifications of this document or their interpretation, litigation shall only be entered into and shall be performed in Henry County, Georgia. This Agreement shall be governed by the applicable laws of the County of Henry and the State of Georgia. Any dispute arising out of the agreement, this bid solicitation, its interpretations, or its performance shall be litigated only in the County of Henry Judicial Courts.

27. Contractor as Independent Contractor

In conducting its business hereunder, Contractor acts as an independent contractor and not as an employee or agent of County. The selection, retention, assignment, direction and payment of Contractor's employees shall be the sole responsibility of Contractor.

28. Assignment

The Agreement, in whole or any part hereof, created by the award to the successful contractor shall not be sold, not be assigned or transferred by Contractor by process or operation of law or in any other manner whatsoever, including intra-corporate transfers or reorganizations between or among a subsidiary of Contractor, or with a business entity which is merged or consolidated with Contractor or which purchases a majority or controlling interest in the ownership or assets of Contractor without the prior written consent of Henry County.

29. Owner and Ownership of Documents

The Henry County Board of Commissioners, 140 Henry Parkway, McDonough, Georgia 30253 is the owner of the proposed work. Reports and all relevant data such as maps, diagrams, plans, designs, electronic data, statistics, specifications, and other supporting records or drawings compiled or prepared in the course of performance of the services required by this contract shall be the absolute property of the County and shall not be used by the Contractor for purposes unrelated to this contract without the prior written approval of the County. Such original documents shall be turned over to the County upon completion of the project except that Contractor shall have the right to retain copies of the same.

30. Performance of Contract

- a. Henry County reserves the right to enforce the Contractor's performance of this Agreement in any manner prescribed by law or deemed to be in the best interest of the County in the event of breach or default or resulting contract award. It will be understood that time is of the essence in the Bidder's performance.

- b. The successful Contractor shall execute the entire work described in the Contract Documents, except to the extent specifically indicated in the Contract documents to be the responsibility of others.
- c. The Contractor accepts the relationship of trust and confidence established by the award of this bid solicitation. The Contractor covenants with the County to utilize the Contractor's best skill, efforts and judgment in furthering the interest of the County; to furnish efficient business administration and supervision; to make best efforts to furnish at all times an adequate supply of workers and materials; and to perform the work in the best way and most expeditious and economical manner consistent with the interest of the County,
- d. All purchases for goods or services are subject to the availability of funds for this particular purpose.

31. Default and Termination

a. Termination by Contractor

The agreement resulting from this bid shall be subject to termination by Contractor in the event of any one or more of the following events: The default by County in the performance of any of the terms, covenants or conditions of this Agreement, and the failure of County to remedy, or undertake to remedy such default, for a period of thirty (30) days after receipt of notice from Contractor to remedy the same.

b. Termination by County

The agreement resulting from this bid shall be subject to termination by the County at any time in the opinion of the County; the contractor fails to carry out the contract provisions of any one or more of the following events:

- (1) The default by Contractor in the performance of any of the terms, covenants or conditions of the Agreement, and the failure of Contractor to remedy, or undertake to remedy with sufficient forces and to the County's reasonable satisfaction, the County shall provide the vendor with notice of any conditions which violate or endanger the performance of the Agreement. If after such notice the Contractor fails to remedy such conditions within thirty (30) days to the satisfaction of the County, the County may exercise their option in writing to terminate the Agreement without further notice to the Contractor and order the Contractor to stop work immediately and vacate the premises, to cancel ordered products and/or services with no expense to the County.
- (2) Contractor files a voluntary petition in bankruptcy, including a reorganization plan, makes a general or other assignment for the benefit of creditors, is adjudicated as bankrupt or if a receiver is appointed for the benefit of creditors, is adjudicated as bankrupt or if a receiver is appointed for the property or affairs of Contractor and such receivership is not vacated within thirty (30) days after the appointment of such receiver.
- (3) Contractors' failure to conduct services according to the approved bid specifications.
- (4) Contractors' failure to keep, perform, or observe any other term or condition of this Agreement.
- (5) Contractor's performance of the contract is unreasonably delayed.
- (6) Should the successful Bidder fail to provide the commodities or services when ordered, and in accordance with the General Terms and Conditions, specifications and any other requirements contained herein are not met, the County reserves the right to purchase commodities or services covered by this contract elsewhere if available from an alternate source.
- (7) The Contractor agrees by its bid submission that the County's decision is final and valid.

c. Force Majeure

Neither party shall be held to be in breach of the Agreement resulting from this bid, because of any failure to perform any of its obligations hereunder if said failure is due to any act of God, fire, flood, accident, strike, riot, insurrection, war, or any other cause over which that party has no control. Such party shall give notice and full particulars of such Force Majeure in writing to the

other party within a reasonable time after occurrence of the event and the obligation of the party giving such notice shall endeavor to remove or overcome such inability with all reasonable dispatch.

d. **Waiver**

The waiver of any breach, violation or default in or with respect to the performance or observance of the covenants and conditions contained herein shall not be taken to constitute a waiver any subsequent breach, violation or default in or with respect to the same or any other covenant or condition hereof.

32. Invoices

Invoices and/or statements should not be faxed but originals must be mailed directly to:

Henry County Board of Commissioners
Finance Department
140 Henry Parkway
McDonough, GA 30253

The following information must appear on all invoices submitted:

- Name and address of successful Bidder;
- Detailed breakdown of all charges for the services or products delivered stating any applicable period of time;
- Henry County's Purchase Order Number and Bid Package number;
- Invoices shall be based upon actual services rendered, actual work performance and/or products delivered.

33. Payment

Payment shall be tendered to the successful Bidder upon acceptance and approval by the County for satisfactory compliance with the general terms, conditions and specifications of the bid; by completed services; verification of delivery of products; assurance that the product/service performs as specified and warranted; and receipt of a valid invoice.

34. Insurance Requirements

General insurance requirements shall be applicable to the Contractor and any authorized subcontractor. Insurance requirements shall be based on conditions in place as of the date of the Contract's execution. Insurance companies must be licensed by the Georgia Department of Insurance and the Georgia Secretary of State to do business in the State of Georgia. The County reserves the right to require adjustments in the level of coverage or waive any or all requirements based on information pertinent to this Contract.

The following requirements shall also be applicable to the Contractor:

- a. Evidence of insurance must be provided to the Purchasing Department, 140 Henry Parkway, McDonough, Ga. 30253, within five days of execution of this contract and prior to commencing operations under this Contract;

The certificate holder is to be issued to:

**Henry County Board of Commissioners
Henry County, Georgia**

but delivered to:

**Henry County Purchasing Department
140 Henry Parkway
McDonough, Georgia 30253**

The Bid Package number and project name should be referenced in the description of operations. The certificates may be faxed to the Purchasing Department at 770-288-6027.

- b. The insurance policy required herein shall include a Project-specific endorsement incorporating the indemnification obligations assumed by the Contractor under the terms of this Agreement.
- c. Any change in coverage or insurance carrier must be reported to the County's Purchasing Office in writing within five business days of the change.
- d. Failure of any Contractor to procure and maintain the required insurance shall not relieve the Contractor of any liability under the Contract, nor shall these requirements be construed to conflict with the obligation of the Contractor concerning indemnification;
- e. Any and all insurance required by this Contract shall be maintained during the entire term of this Contract;
- f. The County shall, without exception, be given no less than thirty (30) days notice prior to cancellation for any and all reasons other than non-payment of premium; and
- g. The County shall, without exception, be given immediate notification in the event of cancellation for reasons of non-payment of premium.
- h. The Contractor shall procure and maintain insurance coverage in the following particulars:

Workers Compensation Insurance

In the amounts of the statutory limits established by the General Assembly of the State of Georgia (A self-insurer must submit a certificate from the Georgia Board of Workers compensation stating that the Contractor qualifies to pay its own workers compensation claims.) In addition, the Contractor shall require that all subcontractors occupying the premises or performing the work under the contract to obtain an insurance certificate showing proof of Worker Compensation Coverage with the following minimum coverage:

Georgia Statutory including Employers Liability	
Bodily injury by Accident – each employee	\$100,000
Bodily injury by Disease - each Employee	\$100,000
Bodily injury by Disease – policy limit	\$500,000

Commercial General Liability

Each Occurrence Limit	\$1,000,000
Personal and Advertising Injury Limit	\$1,000,000
General Aggregate Limit	\$2,000,000
Products/Completed Operations Aggregate Limit	\$2,000,000

Automobile Liability

Combined Single Limit	\$1,000,000
-----------------------	-------------

SECTION II - SPECIFICATIONS

A. SCOPE OF WORK

1. This project involves the collection of survey data, roadway design, right-of-way, drainage design and all other work necessary to produce a complete final set of plans suitable for use by a contractor for the construction of Mill Road Widening.
2. The design criteria for this project must meet a 35 mph for Mill Road Widening. The widening from two lanes to four lanes of Mill Road will be an Urban typical section with a 20 foot raised median. The design will include but not limited to include sidewalks, retaining walls, UST investigation report. Design fee shall include all traffic studies including roundabout or signal design within this Project.

B. PROJECTS LIMITS AND OVERVIEW

Mill Road Widening is from 155 Mill Road to Jonesboro Road approximately 0.40 mile.

C. GENERAL SCOPE OF SERVICES

1. All Engineering Consultants are advised that the intent of preparing plans for widening and paving is to provide information for construction and right-of-way acquisition. The following requirements should be considered during proposal preparation:
 - a. Plans for Mill Road Widening project will be under one cover.
 - b. The work shall consist of database including mapping; hydraulic analysis for roadway structures; concept plans; utility plans; preliminary and final roadway plans, and right-of-way plats, including staking. The work shall consist of surveying, database preparation and design for intersection improvements.
 - c. Perform all work to obtain project limits, including but not limited to, US Army Corps of Engineers 404 and Federal Emergency Management Agency (FEMA) approvals. These efforts shall be coordinated with Henry County SPLOST Management.
 - d. The consultant shall secure all necessary permits including those required by the Georgia Department of Transportation and the U S Army Corps of Engineers. All environmental studies, documentation, investigations and any other efforts necessary to secure all necessary permits are part of the proposed work.
 - f. The consultant shall submit plans to the Henry County Environmental Compliance and Plan Review Department for approval. The design shall include MS4.
 - g. If roundabout design is determined to be the best type of intersection improvement then the design shall include lighting plan. If a traffic signal is determined to be the best type of intersection improvement, then the design shall include all of the design components for a Contractor to build it.
 - h. Street lighting shall be included. Contractor shall incorporate the lighting plan and provide conduit quantities.

D. SCOPE OF CONSULTANT SERVICES

- 1.** The services to be furnished by the consultant shall be those necessary to perform survey, database preparation, preliminary construction plans, preliminary and final utility plans, right-of-way plats, staking of the required right of way, and final construction plans including signing, marking, erosion control, traffic handling, and construction sequence plans and specifications including special provisions for Mill Road Widening project.
- 2.** The work shall consist of complete hydraulic analysis for roadway structures.
- 3.** All engineering activities shall be accomplished in accordance with GA DOT'S Plan Presentation Guide. The geometric details of each roadway shall be prepared to the latest edition of the American Association of State Highway and Transportation Officials, hereinafter referred to as "AASHTO", GA DOT'S Standard Specifications for the Construction of transportation Systems, Project Schedules, Henry County Design Standards Highway Capacity Manual, AASHTO 2004 Roadside Design Guide and the Manual on Uniform Traffic Control Devices (MUTCD 2009).
- 4.** Any bridge shall be designed in accordance with the American Association of State Highway and Transportation Specifications for Highway Bridges, Sixteenth Edition, 1996 as amended.
- 5.** The consultant shall provide a structure-type study and furnish a cost estimate for each alternate (design) for each bridge. The consultant will meet with the project manager to determine which alternate will be carried forward in preliminary and final phases.
- 6.** All plans shall meet GDOT'S plan Presentation Guide.
- 7.** Construction plans shall include all required construction quantities in accordance with the GDOT Standards and Specifications and itemized using the GDOT Pay Item Index.
- 8.** Right-of-way plats shall show each affected property with owner's name, Parcel ID number, tax map identification number, require rights-of-way area with legal description. All requirement easements (construction, driveway, permanent drainage and temporary) shall be shown. Plats shall be prepared for each individual parcel involving required right-of-way and/or required easements to construct the project as described in the GA DOT Plan Presentation Guide.
- 9.** All drafting and design work performed on the project shall be done utilizing Micro station and Inroads software respectively, and shall be organized as per the GA DOT'S Guideline on Electronic File Management.
- 10.** The required right-of-way width for the project shall be 120 feet unless otherwise needed.
- 11.** No work shall be performed on any phase of design until the County's SPLOST Transportation Director has given a written notice to proceed.
- 12.** Consultant shall design the Stopping Sight Distance and Intersection Sight Distance per Henry County Code.

E. SURVEY SPECIFICATIONS

1. The Consultant shall furnish the data base to obtain topographical mapping of the project and limits at a scale and accuracy acceptable to the County. The Survey Corridor, when completed, will be 200' wide and will include 500' along any intersecting roadway in each direction. The base mapping shall depict and/or establish the following:
 - a. Existing roadways, right-of-way, property lines, property owners, topographic features, driveways, utilities, drainage structures, drainage channels and/or information necessary to design, obtain right-of-way and easements, and construct the Project.
 - b. Obtain all plats, deeds, easements, agreements, etc. from Courthouse records and other County departments; files of all properties affected by the project. Compile a listing of property data consisting of all property owners' names, addresses, tax parcel numbers, land lot numbers, district numbers, deed book number and page number, plat book number and page number, an existing lot area.
 - c. Establish permanent control (minimum of two locations per roadway and no more than 1,000 feet apart) in areas outside of the anticipated construction limits in locations mutually agreed by the Consultant and the County to ensure project control re-establishment before, during, and after construction. Monuments must be of a permanent nature and have prior approval of the County. The permanent control shall also be given in Northerly and Easterly, State Plane coordinates for the Georgia West Zone 1002 specs, NAD 83/94 VD88, US Survey feet.
 - d. Location and depiction of all N.G.S. monuments, project monuments, traverse points, and benchmarks used or set by the Consultant.
 - e. Any Henry County GIS control point that is disturbed or relocated during the course of construction must be reset to the original specifications. The location shall be within 1,000 feet of the original point, on county property, provide GPS access, and meet the original survey specifications. If the point was "Blue-Booked", then the new point shall be "Blue-Booked" on the same manner to the same order or better.
 - f. Any data developed in a database shall be in such format that is will be acceptable to ACCESS without loss or rearrangement of data.
 - g. **Right of Way Property Corners** will be staked permanently with rebar after construction has been completed.
2. Both horizontal and vertical control shall meet or exceed Third-order, Class I standards as specified in the publication entitled: "Standards and Specification for Geodetic Control Networks", as published by the Federal Geodetic Control Committee.
3. Photogrammetrically derived digital terrain data, if used, shall be field verified and the County shall be provided sufficient evidence of field verification.
4. The Consultant shall, upon the County's request, update the research on any parcels that have been subdivided or changed ownership after the initial search has been performed. A Georgia Registered Land Surveyor shall directly supervise the resolution of all existing right-of-way and property lines. The Consultant shall report discrepancies in descriptions and boundary evidence to the County and coordinate with the County if additional boundary information is needed such as back property corners, etc.
5. Upon written Notice, the Consultant shall stake the existing right-of-way, the proposed right-of-way, and all required easements after the right-of-way plans have been approved. All stakes shall be inter-visible at no further than 50 foot intervals. All stakes will be labeled on the front as to type of right-of-way and or easement, the station number and offset on the back; ½ inches in diameter or greater 18 inches in length or longer rebar shall be placed at all intersections of required right-of-way and property lines. The Consultant shall be prepared to re-stake up to 30% of the rights-of-way and/or easements as

directed by the County.

F. CONCEPTUAL DESIGN

1. The Consultant shall prepare design plans at 1:50 for approval by the County. After review by the County, the Consultant shall make any and all revisions to the concept and resubmit to the County for approval.
2. Concept plans shall include, but are not limited to, proposed layout, centerline alignment with radii shown, edges of pavement, proposed profile grade, property lines, property owners, existing and proposed rights-of-way, street names, major drainage structures, land lot lines, north arrow and legend. The Consultant shall prepare two (2) sets of plans for public information.
3. If Traffic Study recommends a Roundabout the Consultant shall have a peer review and provide the following information at Concept level:
 - a. Validate the proposed roundabout geometry using topographic and boundary survey.
 - b. Check roundabout functionality of fast paths, stopping sight and intersection sight.
 - c. Check accommodation and design vehicle turning movements.
 - d. Design of pedestrian and bicycle accommodations.
 - e. Assess provisions for ADA compliant crosswalk locations and bicycle ramp treatments.
 - f. Assess driveway and access impacts and tradeoffs of proposed horizontal geometry on right-of-way and lot plans. Design for the preferred arrangement of access near the intersection.
 - g. Submit recommended geometry alternative(s) for the roundabout in a CAD file. This usually involves suggested line work to optimize the layout for the stated constraints.
 - h. Prepare a Roundabout Documentation submittal package depicting the horizontal geometry, fastest paths, design vehicle movements, and sight distance envelopes. Sheets will be plotted 11"x17" at various scales (typically 1"=50').
 - i. Roundabout peer review shall be included in the overall bid. There shall not be a separate pay item for this work.

G. PRELIMINARY PLAN REQUIREMENTS

1. Once the Horizontal and vertical geometrics have been defined and approved by the County, the Consultant shall submit two (2) sets of blue-line reproductions that show proposed plan view, profiles, typical sections, cross sections, proposed right-of-way, proposed easements, and proposed drainage including computations, for County review.
2. The Consultant shall address any changes or comments as required by the County and incorporate them into the final plans.
3. Prints from these drawings will be forwarded by the County to utility companies for marking existing utility locations plan preparation.
4. If Traffic Study recommends a Roundabout the Consultant shall have a peer review and provide the following information at Preliminary level:
 - Vertical geometrics (typical cross-sections, profiles, drainage, and spot elevations)
 - Typical Sections
 - Grading
 - Roundabout Details
 - Pavement Markings
 - Signing
 - Landscaping
 - Illumination

- Jointing
- Construction Staging
- Final Plan Review
- Roundabout peer review shall be included in the overall bid. There shall not be a separate pay item for this work.

H. FINAL CONSTRUCTION PLAN REQUIREMENTS

1. The Consultant shall prepare and submit to the County for approval, intersection construction plans based on the approved preliminary plan that will include the following:
 - a. Coversheet with project name, project number, county road number, county name, Board of Commissioners names, location map, revision block, block for date of plan completion, consultant name, address, and phone number.
 - b. Index
 - c. General Notes
 - d. Typical Section
 - e. Summary of Quantities (GDOT Format)
 - f. Detailed Estimate
 - g. Traffic Assignments
 - h. Plan and Profile of Mainline Sheets (1:50 scale)
 - i. Plan and Profile of Side Streets (1:50 scale)
 - j. Driveway Profiles
 - k. Drainage Profiles
 - l. Staging and Detour Plan
 - m. Utility Plans
 - n. Signing and Marking Plans and Details
 - o. Traffic Signal Plans and Details if required
 - p. Cross Sections – Earth work plotted at 50 foot interval scale
1"=10' vertical and horizontal
 - q. GDOT Standards
 - r. DGT Construction Details

2. Construction plans shall, at a minimum, include the following:
 - a. Survey Centerline
 - b. Construction Centerline (bearings, road name)
 - c. Begin / End Construction
 - d. Existing R/W
 - e. Required R/W with Station and offsets at the breaks
 - f. Construction Limits
 - g. Easements
 - h. Property Lines / Owner's Names
 - i. North Arrow / Graphic Scale
 - j. Stationing
 - k. Existing Topography and planometrics in Plan view
 - l. Existing Ground line or existing grade in profile
 - m. Required grades in profile
 - n. Begin and end for Guardrail and Anchors
 - o. Ditches, Drainage Structures (size, state, skew, etc.) and flow lines
 - p. Width of lanes
 - q. Station and label S.E. Transitions
 - r. Horizontal and Vertical curve data

s. Any site specific information deemed necessary by the County

3. All plan sheets will have a revision block.

I. FINAL RIGHT-OF-WAY PLAT REQUIREMENTS

1. The Consultant shall, at a minimum, prepare and submit to the County for approval, right-of-way plats that will include the following:

- a. Survey Centerline (clearly labeled)
- b. Construction Centerline (clearly labeled with bearings, road name, etc.)
- c. Begin and End R/W Acquisition
- d. Existing R/W with Station and offsets at the breaks
- e. Required R/W with Station and offsets at the breaks
- f. Construction Limits
- g. Easements with Station and offsets at the breaks
- h. Property Lines
- i. Improvements clearly labeled (may require station and offset)
- j. Legend (line styles, hatch patterns, etc.)
- k. Parcel numbers
- l. Owner(s) Name(s) and information (PB & DB references)
- m. Required R/W area in square feet, and acres (each parcel)
- n. Easement area in square feet (each parcel including driveways)
- o. Easement areas hatched and labeled separately per each application (construction of slopes, maintenance of slopes, diversion channel, driveway-cross hatched)
- p. Existing and required right-of-way widths from construction centerline
- q. North Arrow / Graphic Scale
- r. Distance and bearings for required right-of-way widths from construction centerline
- s. North Arrow / Graphic Scale
- t. Distance and Bearings for required right-of-way area on each parcel (chord length and bearing, arc length, and radius) (can be in table format on separate sheet using point to point listing provided point numbers are shown on plan view)
- u. Stationing
- v. Horizontal and vertical curve data, or profile, where applicable
- w. Any site specific information deemed necessary by the County
- x. Each parcel will required five sign copies.

J. DRAINAGE DESIGN GUIDELINES

1. The following information is to be included on the drainage cross sections:

- a. Existing Structures:
 - 1) Station & offsets at each end
 - 2) Skew
 - 3) Size, length and type of structure.
 - 4) Condition of structure
 - 5) Inlet and outlet flowlines.
 - 6) Type of end treatment.
 - 7) Indicate whether existing structure is to be removed or retained and extended. (If structure is to be removed indicate method of payment for removal)
- b. Proposed Structures:
 - 1) Station

- 2) Skew
- 3) Size, length and type of structure
- 4) Flowline elevations at inlet, outlet and centerline.
- 5) Slope and direction of flow.
- 6) Drainage Area, Q50, Q100, HW 50, and HW 100.
- 7) Structure end Treatment.
- 8) Method of connection between proposed and existing structures.
- 9) Applicable standards, construction details and special designs.
- 10) Inlet elevations and height of structure for catch basins, drop inlets, junction boxes, etc.
- 11) Height of fill over structure.
- 12) Structure Nos. shall be shown on drainage cross sections, plan sheets and drainage summary sheets for cross reference.
- 13) Special foundation backfill material and imperfect trench backfill material.
- 14) All quantities to complete drainage and erosion control.

2. Additional Drainage Information:

- a. All other guidelines and computation sheets are in the “Manual on Drainage Design for Highways” published by the Georgia Department of Transportation.
- b. All drainage computations must be submitted with the preliminary plans.

K. SUBMITTALS

1. Final plans shall be prepared in conformity with the practices listed above. The Consultant shall submit up to five (5) complete sets of plans for and attend a final field plan review, which may include representatives of the County. Comments received from the County as a result of this final review will be incorporated into the design by the Consultant. The Consultant shall be prepared to submit up to five (5) additional complete sets of final plans for final acceptance by the County.
2. Upon final acceptance the Consultant shall submit four complete sets of blueprints, and computer disks in an approved CADD format of the project to the County. Two copies of all computations performed by the Consultant relating to the project shall be neatly compiled, appropriately bound, and submitted to the County.
3. The Consultant shall take special note that due to right-of-way negotiations, there may be some revisions needed that do not affect the overall scope of the project and are relatively minor in nature. Examples of these changes are: addition or deletion of gravity walls, relocation of drainage, relocation of driveway tie-ins, revising construction limits or other revisions as necessary as part of the right-of-way negotiations as authorized by the County. The Consultant shall be prepared to perform these revisions at no extra cost to the County.

Henry County Standard Contract Form

Solicitation Title		Solicitation Number		Contract Number	
1. This Contract is entered into between Henry County and the Contractor named below:					
Henry County				(hereafter called County)	
Contractor's Name				(hereafter called Contractor)	
2. Contract to Begin:		Date of Completion:		Renewals:	
3. Lump Sum Amount of this Contract (if applicable)		Fee Represented as a Percentage Of Designated Cost (if applicable)		Revenue Represented as a Percentage of a Designated Lump Sum or Income Stream (if applicable):	
				Annual Contract Price Agreement (if applicable)	
4. The parties agree to comply with the terms and conditions of the following documents which are by this reference made a part of the Contract:					
1: All Terms, Conditions and Statements of Work Included in Solicitation and Addendum (referenced above)					
2: Bid or Proposal Submitted by Contractor along with Contractor's Final Response					
3: Fee/Cost Submitted by Contractor					
4: All Other Documentation Required in Solicitation					
IN WITNESS WHEREOF, this Contract has been executed by the parties hereto.					
5.					
Contractor					
Contractor's Name <i>(If other than an individual, state whether a corporation, partnership, etc.)</i>				Federal Identification No.	
By <i>(Authorized Signature)</i>			Date Signed		
Printed Name and Title of Person Signing					
Address					
Telephone Number			E-mail Address		
6.					
Henry County					
Chair or Designee					
By <i>(Authorized Signature)</i>			Date Signed		
Printed Name and Title of Person Signing					
Address 140 Henry Parkway, McDonough, Georgia 30253					

BID AUTHORIZATION AFFIDAVIT

STATE OF GEORGIA
COUNTY OF HENRY

BEFORE ME, the undersigned authority a Notary Public in and for the State of _____, on this day personally appeared _____ who, after having first been duly sworn, upon oath did depose and say; that the forgoing bid submitted by _____ hereafter called "Bidder" is duly authorized agent of said company and that the person signing said bid has been duly authorized to execute the same. Bidder affirms that they are duly authorized to execute this Agreement, that this company, corporation, firm, partnership or individual has not prepared this bid in collusion with any other Bidder, and that the contents of this bid as to prices, terms or conditions of said bid have not been communicated by the undersigned nor by any employee or agent to any other person engaged in this type of business prior to the official opening of this bid.

The undersigned certifies that the bid prices contained in this bid have been carefully checked and are submitted as correct and final and if bid is accepted, agrees to furnish the articles and/or services listed and offered in this document at the prices and terms stated, subject to the conditions and specifications of this Request for Bid.

Bidder Information:

(Company)

(Signature)

(Address)

(Printed Name)

(City, State, Zip)

(Title)

SWORN TO AND SUBSCRIBED BEFORE ME THIS _____ day of _____ 20 _____.

Notary Public in and for the State of _____

(Seal)

(FAILURE TO SIGN THIS SECTION SHALL DISQUALIFY YOUR RESPONSE)

NON-CONFLICT OF INTEREST

By submitting an offer in response to this solicitation, the Firm represents that in the preparation and submission of this proposal, said Firm did not either directly or indirectly, enter into any combination or arrangement with any person, Proposer, Corporation or enter into any agreement, participate in any collusion, or otherwise take any action in the restraint of free, competitive bidding in violation of the Sherman Act (15 U.S.C. Section I or Section 59.1-9.1 through 59.1-9.17 or Sections 59.1 – 68.6 through 59.68.8). Collusion and fraud in proposal preparation shall be reported to the State of Georgia Attorney General and the United States Justice Department.

_____ (Officer of Firm) certifies that to the best of our knowledge, no circumstances exist which shall cause a conflict of interest in performing services for Henry County, and that no company or person other than bona fide employees working solely for our firm has been employed or retained to solicit or secure an agreement resulting from this request for proposal.

Signature: _____

Type Name: _____

Title: _____

Firm Address: _____

REFERENCES

Please provide three (3) current or very current customers for whom you have provided similar products or services as listed in the specifications of this bid.

Reference One

Government/Company Name _____

Address _____

Contact Person and Title _____

Phone _____ Fax _____

Contract Period _____ Scope of Work _____

Reference Two

Government/Company Name _____

Address _____

Contact Person and Title _____

Phone _____ Fax _____

Contract Period _____ Scope of Work _____

Reference Three

Government/Company Name _____

Address _____

Contact Person and Title _____

Phone _____ Fax _____

Contract Period _____ Scope of Work _____

Information of person who prepared this form:

Company's Name

Date

Authorized Representative's Name (Print or Type)

Authorized Representative's Signature

**GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT
AFFIDAVIT AND AGREEMENT**

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 the Henry County Board of Commissioners 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 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 subcontractors 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/ E-Verify User Identification Number

Date of Authorization

Name of Contractor

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

Executed on _____, _____, 20 _____ in _____ (city), _____ (state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME
ON THIS THE _____ DAY OF _____, 20 _____.

NOTARY PUBLIC

My Commission Expires:

SUPPLIER INCLUSION PROGRAM

Small, local, veteran-owned, Disadvantaged Business Enterprise (DBE), and female-owned business enterprises are encouraged to participate in the solicitation process. In order to give recognition to these type of business classification, please check all which apply:

Small Business

Small businesses are defined by size standards and can be found in Title 13 of the Code of Federal Regulations (CFR), Part 121, and are broken down by the different categories of business enterprises.

Local Vendor

Local vendors, as defined in the Henry First Initiative, must operate and maintain a regular place of business within the geographical boundaries of Henry County, must have a current occupational tax certificate, must have paid all real and personal taxes owed the County and must certify its compliance with the Georgia Security and Immigration Act.

Veteran-Owned Business

A veteran-owned business is a business in which a veteran owns a minimum of 51% of the business and also holds the highest position at the company and is active in the daily management and strategic direction of the company. Title 38 of the Code of Federal Regulations defines a veteran as “a person who served in the active military, naval, or air service and who was discharged or released under conditions other than dishonorable.” This definition explains that any individual that completed a service for any branch of armed forces classifies as a veteran as long as they were not dishonorably discharged.

DBE Business

DBE businesses, as defined by the Georgia Department of Administrative Services, shall be certified by the Georgia Department of Transportation and shall consist of five (5) minority groups:

- Asian American
- Native American
- African American
- Hispanic/Latino
- Pacific Islander.

Female Owned Business

A female-owned business is a business in which a female owns a minimum of 51% of the business and also holds the highest position at the company and is active in the daily management and strategic direction of the company.

None of the Above Applies

Company's Name

Date

Authorized Representative's Name (Print or Type)

Authorized Representative's Signature

Bid # 21-87
Design Services for the Widening of Mill Road
Bid Price Sheet

Phase No.	Phase Description	Amount
1	Concept Development	
2	Database Preparation	
3	Environmental Document	
4	Preliminary Plans	
5	Right of Way Plats	
6	Final Plans	
7	Right of Way Property Pins (After Construction)	
Total (Lump Sum)		

The lump sum compensation for the Consultant’s services included in paragraph 4.01A incorporates the Consultant’s labor, overhead, profit, reimbursable expenses and sub-consultant charges, if any.

The portion of the lump sum amount billed for the Consultant’s services will be based upon the Consultant’s estimate of the proportion of the overall services actually completed, by phase (if applicable), during the billing period to the total lump sum amount.

Company’s Name

Date

Authorized Representative’s Name
(Print or Type)

Authorized Representative’s Signature

Bid # 21-87
Design Services for The Widening of Mill Road
Project Schedule

The chosen Consultant will be given two hundred forty (240) calendar days to complete this project from the issuance of the Notice to Proceed. Please detail how your firm anticipates allocating the two hundred forty (240) days within the categories detailed below:

Phase No.	Project Phase	Number of Calendar Days
1	Submission of Survey Database for review and approval after receiving notice to proceed from Henry County.	
2	Submission of Concept Design for review and approval after approval of the Survey from Henry County.	
3	Submission of Preliminary Plans after approval of the Concept Design from Henry County.	
4	Submission Right of Way Plats for review and approval after preliminary field plan review (PFPR) report approval from Henry County. Field staking of the right of way and easement points will commence upon notice to perform that task from Henry County.	
5	Submission of Final Plans for review and approval after approval of right of way plats.	

 Company's Name

 Date

 Authorized Representative's Name

 Authorized Representative's Signature

Bid# 21-87
Design Services for The Widening of Mill Road
Due Date and Time: June 17, 2021, 3:00 PM

CHECKLIST FOR BID DOCUMENTS

Failure to include all required documents will result in proposal being removed for consideration for award.

<u>DOCUMENTATION DESCRIPTION</u>	Please check
Any Required Documents cited in Bid Specifications	<input type="checkbox"/>
W-9	<input type="checkbox"/>
<i>Forms:</i>	
Solicitation Form (Page 1 of this Document)	<input type="checkbox"/>
Addendum Cover Sheet(s) (If applicable.)	<input type="checkbox"/>
Bid Authorization Affidavit	<input type="checkbox"/>
Non-Conflict of Interest	<input type="checkbox"/>
References	<input type="checkbox"/>
Georgia Security & Immigration Compliance Act Affidavit & Agreement	<input type="checkbox"/>
Supplier Inclusion Program	<input type="checkbox"/>
Bid Price Sheet(s)	<input type="checkbox"/>
Checklist for Bid Documents/Addenda Acknowledgement (this page)	<input type="checkbox"/>

ADDENDA ACKNOWLEDGEMENT

Failure to acknowledge any addenda will result in a non-responsive bid.

The vendor has examined and carefully studied the Request for Proposals and the following Addenda, receipt of all of which is hereby acknowledged:

Addendum No. _____	_____
	Dated
Addendum No _____	_____
	Dated
Addendum No. _____	_____
	Dated
Addendum No. _____	_____
	Dated

This affirms that all documents are included with the bidder's bid package.

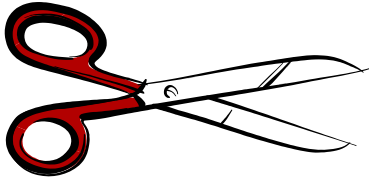
_____	_____
Company's Name	Date

_____	_____
Authorized Representative's Name (Print or Type)	Authorized Representative's Signature

SECTION IV – SEALED BID LABEL

PLEASE ATTACH LABEL TO OUTSIDE OF BID PACKAGE

*This label **MUST** be affixed to the outside of the envelope or package, even if it is a “No RFP” response. Failure to attach the label may result in your bid being opened in error or not routed to the proper location for consideration. No RFP will be accepted after the date and time specified.*



SEALED BID ENCLOSED

**Bid # 21-87, Design Services for The Widening of Mill Road
Due Date and Time: June 17, 2021, 3:00 PM**

Vendor Name

Address

City, State, Zip Code

**DELIVER TO: Henry County Purchasing Department
140 Henry Parkway
McDonough, GA 30253**