



## CITY OF STONECREST, GEORGIA

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### CITY COUNCIL SPECIAL CALLED MEETING – AGENDA

3120 Stonecrest Blvd., Stonecrest, GA 30038

Friday, April 03, 2026 at 6:00 PM

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*Mayor Jazzmin Cobble*

*Mayor Pro Tem Tara Graves - District 1    Council Member Terry Fye - District 2*

*Council Member Alecia Washington - District 3    Council Member George Turner - District 4*

*Council Member Karmesha W. Smith - District 5*

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**Citizen Access:** [Stonecrest YouTube Live Channel](#)

**I. CALL TO ORDER:** Tara Graves, Mayor Pro-Tem

**II. ROLL CALL:** Sonya Isom, City Clerk

**III. AGENDA ITEMS**

**a. For Decision** - Request for Extension to Appoint City Manager - *Tara Graves, Mayor Pro Tem*

**b. For Decision** - Update on Lithonia IGA - *Tara Graves, Mayor Pro Tem Tara Graves*

**c. For Decision** - 2026 Street Resurfacing Contract - *Hari Karikaran, City Engineer*

**d. For Decision** - Sidewalk Design Services - *Hari Karikaran, City Engineer*

**IV. EXECUTIVE SESSION**

*(When an executive session is required, one will be called for the following issues: 1) Personnel, 2) Litigation, 3) Real Estate, 4) Cyber Security*

**a.** Personnel, Litigation, Real Estate and Cyber Security

**V. ADJOURNMENT**

Americans with Disabilities Act

*The City of Stonecrest does not discriminate on the basis of disability in its programs, services, activities and employment practices.*

*If you need auxiliary aids and services for effective communication (such as a sign language interpreter, an assistive listening device or print material in digital format) or reasonable modification to programs, services or activities contact the ADA Coordinator, Sonya Isom, as soon as possible, preferably 2 days before the activity or event.*



## CITY COUNCIL AGENDA ITEM

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**SUBJECT: Extension to Appoint City Manager**

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**AGENDA SECTION:** *(check all that apply)*

- PRESENTATION     PUBLIC HEARING     CONSENT AGENDA     OLD BUSINESS  
 NEW BUSINESS     OTHER, PLEASE STATE: Click or tap here to enter text.
- 

**CATEGORY:** *(check all that apply)*

- ORDINANCE     RESOLUTION     CONTRACT     POLICY     STATUS REPORT  
 OTHER, PLEASE STATE: Request for Extension
- 

**ACTION REQUESTED:**  DECISION     DISCUSSION,     REVIEW, or     UPDATE ONLY

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**Previously Heard Date(s):** Click or tap to enter a date. & Click or tap to enter a date.

**Current Work Session:** Click or tap to enter a date.

**Current Council Meeting:** Friday, April 3, 2026

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**SUBMITTED BY:** Tara Graves, Mayor Pro Tem

**PRESENTER:** Tara Graves, Mayor Pro Tem

**PURPOSE:** To request an extension on the original date set to appoint a City Manager.

**FACTS:** Click or tap here to enter text.

**OPTIONS:** Approve, Deny, Defer Click or tap here to enter text.

**RECOMMENDED ACTION:** Choose an item. Click or tap here to enter text.

**ATTACHMENTS:**

- (1) Attachment 1 - Click or tap here to enter text.
- (2) Attachment 2 - Click or tap here to enter text.
- (3) Attachment 3 - Click or tap here to enter text.
- (4) Attachment 4 - Click or tap here to enter text.
- (5) Attachment 5 - Click or tap here to enter text.



## CITY COUNCIL AGENDA ITEM

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**SUBJECT: Update on Lithonia IGA**

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**AGENDA SECTION:** *(check all that apply)*

- PRESENTATION     PUBLIC HEARING     CONSENT AGENDA     OLD BUSINESS  
 NEW BUSINESS     OTHER, PLEASE STATE: [Click or tap here to enter text.](#)
- 

**CATEGORY:** *(check all that apply)*

- ORDINANCE     RESOLUTION     CONTRACT     POLICY     STATUS REPORT  
 OTHER, PLEASE STATE: IGA
- 

**ACTION REQUESTED:**  DECISION     DISCUSSION,     REVIEW, or     UPDATE ONLY

---

**Previously Heard Date(s):** [Click or tap to enter a date.](#) & [Click or tap to enter a date.](#)

**Current Work Session:** [Click or tap to enter a date.](#)

**Current Council Meeting:** Friday, April 3, 2026

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**SUBMITTED BY:** Tara Graves, Mayor Pro Tem

**PRESENTER:** Tara Graves, Mayor Pro Tem

**PURPOSE:** To provide an update on language to the Lithonia IGA.

**FACTS:** [Click or tap here to enter text.](#)

**OPTIONS:** Approve, Deny, Defer [Click or tap here to enter text.](#)

**RECOMMENDED ACTION:** Choose an item. [Click or tap here to enter text.](#)

**ATTACHMENTS:**

- (1) Attachment 1 - [Click or tap here to enter text.](#)
- (2) Attachment 2 - [Click or tap here to enter text.](#)
- (3) Attachment 3 - [Click or tap here to enter text.](#)
- (4) Attachment 4 - [Click or tap here to enter text.](#)
- (5) Attachment 5 - [Click or tap here to enter text.](#)



## CITY COUNCIL AGENDA ITEM

**SUBJECT: 2026 Street Resurfacing Vendor Recommendation**

**AGENDA SECTION:** *(check all that apply)*

- PRESENTATION     PUBLIC HEARING     CONSENT AGENDA     OLD BUSINESS
- NEW BUSINESS     OTHER, PLEASE STATE: [Click or tap here to enter text.](#)

**CATEGORY:** *(check all that apply)*

- ORDINANCE     RESOLUTION     CONTRACT     POLICY     STATUS REPORT
- OTHER, PLEASE STATE: [Click or tap here to enter text.](#)

**ACTION REQUESTED:**  DECISION     DISCUSSION,     REVIEW, or     UPDATE ONLY

**Previously Heard Date(s):** [Click or tap here to enter text.](#) & [Click or tap here to enter text.](#)

**Current Work Session:** [Click or tap to enter a date.](#)

**Current Council Meeting:** Friday, April 3, 2026

**SUBMITTED BY:** Hari Karikaran, PE, City Engineer

**PRESENTER:** Hari Karikaran, City Engineer

**PURPOSE:** Seeking Approval from Council for 2026 Street Resurfacing Contract

**FACTS:** Purchasing Division published an Invitation to Bid (ITB) for 2026 Annual Street Resurfacing on December 30, 2025. This solicitation was closed on February 17, 2026. City received Eleven bids by the Bid closing date. DCBC, LLC submitted responsive and responsible bid at the cost of \$3,040,580.98. City Engineer recommends that the Council award a Contract to DCBC, LLC for the amount of \$3,040,580.98.

**OPTIONS:** Table, Deny, Approve, Approve with Modifications [Click or tap here to enter text.](#)

**RECOMMENDED ACTION:** City Engineer recommends approval of a Contract with DCBC, LLC. for 2026 Annual Street Resurfacing for the amount of \$3,040,580.98.

**ATTACHMENTS:**

- (1) Attachment 1 - 2026 Street Resurfacing and other list
- (2) Attachment 2 - [Click or tap here to enter text.](#)
- (3) Attachment 3 - [Click or tap here to enter text.](#)



## CITY COUNCIL AGENDA ITEM

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- (4) Attachment 4 - Click or tap here to enter text.
- (5) Attachment 5 - Click or tap here to enter text.

### 2026 Street Resurfacing - Street List

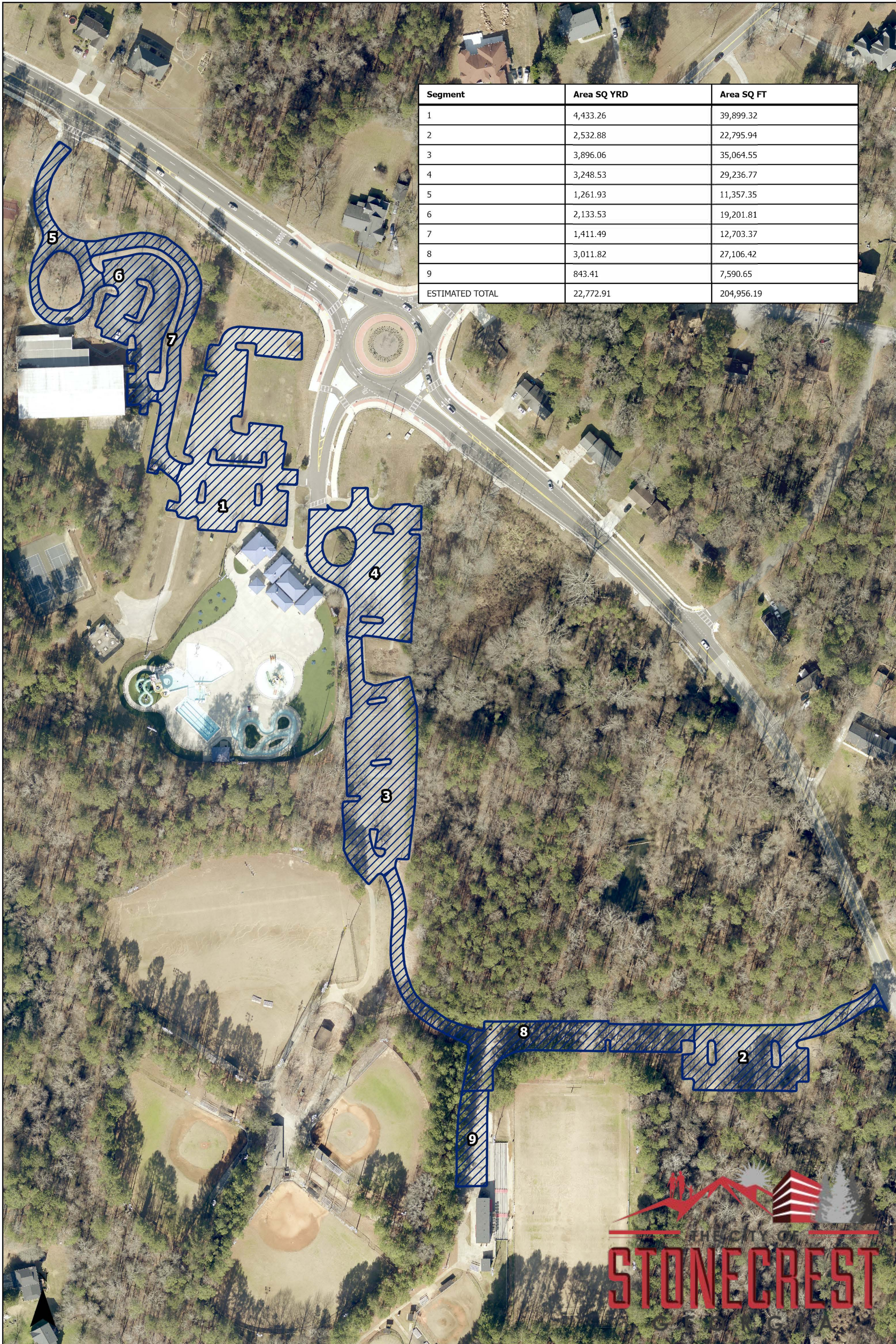
NO	STREET NAME	FROM	TO	SUBDIVISION
1	Chaparral Ct	EOP	Chaparral Dr	CHAPARRAL
2	Chaparral Dr	Chaparral Way	Chaparral Ct	CHAPARRAL
3	Chaparral Dr	Chaparral Ct	Klondike Rd	CHAPARRAL
4	Chaparral Ln	Chaparral Pl	Topawa Pl	CHAPARRAL
5	Chaparral Ln	Topawa Pl	Chaparral Way	CHAPARRAL
6	Chaparral Ln	Chaparral Way	Painted Rock Pl	CHAPARRAL
7	Chaparral Ln	Painted Rock Pl	EOP	CHAPARRAL
8	Chaparral Pl	EOP	Chaparral Ln	CHAPARRAL
9	Chaparral Pl	Chaparral Ln	Chiricahua Dr	CHAPARRAL
10	Chaparral Pl	Chiricahua Dr	Woodrow Rd	CHAPARRAL
11	Chiapuk Ct	Painted Rock Pl	EOP	CHAPARRAL
12	Chiricahua Dr	Chaparral Pl	Topawa Pl	CHAPARRAL
13	Chiricahua Dr	Topawa Pl	Painted Rock Pl	CHAPARRAL
14	Chiricahua Dr	Painted Rock Pl	EOP	CHAPARRAL
15	Manoleta Dr	EOP	Chaparral Way	CHAPARRAL
16	Manoleta Dr	Chaparral Way	EOP	CHAPARRAL
17	Mohave Ct	Chaparral Way	EOP	CHAPARRAL
18	Painted Rock Pl	Chaparral Ln	Chiapuk Ct	CHAPARRAL
19	Painted Rock Pl	Chiapuk Ct	Chiricahua Dr	CHAPARRAL
20	Tee Bow Ct	Chaparral Way	EOP	CHAPARRAL
21	Topawa Pl	Chaparral Ln	Chiricahua Dr	CHAPARRAL
22	Bethwood Ln	Woodrow Rd	EOP	
23	Carleen Ct	EOP	Housworth Dr	CEDAR RIDGE
24	Housworth Dr	Housworth Ln	Carleen Ct	CEDAR RIDGE
25	Housworth Dr	Carleen Ct	S Goddard Rd	CEDAR RIDGE
26	Housworth Ln	Housworth Dr	EOP	CEDAR RIDGE
27	Carmen Ct	EOP	Housworth Dr	HOUSWORTH HILLS
28	Housworth Dr	White Cir	Paula Ln	HOUSWORTH HILLS
29	Housworth Dr	Paula Ln	Carmen Ct	HOUSWORTH HILLS
30	Housworth Dr	Carmen Ct	Housworth Ln	HOUSWORTH HILLS
31	Paula Ct	EOP	Paula Ln	HOUSWORTH HILLS
32	Paula Ct	Paula Ln	EOP	HOUSWORTH HILLS
33	Paula Ln	Housworth Dr	Paula Ct	HOUSWORTH HILLS
34	Carter Way	EOP	Ottawa Trl	WINSLOW CROSSING
35	Chauvin Pl	Medena Way	EOP	WINSLOW CROSSING
36	Frost Ln	EOP	Winslow Xing N	WINSLOW CROSSING
37	Winslow Xing N	Herscu Way	Ottawa Trl	WINSLOW CROSSING
38	Winslow Xing N	Frost Ln	Herscu Way	WINSLOW CROSSING
39	Winslow Xing N	Stockwell Ct	Frost Ln	WINSLOW CROSSING
40	Winslow Xing N	Medena Way	Stockwell Ct	WINSLOW CROSSING
41	Winslow Xing N	Rully Way	Medena Way	WINSLOW CROSSING
42	Winslow Xing N	Pequea Dr	Rully Way	WINSLOW CROSSING
43	Winslow Xing N	Panola Rd	Pequea Dr	WINSLOW CROSSING
44	Herscu Way	Winslow Xing N	EOP	WINSLOW CROSSING
45	Kolomokee Way	EOP	Winslow Xing	WINSLOW CROSSING
46	Lambay Ct	Medena Way	EOP	WINSLOW CROSSING
47	Medena Way	Pequea Dr	Chauvin Pl	WINSLOW CROSSING
48	Medena Way	Chauvin Pl	Lambay Ct	WINSLOW CROSSING
49	Medena Way	Lambay Ct	Winslow Xing N	WINSLOW CROSSING
50	Rully Way	Winslow Xing N	EOP	WINSLOW CROSSING
51	Pequea Dr	Winslow Xing	Medena Way	WINSLOW CROSSING
52	Pequea Dr	Black Foot Dr	Winslow Xing	BLACK HAWK FOREST
53	Black Foot Ct	EOP	Black Foot Dr	BLACK HAWK FOREST
54	Rock Springs Rd	Fairington Farms Ln	Rock Port Dr	
55	Rock Springs Rd	DS@2587E Woodside Xing	Fairington Farms Ln	HUNTER'S RUN
56	Deevers Ct	EOP	Cleveland Rd	DEVEREAUX
57	Latchwood Ct	Latchwood Dr	EOP	GATEWOOD
58	Latchwood Dr	EOP	Post Ridge Trl	GATEWOOD
59	Latchwood Dr	Post Ridge Trl	Latchwood Ct	GATEWOOD
60	Latchwood Dr	Latchwood Ct	Browns Mill Rd	GATEWOOD
61	Post Ridge Ln	EOP	Post Ridge Trl	GATEWOOD
62	Post Ridge Ln	Post Ridge Trl	EOP	GATEWOOD

## 2026 Street Resurfacing - Street List

Item III. c.

NO	STREET NAME	FROM	TO	SUBDIVISION
63	Post Ridge Trl	Latchwood Dr	Post Ridge Ln	GATEWOOD
64	Garden City Dr	EOP	Lilly Pt	GARDEN CITY
65	Garden City Dr	Lilly Pt	Tulip Ct	GARDEN CITY
66	Garden City Dr	Tulip Ct	Sunflower Pl	GARDEN CITY
67	Garden City Dr	Sunflower Pl	Daisy Ln	GARDEN CITY
68	Garden City Dr	Daisy Ln	Sunflower Pl	GARDEN CITY
69	Garden City Dr	Sunflower Pl	Browns Mill Rd	GARDEN CITY
70	Daisy Ln	Garden City Dr	Garden City Ct	GARDEN CITY
71	Daisy Ln	Garden City Ct	EOP	GARDEN CITY
72	Garden City Ct	Daisy Ln	EOP	GARDEN CITY
73	Lilly Pt	EOP	Garden City Dr	GARDEN CITY
74	Sunflower Pl	Garden City Dr	Garden City Dr	GARDEN CITY
75	Tulip Ct	Garden City Dr	EOP	GARDEN CITY
76	Foxglen Cir	Hunters Pace Dr	EOP	HUNTER'S PACE
77	Hunters Cv	EOP	Hunters Pace Dr	HUNTER'S PACE
78	Hunters Pace Cir	Hunters Pace Dr	EOP	HUNTER'S PACE
79	Hunters Pace Dr	Crossvale Rd	Wildwood Trl	HUNTER'S PACE
80	Hunters Pace Dr	Wildwood Trl	Foxglen Cir	HUNTER'S PACE
81	Hunters Pace Dr	Foxglen Cir	Hunters Cv	HUNTER'S PACE
82	Hunters Pace Dr	Hunters Cv	Hunters Pace Cir	HUNTER'S PACE
83	Hunters Pace Dr	Hunters Pace Cir	EOP	HUNTER'S PACE
84	Wildwood Trl	Hunters Pace Dr	EOP	HUNTER'S PACE
85	Ottawa Trl	Fair Creek Way	Phillip Bradley Dr	
86	Ottawa Trl	Carter Way	Fair Creek Way	
87	Ottawa Trl	Winslow Xing N	Carter Way	
88	Ottawa Trl	Winslow Xing	Winslow Xing N	WINSLOW CROSSING
89	Ottawa Trl	Rock Springs Rd	Winslow Xing	WINSLOW CROSSING
90	Crestlake Ct	Dalehollow Dr	EOP	ROGERS CROSSING
91	Dalehollow Dr	Hill Creek Cv	Crestlake Ct	ROGERS CROSSING
92	Dalehollow Dr	Crestlake Ct	Rogers Crossing Dr	ROGERS CROSSING
93	Hill Creek Cv	Rogers Crossing Dr	Dalehollow Dr	ROGERS CROSSING
94	Hill Creek Cv	Dalehollow Dr	Rogers Crossing Dr	ROGERS CROSSING
95	Hill Creek Cv	Rogers Crossing Dr	Regal Heights Dr	ROGERS CROSSING
96	Hill Creek Cv	Regal Heights Dr	EOP	ROGERS CROSSING
97	Lynridge Dr	Rogers Crossing Dr	Spring Hill Cv	ROGERS CROSSING
98	Rogers Crossing Dr	Hill Creek Cv	Hill Creek Cv	ROGERS CROSSING
99	Rogers Crossing Dr	Hill Creek Cv	Dalehollow Dr	ROGERS CROSSING
100	Rogers Crossing Dr	Dalehollow Dr	Lynridge Dr	ROGERS CROSSING
101	Rogers Crossing Dr	Lynridge Dr	Rogers Lake Rd	ROGERS CROSSING
102	Spring Hill Cv	EOP	Lynridge Dr	ROGERS CROSSING
103	Spring Hill Cv	Lynridge Dr	Spring Hill Run	ROGERS CROSSING
104	Spring Hill Cv	Spring Hill Run	EOP	ROGERS CROSSING
105	Spring Hill Run	Spring Hill Cv	EOP	ROGERS CROSSING

# Browns Mill Park Surface Lots



Segment	Area SQ YRD	Area SQ FT
1	4,433.26	39,899.32
2	2,532.88	22,795.94
3	3,896.06	35,064.55
4	3,248.53	29,236.77
5	1,261.93	11,357.35
6	2,133.53	19,201.81
7	1,411.49	12,703.37
8	3,011.82	27,106.42
9	843.41	7,590.65
ESTIMATED TOTAL	22,772.91	204,956.19



# Fairington Park Lot Resurfacing



# Southeast Athletic Complex Surface Lots

Segment	Area SQ YRD	Area SQ FT
1	6,709.8	60,388.16
2	4,446.96	40,022.64
3	3,486.69	31,380.23
ESTIMATED TOTAL	14,643.45	131,791.03





## CITY COUNCIL AGENDA ITEM

**SUBJECT: Contract for Vendor Recommendation for Sidewalk Design Services**

**AGENDA SECTION:** *(check all that apply)*

- PRESENTATION     PUBLIC HEARING     CONSENT AGENDA     OLD BUSINESS
- NEW BUSINESS     OTHER, PLEASE STATE: Click or tap here to enter text.

**CATEGORY:** *(check all that apply)*

- ORDINANCE     RESOLUTION     CONTRACT     POLICY     STATUS REPORT
- OTHER, PLEASE STATE: Click or tap here to enter text.

**ACTION REQUESTED:**  DECISION     DISCUSSION,     REVIEW, or     UPDATE ONLY

**Previously Heard Date(s):** Click or tap to enter a date. & Click or tap to enter a date.

**Current Work Session:** Click or tap to enter a date.

**Current Council Meeting:** Friday, April 3, 2026

**SUBMITTED BY:** Tanisha Boynton, Procurement Manager and Hari Karikaran, City Engineer

**PRESENTER:** Hari Karikaran, City Engineer

**PURPOSE:** Seeking approval to award RFP-0010-25, Sidewalk Design Services to Kleinfelder, Inc..

**FACTS: Solicitation:** On September 10, 2025, the City issued Request for Proposals (RFP) RFP-0010-25, Sidewalk Design Services. This is a vendor recommendation for RFP-0010-25 for sidewalk design services at Salem Road, Fairington Road, (Phase II), Phillips Road, and Iris Drive. Design services consist of field survey, engineering design, utility coordination, and obtaining Georgia Department of Transportation (GDOT) encroachment permit (where applicable). This project supports the City’s sidewalk program, creating a walkable community, promoting healthy lifestyle and alternate mode of travel to schools, shopping centers, parks, and recreational facilities. The solicitation was advertised on Bidnet and the City’s website. The RFP was broadcast to one thousand two hundred and seventy-two (1,272) companies with proposals due October 31, 2025. In addition to submitting proposals, proposers were also required to submit price proposals. **Submittals:** A total of eight (8) proposals were received in response to this solicitation. **Proposers:** 1. CTS Engineering, Inc., 2. Kaizen Collaborative Design, LLC, 3. Kleinfelder, Inc., 4. Raymond Global, Inc., 5. R.K. Shah & Associates, Inc., 6. Rochester & Associates, LLC, 7. Spice Group,



## CITY COUNCIL AGENDA ITEM

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Inc., 8. WSB, LLC. The Procurement Department conducted an internal review of each proposal. Rochester & Associates, LLC was deemed non-responsive to this solicitation and its requirements. Rochester & Associates, LLC did not submit Attachment “A” – Proposers Required Forms with their submittal. **Evaluation Committee:** The Evaluation Committee members were Ellis Still, Deputy Director of Planning & Zoning, Hari Karikaran, City Engineer, Lance Randall, Director of Economic Development and Shawanna Qawiy, Division Director, Community Development. **Evaluation Process:** The proposals were evaluated in Bidnet. **Evaluation Criteria:** Profile of Firm (25 possible max. points), Qualifications and experience of Firm/Team/Individual (30 possible max. points), Approach (35 possible max. points), References (5 points), and Price Proposal (Fees) (20 possible max. points) with the potential of 100 points. The solicitation required proposers to receive a minimum of seventy (70) points or higher for their average technical proposal score to be considered responsible to the solicitation and its requirements. Proposers receiving fewer than seventy (70) points for their average technical proposal score price proposals were not opened and were not eligible to not move forward in the evaluation process. CTS Engineering, Inc. received 78.94 points, Kaizen Collaborative Design, LLC received 69.50 points, Kleinfelder, Inc. received 93.00 points, Raymond Global, Inc. received 69.50 points, R.K. Shah & Associates, Inc. received 85.92 points, Spicer Group, Inc. received 63.75 points, WSB, LLC received 64.50 points. The price proposals submitted by Kaizen Collaborative Design, LLC, Raymond Global, Inc., Spicer Group, Inc. and WSB, LLC were not opened and reviewed as these firms did not receive the minimum seventy (70) points for their average technical proposal scores. Upon completion of the evaluation process, Kleinfelder, Inc. received 93.00 points and selected as the Number One (1) ranked firm. **Recommendation:** Based on the foregoing, it is recommended that the City Council approve recommendation to award the contract for sidewalk design services to Kleinfelder, Inc. for a not to exceed amount of \$104,900.00. A Purchase Order and Notice to Proceed with be issued upon execution of the contract. The Director of Finance and Administration is seeking authorization to make payment from GL 300-1575-521200 - Professional Services funds.

**OPTIONS:** Approve, Deny, Defer [Click or tap here to enter text.](#)

**RECOMMENDED ACTION:** Approve Staff recommends approval of a contract with Kleinfelder, Inc. for Sidewalk Design Services for a not to exceed amount of \$104,900.00.

### ATTACHMENTS:

- (1) Attachment 1 - RFP-0010-25, Sidewalk Design Services Solicitation Package (Final) and Broadcast Information
- (2) Attachment 2 - Proposals Submittal Sheet & Procurement Department Internal Review Form
- (3) Attachment 3 - Kleinfelder, Inc. Proposal and Price Proposal Submittal
- (4) Attachment 4 - RFP-0010-25 – Evaluation Committee Ranking and Final Selection Scores
- (5) Attachment 5 - Professional Services Agreement – Kleinfelder, Inc.



**CITY OF STONECREST  
REQUEST FOR PROPOSALS  
(RFP)**

**RFP NO. 0010-25**

**SIDEWALK DESIGN SERVICES**

**SOLICITATION ISSUE DATE: Wednesday, September 10, 2025**

**PROPOSAL DUE DATE: Wednesday, October 22, 2025, BY 3:00 PM EST**

**BIDNET WILL NOT ACCEPT LATE SUBMITTALS**

**“Electronic” Submittals Must be uploaded to “Bidnet”**

**<https://Bidnetdirect.com/georgia/cityofstonecrest>**

**(Paper, Faxed, E-mail, Mail Submittals Will Not Be Accepted)**

**ISSUED BY:**

**City of Stonecrest  
Procurement Department  
3120 Stonecrest Boulevard  
Stonecrest, Ga. 30038**

# TABLE OF CONTENT

TITLE	PAGE NO.
I. OBJECTIVE	2
II. CITY BACKGROUND INFORMATION	2
III. SCOPE OF SERVICES	3
IV. PROCUREMENT SCHEDULE	12
V. PROCUREMENT PROCESS	13
VI. GENERAL INFORMATION	13
VII. CERTIFICATE OF INSURANCE REQUIREMENTS	15
VIII. GENERAL TERMS AND CONDITIONS	18
IX. SUBMITTAL INSTRUCTIONS AND REQUIREMENTS	31
X. PROPOSAL FORMAT AND CONTENT REQUIREMENTS	32
XI. REQUIRED FORMS	35
XII. EVALUATION AND SELECTION PROCESS	35
XIII. EVALUATION CRITERIA	37

## **ADDITIONAL ATTACHMENTS AND REQUIRED FORMS:**

### **ATTACHMENT “A” – PROPOSER’S REQUIRED FORMS:**

1. PROPOSER CHECKLIST
2. PROPOSER’S CERTIFICATION
3. STATEMENT OF QUALIFICATIONS
4. AUTHORIZED SIGNATORIES
5. PURCHASING POLICY ADDENDUM
6. CONFLICT OF INTEREST DISCLOSURE
7. AFFIDAVIT VERIFICATION STATUS FOR CITY PUBLIC BENEFIT APPLICATION
8. DRUG-FREE WORKPLACE
9. GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT “E-VERIFY”
10. SUBSERVICE PROVIDER AFFIDAVIT UNDER O.C.G.A. § 13-10-91(B)(3)
11. INDEMNIFICATION CLAUSE
12. NON-COLLUSION STATEMENT
13. VENDOR CERTIFICATION REGARDING SCRUTINIZED COMPANIES LIST
14. REFERENCES

ATTACHMENT “B” – PRICE PROPOSAL FORM

ATTACHMENT “C” – PROFESSIONAL SERVICE AGREEMENT ***SAMPLE***

RFP-1

RFP NO.: RFP-0010-25  
Sidewalk Design Services

## I. OBJECTIVE

Item III. d.

The City of Stonecrest (City) invites qualified engineering firms to submit proposals to provide civil engineering design services for sidewalks within City limits in accordance with the terms, conditions, and scope of services in this Request for Proposal (RFP). Proposals will only be considered from proposers that normally engage in providing the type of services specified herein.

## II. CITY BACKGROUND INFORMATION

**Background:** A Vibrant Mosaic in the Heart of Georgia nestled in the southeastern corner of DeKalb County, Georgia, lies the young city of Stonecrest. Incorporated in 2017, Stonecrest boasts a vibrant tapestry woven from its diverse community, burgeoning development, and natural beauty. The population as of July 2023 is 60,677, an increase from the April 2020 census of 59,194. Here's a glimpse into what makes this city unique.

**Culture:** Stonecrest is a melting pot of ethnicities and backgrounds, reflecting the rich diversity of Georgia. Residents of African American, Hispanic, Asian, and Caucasian descent come together, creating a dynamic and inclusive community. This cultural richness is evident in the city's festivals, restaurants, and houses of worship, offering a taste of the world within its borders.

**Development:** Stonecrest is a city on the move, witnessing rapid growth and development. Modern office buildings, retail centers, and residential communities are springing up, transforming the landscape. The Stonecrest Mall, a major shopping hub, attracts visitors from across the region. This economic boom promises exciting opportunities for residents and businesses alike.

**Natural Beauty:** While Stonecrest embraces urban development, it doesn't neglect its natural side. Lush green spaces like the Arabia Mountain Nature Preserve offer hiking trails, stunning vistas, and a chance to connect with nature. The city also boasts several parks and playgrounds, providing recreational havens for families and residents of all ages.

**Community:** Stonecrest is a city that celebrates its people. Numerous community events and festivals throughout the year bring residents together, fostering a strong sense of belonging.

The existing code can be accessed on the City's web site at;  
[https://library.municode.com/ga/stonecrest/codes/code\\_of\\_ordinances](https://library.municode.com/ga/stonecrest/codes/code_of_ordinances)

RFP-2

RFP NO.: RFP-0010-25  
Sidewalk Design Services

### III. SCOPE OF SERVICES

Item III. d.

1. Introduction:

The engineering Firm will design sidewalks for Salem Road, Fairington Road (Phase II), Phillips Road, and Iris Drive. The Firm will work with staff in ensuring sidewalks are designed in accordance with Georgia Department of Transportation (GDOT), State and Federal rules and regulations.

2. Scope of Services:

Design services shall include field survey, engineering design, utility coordination, and obtaining Georgia Department of transportation (GDOT) encroachment permit (where applicable). The Firm shall prepare scope of work for construction bid documents, bid schedule, engineering cost estimate, attendance at pre-bid meeting and site visit, responding to questions from potential bidders on construction documents, and responding to requests for information (RFIs) during construction. The City will be providing construction inspection and construction management services.

**Note:** The City reserves the right to exclude the design of a particular location if it is in the best interest of the City.

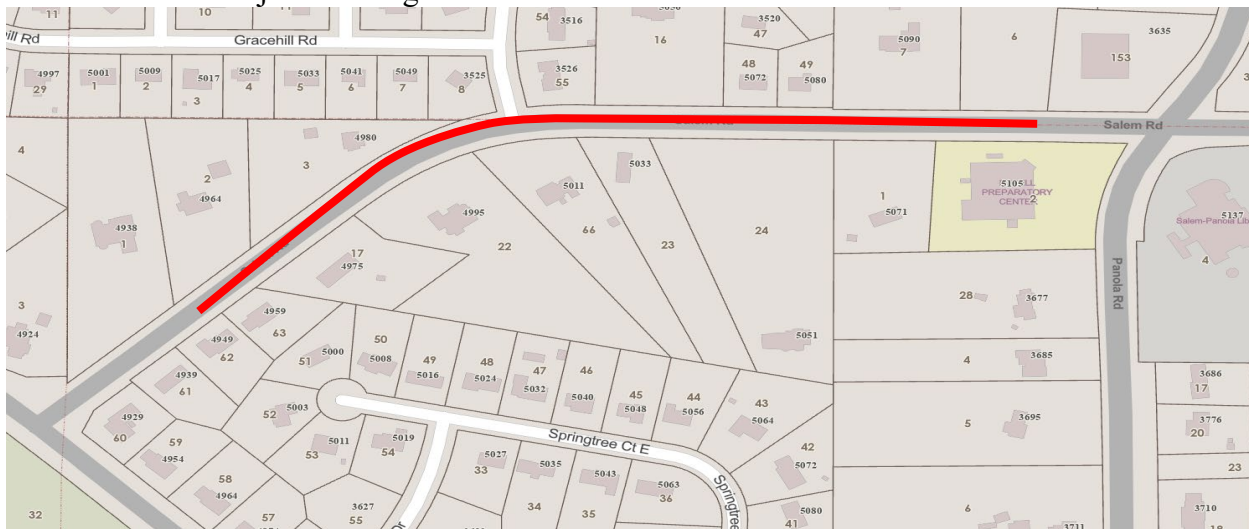
Please refer to the GDOT Design Policy Manual for design guidance, see link below: <https://www.dot.ga.gov/partnersmart/designmanuals/designpolicy/gdot-dpm.pdf>

3. Deliverables:

1. Construction plans for bid (including plan views, profile views, cross sections, erosion control details, utility plans, and construction details)
2. Specifications
3. Scope of work for bid document
4. Engineering cost estimate
5. GDOT Encroachment Permit (where applicable)
6. Utility coordination before and during construction

4. SALEM ROAD SIDEWALK

The City of Stonecrest is proposing to construct a sidewalk along a section of the north side of Salem Road. The image below shows an aerial view of the new sidewalk (see red line). Beginning and end of new sidewalks will join existing sidewalks.



RFP-3

RFP NO.: RFP-0010-25  
Sidewalk Design Services

4.1 **Sidewalk Specifications:**

Sidewalk Length: +/- 1,700 Linear Feet (LF)

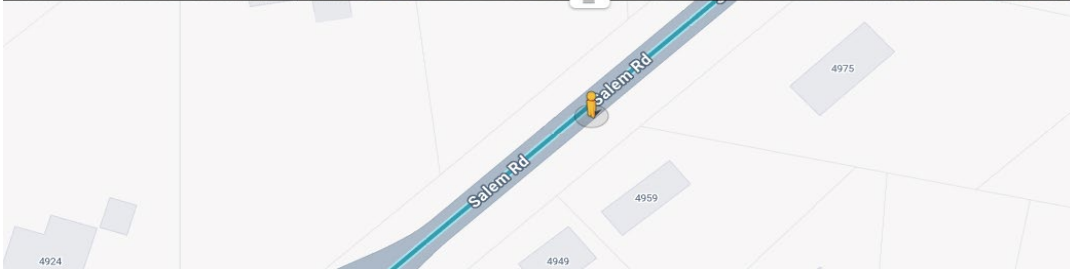
Sidewalk Width: 5 feet - wheelchair accessible with Americans With Disabilities Act (ADA) compliant ramps. Curb and gutter to be extended beside new sidewalk.

Starts: existing sidewalk at 4964 Salem Road

Ends: existing sidewalk at 5116 Salem Road

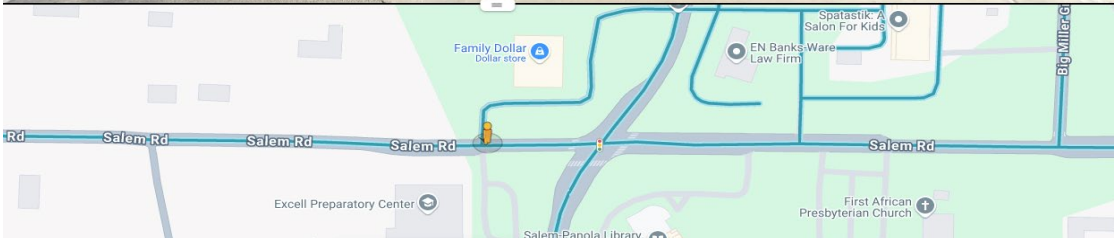
Must meet all GDOT standards on grades, slopes, and offset from edge of existing pavement.

Design should preserve drainage of the roadway shoulder area.



<https://maps.app.goo.gl/RKw6982RGTnpLzoh7>

**SIDWALK BEGINS (LEFT SIDE OF ROAD, LOOKING NORTH-EAST)**



<https://maps.app.goo.gl/LDhpi3prxEHvwyeB6>

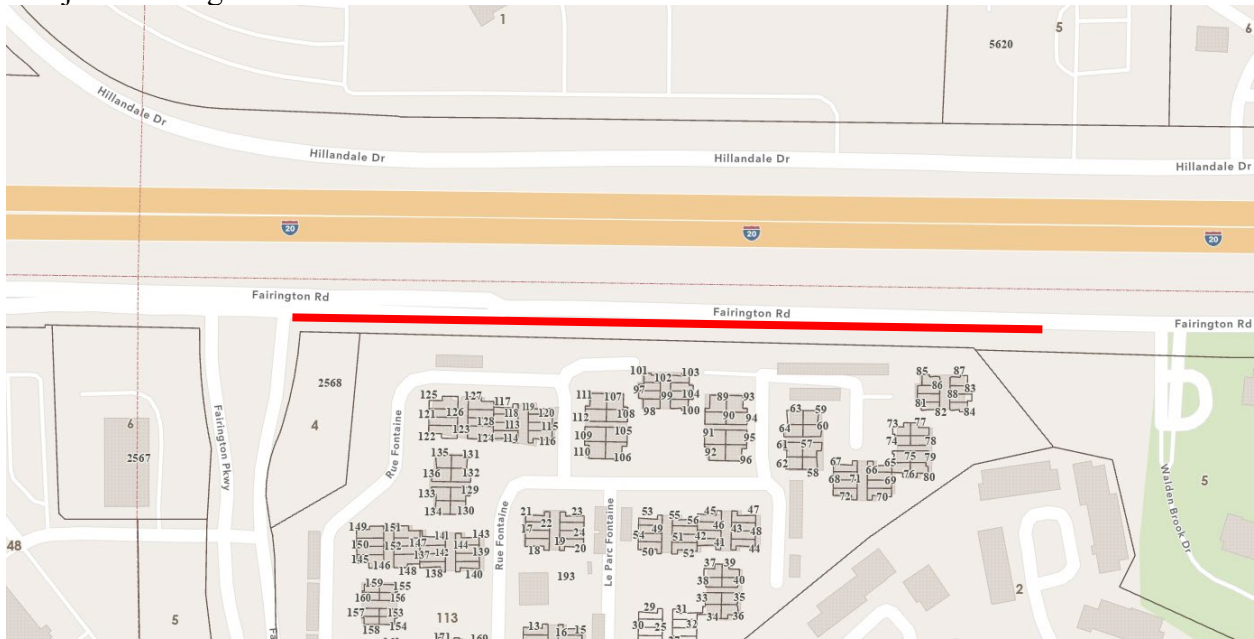
**SIDWALK ENDS (RIGHT SIDE OF ROAD, LOOKING WEST)**

RFP-4

RFP NO.: RFP-0010-25  
Sidewalk Design Services

5. Fairington Road Sidewalk Phase II:

The City of Stonecrest is proposing to construct a sidewalk along a section of the south side of Fairington Road. The image below shows an aerial view of the new sidewalk (see red line). End of new sidewalk will join existing sidewalks.



5.1 Sidewalk Specifications:

Sidewalk Length: +/- 1,300 Linear Feet (LF)

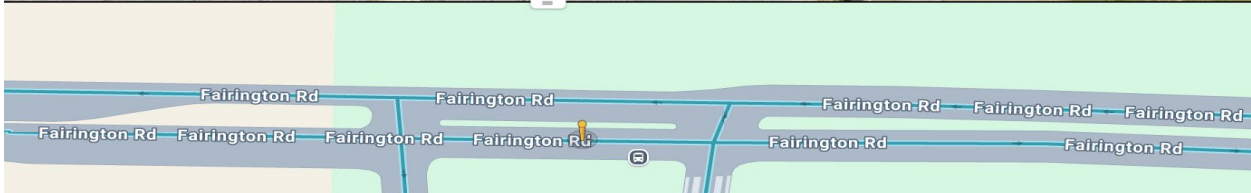
Sidewalk Width: 5 feet - wheelchair accessible with Americans With Disabilities Act (ADA) compliant ramps

Starts: existing sidewalk at 2568 Fairington Road

Ends: existing sidewalk at 5665 Fairington Road

Must meet all GDOT standards on grades, slopes, and offset from edge of existing pavement.

Design should preserve drainage of the roadway shoulder area.



<https://maps.app.goo.gl/x3RqGDA8qphzekXQ7>

SIDWALK BEGINS (RIGHT SIDE OF ROAD, LOOKING EAST)

RFP-5

RFP NO.: RFP-0010-25  
Sidewalk Design Services

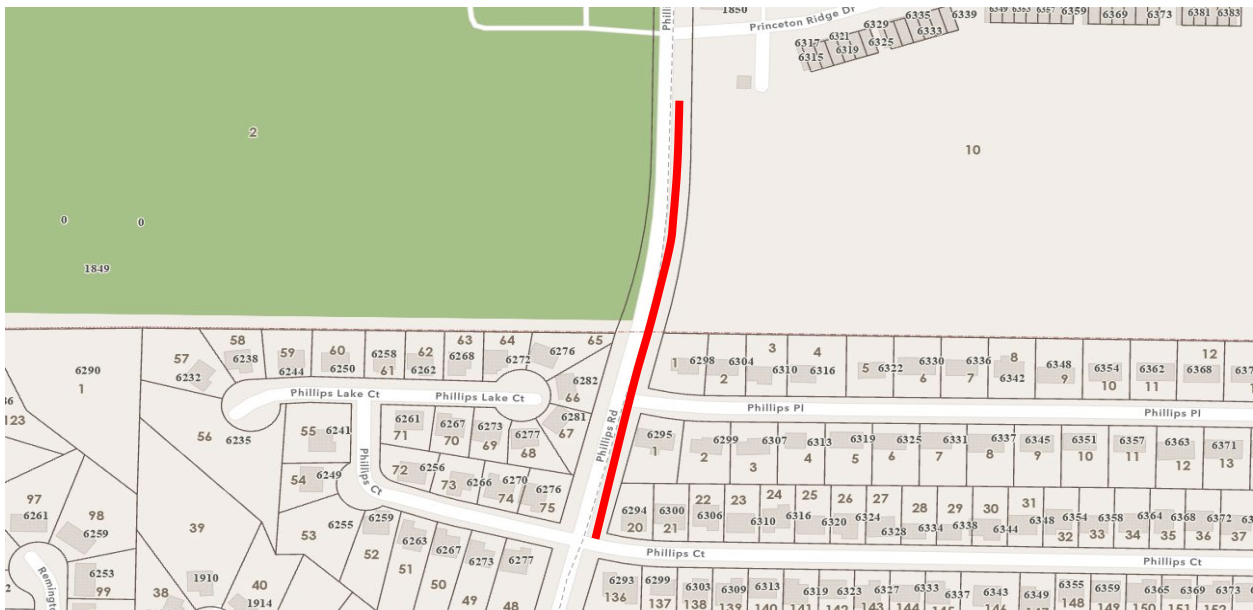


<https://maps.app.goo.gl/7Y3bWAJDdYPtgASd9>

SIDWALK ENDS (RIGHT SIDE OF ROAD, LOOKING EAST)

6. Phillips Road Sidewalk:

The City of Stonecrest is proposing to construct a sidewalk along a section of the east side of Phillips Road. The image below shows an aerial view of the new sidewalk (see red line). Beginning and end of new sidewalk will join existing sidewalks.



RFP-6

RFP NO.: RFP-0010-25  
Sidewalk Design Services

6.1 Sidewalk Specifications:

Sidewalk Length: +/- 700 Linear Feet (LF)

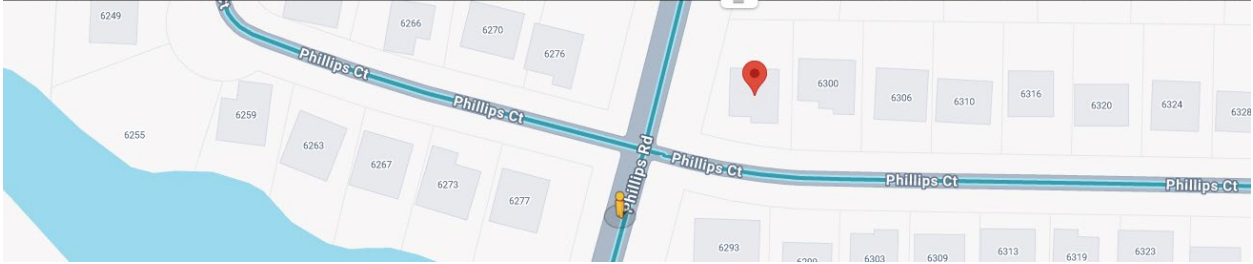
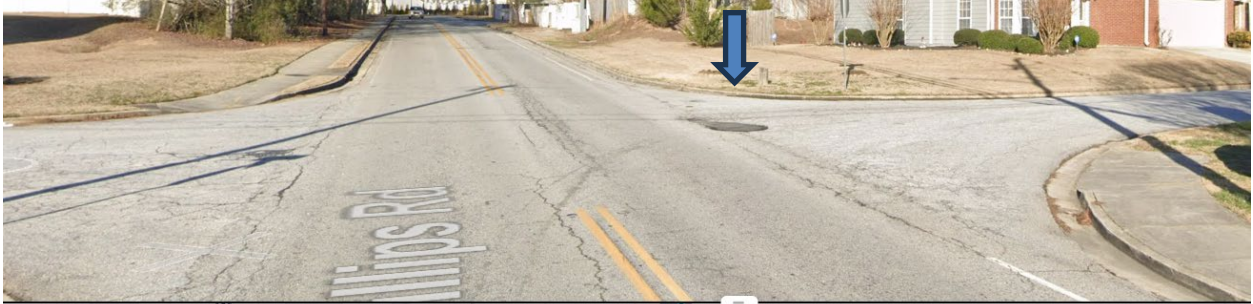
Sidewalk Width: 5 feet - wheelchair accessible with Americans With Disabilities Act (ADA) compliant ramps

Starts: existing sidewalk at 6294 Phillips Court

Ends: existing sidewalk at 1850 Phillips Road

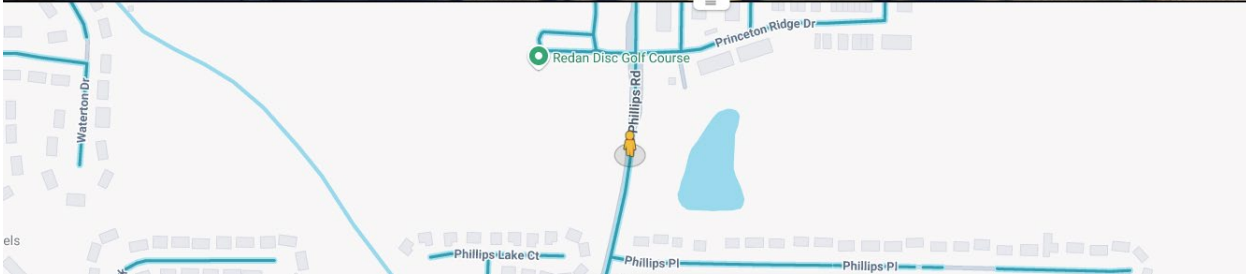
Must meet all GDOT standards on grades, slopes, and offset from edge of existing pavement.

Design should preserve drainage of the roadway shoulder area.



<https://maps.app.goo.gl/ZSnG28gijmdTeQcm6>

SIDWALK BEGINS (RIGHT SIDE OF ROAD, LOOKING NORTH)



<https://maps.app.goo.gl/45aWntrP3cSbYB6L7>

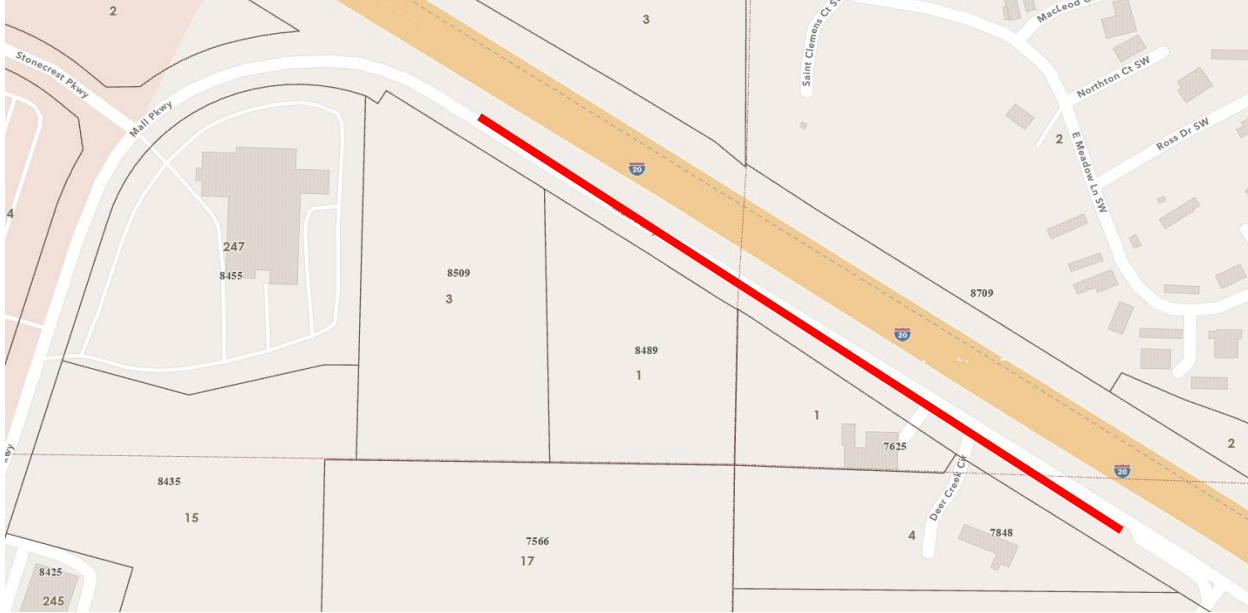
SIDWALK ENDS (RIGHT SIDE OF ROAD, LOOKING NORTH)

RFP-7

RFP NO.: RFP-0010-25  
Sidewalk Design Services

7. Iris Drive Sidewalk:

The City of Stonecrest is proposing to construct a sidewalk along a section of the south side of Iris Drive. The image below shows an aerial view of the new sidewalk (see red line).



7.1 Sidewalk Specifications:

Sidewalk Length: +/- 1,300 Linear Feet (LF)

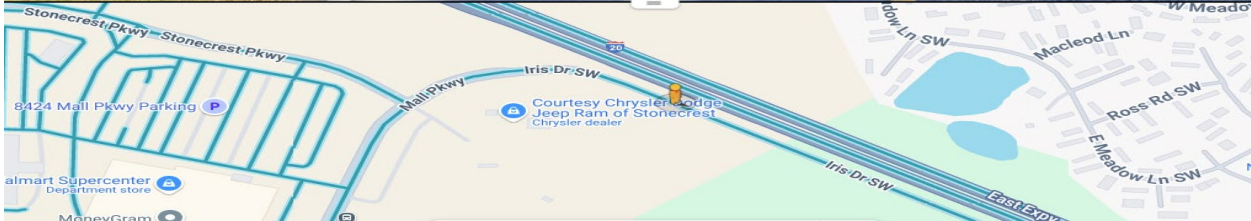
Sidewalk Width: 5 feet - wheelchair accessible with Americans With Disabilities Act (ADA) compliant ramps

Starts: 8489 I-20 East Access Road, Lithonia, GA 30038 (AKA Iris Drive SW)

Ends: 7848 I 20 East Access Road Lithonia, GA 30038 (AKA Iris Drive SW)

Must meet all GDOT standards on grades, slopes, and offset from edge of existing pavement.

Design should preserve drainage of the roadway shoulder area.



<https://maps.app.goo.gl/RKw6982RGTnpLzoh7>

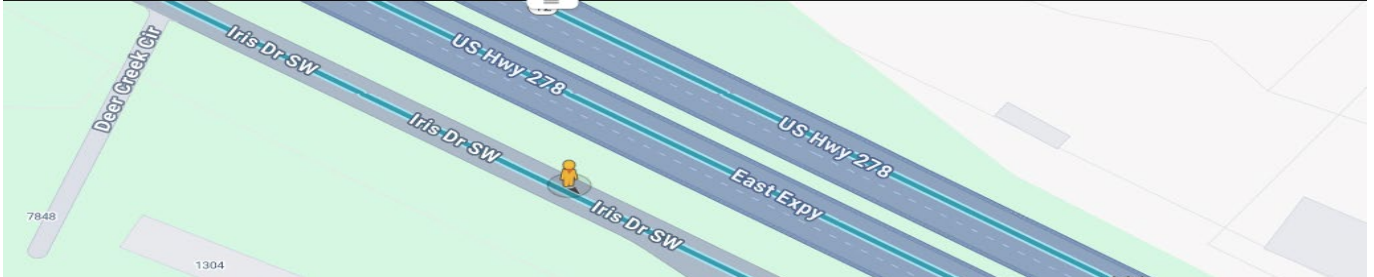
(map link has old photography and does not show current building at location)

SIDWALK BEGINS (RIGHT SIDE OF ROAD, LOOKING SOUTH-EAST)

Item III. d.



Photo at left accurately shows the start of the new sidewalk in front of existing storage facility



<https://maps.app.goo.gl/64eP8HiHer45hjAm9>

SIDWALK ENDS (RIGHT SIDE OF ROAD, LOOKING SOUTHEAST)

RFP-9

RFP NO.: RFP-0010-25  
Sidewalk Design Services

## IV. PROCUREMENT SCHEDULE

Item III. d.

The City and Proposers shall adhere to the procurement schedule in all actions concerning this RFP. Estimated dates and times are listed below. Bidnet ([www.Bidnetdirect.com/georgia/cityofstonecrest](http://www.Bidnetdirect.com/georgia/cityofstonecrest)) and the City of Stonecrest Procurement Departments website will be used for notices at <https://www.stonecrestga.gov/199/Procurement>.

**Changes to Procurement Schedule and deadlines:** The City may delay or advance schedule due dates, or other procurement schedule dates contained in the RFP, if it is to the advantage of the City to do so. The City will notify Proposers of all changes via the Bidnet ([www.Bidnetdirect.com/georgia/cityofstonecrest](http://www.Bidnetdirect.com/georgia/cityofstonecrest)).

**The anticipated schedule and deadlines for this RFP and contract award approval are projected as follows.**

- September 10, 2025, through October 22, 2025, **Advertisement Period**
- October 7, 2025, **Deadline for Questions by 5:00 pm**
- October 22, 2025, **Proposal & Price Proposal Due Date and Time by 3:00 pm**  
Electronic Request for Proposal responses shall be submitted via Bidnet ([www.Bidnetdirect.com/georgia/cityofstonecrest](http://www.Bidnetdirect.com/georgia/cityofstonecrest)), in PDF searchable format, in response to this RFP.

Proposals will be opened “Electronically” via Bidnet platform ([www.Bidnetdirect.com/georgia/cityofstonecrest](http://www.Bidnetdirect.com/georgia/cityofstonecrest)), at the date and time indicated above. This meeting will be conducted virtually via “Microsoft Teams” Platform and in person at City Hall, 3120 Stonecrest, Georgia 30038, **Lithonia Conference Room**. Proposer’s may attend this meeting in person, real time on a computer, laptop, cell phone or any other device with Wi-Fi access. Only the names of Proposer’s will be publicly read.

GET THE APP NOW AND BE READY BEFORE THE MEETING STARTS:  
<https://www.microsoft.com/en-us/microsoft-teams/downloadapp>

### **Microsoft Teams meeting**

Information on bid results and solicitations currently out to bid can be obtained on the City website:  
<https://www.stonecrestga.gov/199/Procurement>

- **TBD (October 2025)** – Evaluation of Proposal’s received.
- **TBD (November 2025)** – Recommendation to Award (City Council)

### **TRANSACTION FEES:**

The City of Stonecrest uses Bidnet (<https://Bidnetdirect.com/georgia/cityofstonecrest>) to distribute solicitations. There is no charge to firm to register and participate in the solicitation process, nor will any fees be charged to the awarded firm.

RFP-10

RFP NO.: RFP-0010-25  
Sidewalk Design Services

## V. PROCUREMENT PROCESS

Item III. d.

**Phase 1 – Request for Proposals (RFP):** Proposer's will submit a Proposal in accordance with Section IX – Submittal Instructions and Requirements for Responses and Section XIII – Evaluation Criteria.

- **Responsiveness** In order to be considered responsive to the solicitation, the RFP response shall fully conform in all material respects to this solicitation and all of its requirements, including all form and substance.
- **Responsibility** In order to be considered as a responsible Proposer, Proposers shall be fully capable to meet all of the requirements of the solicitation and subsequent contract, must possess the full capability to perform as contractually required, and must be able to fully document the ability to provide good faith performance.

**Phase 2 - Oral Presentations:** If applicable, Proposers that are short-listed may be invited to participate in Oral Presentations.

**Phase 3 – Negotiations:** If needed, the City negotiates a contract with the top ranked firm, at a rate of compensation that the City deems fair, competitive, and reasonable. The firm and the City will hold detailed discussions to establish a clear audit scope and the exact services the firm will provide. If an agreement cannot be reached with the first firm, the City will begin negotiations with the second highest ranking firm and so on until an agreement is reached or negotiations are terminated.

**Phase 4 – Final Selection:** City Council.

The following information and instructions are given for the purpose of guiding proposers in properly preparing their response and are standard for Request for Proposal (RFP) solicitations as issued by the City. The City may delete, modify, and supersede any of these standard instructions for a particular contract or in the line item. It is the Proposer's sole responsibility to become familiar with the scope of work, City requirements, and systems prior to submitting a proposal.

## VI. GENERAL INFORMATION

For information concerning procedures, clarification, and technical assistance pertaining to this solicitation, contact the Procurement staff identified in the solicitation.

City of Stonecrest, Procurement Department  
ATTN: Tanisha Boynton, Procurement Official  
3120 Stonecrest Boulevard, Suite 190  
Stonecrest, Ga. 30038  
Email: [Tboynton@stonecrestga.gov](mailto:Tboynton@stonecrestga.gov)

After thoroughly reading this Request for Proposals (RFP) and attachments, any Proposer in doubt as to the true meaning of any part of the RFP or related documents may submit in writing Via Bidnet under "Message – Opportunity Q&A" at (<https://Bidnetdirect.com/georgia/cityofstonecrest>). Please follow the instructions provided in Bidnet. The deadline to submit non-administrative questions is **Tuesday, October 7, 2025, by 5:00 pm**. Answers to questions received will be responded via Bidnet and/or an Addendum posted on Bidnet.

RFP-11

RFP NO.: RFP-0010-25  
Sidewalk Design Services

- **AUTHORIZED SIGNATORIES:** All associated forms must be signed by one duly authorized to do so. The individual submitting shall be authorized to sign (electronically accept) this solicitation response on the behalf of the Proposer as indicated in the Certificate as to Corporate Principal, designation letter by Director/Corporate Officer, or other business authorization to bind on the behalf of the Proposer. No Request for Proposals will be accepted, for any reason whatsoever, which is not submitted to the City as stated above, within the specified time.
- **ACCEPTANCE OF REQUEST FOR PROPOSALS / MINOR IRREGULARITIES:** The City reserves the right to accept or reject any and all Request for Proposals, part of the Request for Proposals and waive minor irregularities or variances to specifications contained in the Request for Proposals, which do not make the Request for Proposals conditional in nature and minor irregularities in the solicitation process. A minor irregularity shall be a variation from the solicitation that does not affect the price of the contract or does not give a Proposer an advantage or benefit not enjoyed by other Proposers, does not adversely impact the interests of other Service Providers or, does not affect the fundamental fairness of the solicitation process. The City also reserves the right to reissue a Request for Proposals. The City reserves the right to disqualify Proposer during any phase of the competitive solicitation process and terminate for cause any resulting contract upon evidence of collusion with intent to defraud or other illegal practices on the part of the Proposer.
- **CHANGES AND ALTERATIONS:** Proposer may change or withdraw a Request for Proposals at any time prior to the Request for Proposals submission deadline; however, no oral modifications will be allowed. Modifications shall not be allowed following the Request for Proposals deadline.
- **MATERIAL MODIFICATIONS / ALTERATIONS:** Material modification and/or alterations to the verbiage or documents herein made by the Proposer's is expressly prohibited and is not enforceable. Modifications and/or alterations may render the Request for Proposals submission void and bar the Proposer from consideration in connection with this solicitation.

RFP-12

RFP NO.: RFP-0010-25  
Sidewalk Design Services

## VII. CERTIFICATE OF INSURANCE REQUIREMENTS

Item III. d.

### INSURANCE REQUIREMENTS:

The successful Proposer or individual entering a resulting contract with the City shall provide, pay for and maintain in full force and affect at all times during the services to be performed insurance as set forth below: **(Proof of insurability must be submitted with bid submittal)**.

#### Commercial General Liability

Coverage must be afforded under a Commercial General Liability policy with limits not less than:

- \$1,000,000 each occurrence
- \$2,000,000 annual aggregate for Bodily Injury, Personal Injury, and Advertising Injury
- \$1,000,000 per occurrence for Property Damage
- \$1,000,000 each occurrence and \$2,000,000 project aggregate for Products and Completed Operations

Policy must include coverage for Contractual Liability and Service Providers.

#### Professional Liability Insurance (Errors and Omissions):

Coverage must be afforded for Wrongful Acts in an amount not less than \$1,000,000 each occurrence, and \$2,000,000 annual aggregate.

#### Business Automobile Liability

Coverage must be afforded for all Owned, Hired, Scheduled, and Non-Owned vehicles for Bodily Injury and Property Damage in an amount not less than \$1,000,000 combined single limit each accident.

If the Service Provider does not own vehicles, the Service Provider shall maintain coverage for Hired and Non-Owned Auto Liability, which may be satisfied by way of endorsement to the Commercial General Liability policy or separate Business Auto Liability policy.

#### Workers' Compensation and Employer's Liability

Coverage must be afforded per the Worker's Compensation Act in the State of Georgia, Official Code of Georgia Annotated (O.C.G.A.) Title 34, Chapter 9, as amended. Any Service Provider performing work on behalf of the City must provide Workers' Compensation insurance in the amount not less than \$100,000 per accident. Exceptions and exemptions will be allowed in accordance with the Department of Administrative Services (SPD-SP048, as amended).

The Service Provider and its insurance carrier waives all subrogation rights against the City, a Georgia Municipal Corporation, its officials, employees, and volunteers for all losses or damages. The City requires the policy to be endorsed with proper designated code associated with "Waiver of our Right to Recover" from others or equivalent in accordance with Official Code of Georgia (O.C.G.A) Annotated §34-9-9-8 and 34-9-11.1.

Service Provider must be in compliance with all applicable State and federal workers' compensation laws, including the U.S. Longshore and Harbor Workers' Compensation Act or Jones Act, if applicable.

For any Service Provider who has exempt status as an individual, the City requires proof of Workers' Compensation insurance coverage for that Service Provider's employees, leased employees, volunteers, and any workers performing work in execution of this Contract.

RFP-13

RFP NO.: RFP-0010-25  
Sidewalk Design Services

If the Service Provider has applied for a workers' compensation exemption, the City does not recognize the exemption to extend to the employees of the Service Provider. The Service Provider is required to provide proof of coverage for their employees, leased employees, volunteers and any workers performing work in execution of this Contract. This applies to all Service Providers including but not limited to the construction industry.

Insurance Certificate Requirements

- a. The Service Provider shall provide the City with valid Certificates of Insurance (binders are unacceptable) no later than thirty (30) days prior to the start of work contemplated in this Contract.
- b. The Service Provider shall provide a Certificate of Insurance to the City with a thirty (30) day notice of cancellation; ten (10) days' notice if cancellation is for nonpayment of premium.
- c. In the event that the insurer is unable to accommodate the cancellation notice requirement, it shall be the responsibility of the Service Provider to provide the proper notice. Such notification will be in writing by registered mail, return receipt requested, and addressed to the certificate holder.
- d. In the event the Contract term goes beyond the expiration date of the insurance policy, the Service Provider shall provide the City with an updated Certificate of Insurance no later than ten (10) days prior to the expiration of the insurance currently in effect. The City reserves the right to suspend the Contract until this requirement is met.
- e. The certificate shall indicate if coverage is provided under a claims-made or occurrence form. If any coverage is provided on a claims-made form, the certificate will show a retroactive date, which should be the same date of the initial contract or prior.
- f. **The City shall be named as an Additional Insured on all liability policies, with the exception of Workers' Compensation.**
- g. The City shall be granted a Waiver of Subrogation on the Service Provider's Workers' Compensation insurance policy.
- h. **The Contract, Bid/Contract number, event dates, or other identifying reference must be listed on the certificate.**

The Certificate Holder should read as follows:

City of Stonecrest  
3120 Stonecrest Blvd., Suite 190  
Stonecrest, Ga. 30038

The Service Provider has the sole responsibility for all insurance premiums and shall be fully and solely responsible for any costs or expenses as a result of a coverage deductible, co-insurance penalty, or self-insured retention; including any loss not covered because of the operation of such deductible, co-insurance penalty, self-insured retention, or coverage exclusion or limitation. Any costs for adding the City as an Additional Insured shall be at the Service Provider's expense.

If the Service Provider's primary insurance policy/policies do not meet the minimum requirements, as set forth in this Contract, the Service Provider may provide an Umbrella/Excess insurance policy to comply with this requirement.

The Service Provider's insurance coverage shall be primary insurance as respects to the City, a political subdivision of the State of Georgia, its officials, employees, and volunteers. Any insurance or self-insurance maintained by the City, its officials, employees, or volunteers shall be excess of Service Provider's insurance and shall be non-contributory.

Any exclusions or provisions in the insurance maintained by the Service Provider that excludes coverage for work contemplated in this Contract shall be deemed unacceptable and shall be considered breach of contract.

RFP-14

RFP NO.: RFP-0010-25  
Sidewalk Design Services

All required insurance policies must be maintained until the contract work has been accepted by the City, this Contract is terminated. Any lapse in coverage shall be considered breach of contract. In addition, Service Provider must provide confirmation of coverage renewal via an updated certificate should any policies expire prior to the expiration of this Contract. The City reserves the right to review, at any time, coverage forms and limits of Firm's insurance policies.

All notices of any claim/accident (occurrences) associated with this Contract, shall be provided to the Firm's insurance company and the Procurement Department as soon as practical.

It is the Service Provider's responsibility to ensure that all independent and subcontractor comply with these insurance requirements. All coverages for Service Provider and subcontractor shall be subject to all of the requirements stated herein. Any and all deficiencies are the responsibility of the Firm.

**NOTE: SOLICITATION NUMBER AND PROJECT DESCRIPTION MUST APPEAR ON EACH CERTIFICATE, AND THE CITY OF STONECREST MUST BE NAMED ON THE CERTIFICATE AS AN "ADDITIONAL INSURED" ON GENERAL LIABILITY POLICIES.**

**A Sample Insurance Certificate shall be included with the bid response to demonstrate the firm's ability to comply with insurance requirements. Provide a previous certificate or other evidence listing the insurance companies' names for all required coverage, and the dollar amounts of the coverage.**

Misrepresentation of any material fact, whether intentional or not, regarding the Service Provider's insurance coverage, policies or capabilities may be grounds for rejection of the bid response and rescission of any resulting. **Evidence of ability to obtain appropriate insurance coverage shall be provided in each bid. All policies shall be endorsed to provide sixty (60) days prior written notice of cancellation, non-renewal or reduction in coverage or limits to:**

City of Stonecrest  
Attn: Procurement Department  
120 Stonecrest Blvd., Suite 190  
Stonecrest, Ga. 30038  
Email: [Procurement@stonecrestga.gov](mailto:Procurement@stonecrestga.gov)

RFP-15

RFP NO.: RFP-0010-25  
Sidewalk Design Services

## VIII. GENERAL TERMS AND CONDITIONS

Item III. d.

The following instructions, general terms and conditions are given for the purpose of guiding Proposer's in properly preparing their proposal. These directions have equal force and weight with the scope of services and strict compliance is required with all of these provisions.

1. **ADDENDUMS AND INTERPRETATIONS:** The City reserves the right to amend this solicitation prior to the due date. Any change(s) to this solicitation will be conveyed through the written addenda process. Only written addenda will be binding. If a "must: addendum is issued, Proposer must follow the instructions and submit required information, forms, or acknowledge addendum, as instructed therein. It is the responsibility of all potential Proposer to monitor the solicitation for any changing information, prior to submitting their proposal.

No interpretations of the meaning of the plans, specifications, scope of work, scope of services or other contract documents will be made orally to any Proposer. Proposers must request such interpretation in writing as instructed in the RFP solicitation package. To be considered, such request must be received by the Questions and Answers deadline as indicated on Page RFP-12 of this solicitation package and on Bidnet (<https://Bidnetdirect.com/georgia/cityofstonecrest>). Questions received after this time will not be answered.

2. **ASSIGNMENT, SUBCONTRACT:** Proposer shall not transfer, convey, pledge, subcontract or assign the performance required by this solicitation without the prior written consent of the Procurement Official. Any award issued pursuant to this solicitation and the monies, which may become due hereunder, are not assignable, transferrable, or otherwise disposable except with the prior written consent of the Procurement Official.

3. **AWARD OF CONTRACT:** A Contract may be awarded by the City Council. The City Council reserves the right to execute or not execute, as applicable, a contract with the Proposer(s) that is determined to be in the City's best interests.

The Proposer understands that this RFP does not constitute an offer or an Agreement with the Proposer. An offer or Agreement shall not be deemed to exist and is not binding until Proposal are reviewed, accepted by appointed staff, the best Proposal has been identified, approved by the appropriate level of authority within the City and executed by all parties.

This solicitation and Proposer's Proposal shall be included and incorporated in the final award. The order of contractual precedence will be the Contract or Agreement document, original Terms and Conditions, Proposer response. Any and all legal actions necessary to enforce the award will be held in Dekalb County and the contractual obligations will be interpreted according to the laws of Georgia.

4. **CITY RESERVED RIGHTS:** In connection with this solicitation, the City reserves all rights (which rights shall be exercisable by the City at its sole discretion) available to it under applicable law, including without limitation, with or without cause, and with or without notice, the right to:
  - a) Cancel this RFP and may re-solicit and re-advertise the RFP.
  - b) Reject any non-responsive proposal.
  - c) Waive non-material technical variances or minor irregularities in the proposal(s).
  - d) Reject any and all proposals in whole or part, at any time prior to the execution of an Agreement, without incurring any cost obligations or liabilities, for good cause when it is in the best interests of the City.

RFP-16

RFP NO.: RFP-0010-25  
Sidewalk Design Services

- e) Proceed with the project in any manner that the City, at its sole discretion, deems necessary. If the City is unable to agree with the highest ranked Proposer or does not negotiate and execute satisfactory Agreement with the highest ranked Proposer, the City may negotiate with the next highest ranked Proposer, terminate this procurement and pursue other development or solicitations relating to the project, or exercise such other rights under the provisions of State law as it deems appropriate.
- f) Select the Proposal or portions thereof and the Proposer(s) that are determined to be in the best interests of the City.
- g) Postpone selection.
- h) Issue addenda, supplements and modifications to this RFP or any subsequent RFP.
- i) Seek or obtain data and/or information from any source that has the potential to improve the understanding and evaluation of the responses to this RFP.
- j) Request clarification from the Proposer(s) during the evaluation phases.
- k) Exercise any other rights reserved or afforded by the City under this RFP or subsequent RFP and applicable law, including waiving deficiencies in a Proposal or accept and review a non-conforming Proposal; provided that, such deficiency or non-conformance is not material in nature. The City assumes no obligations, responsibilities, and liabilities, fiscal or otherwise, to reimburse all or part of the costs incurred or alleged to have been incurred by parties considering a response to and/or responding to this RFP, or any subsequent RFP. All such costs shall be borne solely by each Proposer.
- l) Obtain best and final offers from each Proposers after submission and prior to award.

In no event shall the City be bound by, or liable for, any obligations with respect to the contemplated Agreements until such time (if at all) as the Agreements, in form and substance satisfactory to the City, have been executed by the City and have become effective, and then, only to the extent set forth in the Agreements. The City may exercise any of the foregoing at any time without notice to any party and without liability to any responding Proposer or to any other party for its costs or expenses incurred in connection with this RFP or otherwise. Submittals and responses to this RFP will be prepared at the sole cost and expense of the Proposer. Submittals and other materials submitted will not be returned.

5. **CODE REQUIREMENTS:** The Proposer and his or her subcontractors on this project must be familiar with all applicable Federal, State, City, and Local Laws, Regulations or Codes and be governed accordingly as they will apply to this solicitation.
6. **CONE OF SILENCE:** In accordance with the State of Georgia Purchasing Act, the City prohibits any communication, except written correspondence, regarding a particular request for proposal, request for qualification, bid, or any other competitive solicitation between any person's representative seeking award from such competitive solicitation; and any City Council person or legislative staff, or any City employee authorized to act on behalf of the City Council to award a contract under this Bid.

The Cone of Silence shall be in effect as of the date the solicitation has been released and advertised, bids or other response to this competitive solicitation and shall remain in effect and subject to the terms of this section for any person or person's representative.

The provisions of this division shall not apply to oral communications at any public proceeding, including pre-bid conference, oral presentations before selection committees, and contract negotiations during any public meetings, presentations made to the City Council and protest hearings. Further, the Cone of Silence shall not

RFP-17

RFP NO.: RFP-0010-25  
Sidewalk Design Services

apply to contract negotiations between any employee and the intended awardees, any dispute resolution following the filing of a protest between the person filing the protest and any employee, or any written correspondence at any time with any employee, City Council, or selection committee member, unless specifically prohibited by the applicable competitive solicitation process.

The cone of silence shall terminate at the time the City Council, awards or approves a contract, rejects all bids or responses or otherwise take action which ends the solicitation process.

Any Contract entered into in violation of the cone of silence provisions in this section shall render the transaction voidable.

7. **CONFLICT OF INTEREST:** All Proposer's MUST disclose with their Proposal the name of any officer, director, agent, or any relative of an officer, director or agent who is also an employee of the City. Further, all Proposer's must disclose the name of any City employee who owns, directly or indirectly, an interest of five percent (5%) or more in the Proposer's firm or any of its subsidiaries.
8. **CONFIDENTIAL, PROPRIETARY OR TRADE SECRET:** "If a supplier considers any portion of the documents, data, or records submitted in response to this solicitation to be exempt from disclosure under Georgia law, the supplier must clearly redact in a separate redacted copy each such submission or portions of the submission considered to be excluded from disclosure and specify the statutory exemption justifying such exclusion, i.e., code section Official Code of Georgia Annotated (OCGA) § 50-18-72(20)(A) 'Records that reveal ...'
- "Wholesale designation of a response or substantial parts of a response as 'confidential' will not be accepted by the City. If only portions of a page are subject to some disclosure, the supplier should not redact the entire page. **Please note: Even though information, financial or other, submitted by a supplier may be marked as 'confidential' or 'proprietary,' the City will make its own determination regarding which information may or may not be withheld, redacted, from disclosure.**"
9. **CONTINGENCY FEES:** By submission of this solicitation response, Proposer certifies that no contingency fees (sometimes known as a finder's fee) have been paid to any person or organization other than a bona-fide employee working solely for the Proposer to secure a contract made pursuant to this solicitation. Violation of this policy may result in termination of any resultant contract and/or possible debarment of the Proposer.
10. **CONTRACT COORDINATOR:** The City may designate a Contract Administrator whose principal duties shall be:
- Liaison with Proposer.
  - Coordinate and approve all work under the contract.
  - Resolve any disputes.
  - Assure consistency and quality of Proposer's performance.
  - Schedule and conduct Proposer performance evaluations and document findings.
  - Review and approve for payment all invoices for work performed or items delivered.
11. **CONTRACT PERIOD:** The period of service shall commence upon execution of the Contract and continue for a period of Twenty-Four (24) months, unless otherwise terminated as provided in the resulting Contract.

RFP-18

RFP NO.: RFP-0010-25  
Sidewalk Design Services

- 12. DEBARRED OR SUSPENDED:** The Proposer(s) certifies, by submitting of a Proposal in response to this solicitation, that neither it nor its principals and subcontractors are presently debarred or suspended by any state, local, or federal department or agency.

In accordance with Georgia State Financing and Investment Commission (GSFIC), as amended, "A contractor that has been declared in default or a contractor that is owned or controlled by the same person(s), firm(s), or corporations(s) or is a parent, subsidiary, branch, or affiliate of a contractor that has been declared in default, shall not be eligible for award of an additional contract until the default has been cured. Contracts provide that a Contractor that fails to meet the Final Completion Date is ineligible for award of contract under certain circumstances. Entities listed as "Ineligible" on the Debarred, Suspended or Ineligible Entities List include those entities that are currently in default under the terms of a contract with GSFIC and those entities that are ineligible pursuant to a contract provision or agreement. This also applies to Contractor's debarred and/or suspended by the City.

- 13. DRUG-FREE WORKPLACE:** Preference shall be given to a business with Drug-Free Work Place (DFW) programs. Whenever two or more proposals, which are equal with respect to price, quality, and service, are received by the City for the procurement of professional services, a Proposal received from a business that completes the attached DFW form certifying that it is a DFW shall be given preference in the award process.

- 14. DUN & BRADSTREET REPORT REQUIREMENT:** The City may review the Proposer(s) rating and payment performance to assist in determining a Proposer's responsibility when being evaluated for a contract award.

- 15. EQUAL EMPLOYMENT OPPORTUNITY:** No Contractor shall discriminate against any employee or applicant for employment because of race, religion, age, color, sex or national origin, sexual orientation, marital status, political affiliation, disability, or physical or mental handicap if qualified. Contractor shall take affirmative action to ensure that applicants are employed, and that employees are treated during their employment without regard to their race, religion, age, color, sex or national origin, sexual orientation, marital status, political affiliation, disability, or physical or mental handicap. Such actions shall include, but not be limited to the following: employment, upgrading, demotion, or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation; and selection of training, including apprenticeship. The Contractor agrees to post in conspicuous places available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause.

The Contractor selected to perform work on a City project must include the foregoing or similar language in its contracts with any subcontractors or sub consultants, except that any project assisted by *U.S. Department of Transportation funds* shall comply with the non-discrimination requirements in Title 49 C.F.R. Parts 23 and 26. The subcontractors, if any, will be made aware of and will comply with this nondiscrimination clause. Failure to comply with above requirements is a material breach of the contract and may result in the termination of this contract or such other remedy as the deems appropriate.

- 16. GOVERNMENTAL RESTRICTION:** In the event that any governmental restrictions are imposed which would necessitate alteration of the performance of the services offered in this RFP prior to delivery, it shall be the responsibility of the Proposer to notify the City at once. The City reserves the right to accept the alteration or to cancel the contract at no expense to the City.

RFP-19

RFP NO.: RFP-0010-25  
Sidewalk Design Services

**17. SERVICE PROVIDER RELATIONSHIP:** The successful Proposer is, and shall be, in the performance of all work, services, and activities under this Contract, a Service Provider and not an employee, agent, or servant of the City. All persons engaged in any of the work or services performed pursuant to this contract shall at all times, and in all places, be subject to the successful Proposer's sole direction, supervision, and control. The successful Proposer shall exercise control over the means and manner in which it and its employees perform the work and, in all respects, the successful Proposer's relationship, and the relationship of its employees, to the City shall be that of a Service Provider and not as employees or agents of the City.

**18. INDEMNIFICATION:** Service Provider shall indemnify and hold harmless the City, and the members (including, without limitation, members of the City's Council, and members of the boards and of the City), officers, agents, representative and employees of each, from damages, losses, or expenses to the extent caused by or resulting from the negligence, recklessness, or intentionally wrongful conduct of the Contractor or other persons employed or utilized by the Service Provider in the performance of the contract.

In addition to indemnification provisions stated above, if the City's use of any service, software, firmware, programming, or other item provided by or on behalf of the Service Provider is enjoined due to infringement of another person or entity's intellectual property rights, the Service Provider shall promptly, at its sole cost and expense, modify the infringing item so that it no longer infringes, procure for the City the legal right to continue using the infringing item, or procure for the City a non-infringing item, or procure for the City a non-infringing replacement item having equal or greater functional capabilities as the infringing item.

The Service Provider shall assume all responsibility for loss caused by neglect or violation of any state, federal, municipal or agency law, rule, regulation or order. The Service Provider shall give to the proper authorities all required notices relation to its performance, obtain all official permits and licenses, and pay all proper fees and taxes. It shall promptly undertake proper monetary restitution with respect to any injury that may occur to any building, structure or utility in consequence of its work. The Service Provider will notify the City in writing of any claim made or suit instituted against the Service Provider because of its activities in performance of the Contract.

No recourse under or upon any obligation, covenant or Contract contained in this Contract, or any other Contract or document pertaining to the work or services of the Service Provider hereunder, as such may from time to time be altered or amended in accordance with the provisions hereof, or any judgment obtained against the City, or by the enforcement of any assessment or by any legal or equitable proceeding by virtue of any statute or otherwise, under or independent of this Contract, shall be had against any member (including without limitation members of the City's Council, or members of the citizens advisory committees of each), any officer, employee representative or agent, as such, past, present, or future of the City, either directly or through the City or otherwise for any claim arising out of or in connection with this Contract or the work or services conducted pursuant to it, or for any sum that may be due and unpaid by the City. Any and all personal liability of every nature, whether at common law or in equity, or by statute or by constitution or otherwise, of any such member, officer, employee, representative or agent, as such, to respond by reason of any act or omission on his or her part or otherwise for any claim arising out of or in connection with this Contract or the work or services conducted pursuant to it, or for the payment for or to the City, or any receiver therefore or otherwise, or any sum that may remain due and unpaid by the City, is expressly waived and released as a condition of and in consideration of the execution of this Contract and the promises made to the Service Provider pursuant to this Contract.

RFP-20

RFP NO.: RFP-0010-25  
Sidewalk Design Services

In any and all claims against the City, or any of their officers, members, agents, representatives, service providers, employees, by any employee of the Service Provider, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, the indemnification obligation of the Service Provider under this Section shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefit payable by or for the Service Provider or any subcontractor under Workers' Compensation Acts, disability benefit acts or other employee benefit acts.

No provisions of this Section herein shall be construed to negate, abridge, or otherwise reduce any other right of indemnity that the City may have as to any party or person described therein.

- 19. INCONSISTENCIES:** Any seeming inconsistency between different provisions of the plans, specifications, RFP or contract, or any point requiring explanation must be inquired into by the Proposer, in writing, at least ten (10) days prior to the date and time set for opening Proposal responses See page RFP-4 of this solicitation package. After Proposal(s) are opened, the Proposer's shall abide by the decision of the City as to such interpretation.
- 20. INSURANCE:** Proposer(s) shall provide and shall require all of its subcontractors to provide, pay for, and maintain in force at all times during the term of the Contract, such insurance, including Commercial General Liability Insurance, Professional Liability Insurance, Business Automobile Liability Insurance, Workers' Compensation Insurance, Employer's Liability Insurance, and Umbrella/Excess Liability, as stated on Page RFP-8. Such policy or policies shall be issued by companies authorized to do business in the State of Georgia and having agents upon whom service of process may be made in the State of Georgia.
- 21. JURISDICTION, VENUE, WAIVER OF JURY TRIAL:** The contract shall be interpreted and construed in accordance with and governed by the laws of the State of Georgia. Any controversies or legal problems arising out of the contract and any action involving the enforcement or interpretation of any rights hereunder shall be submitted to the jurisdiction of the State Courts of the Superior Court in Dekalb County. The City of Stonecrest, Georgia, the venue situs, and shall be governed by the laws of the State of Georgia. By entering into this contract, Service Provider and hereby expressly waive any rights either party may have to a trial by jury of any civil litigation related to this contract. If any party demands a jury trial in a lawsuit arising out of the contract and fails to withdraw the request after written notice by the other party, the party making the request for jury trial shall be liable for the reasonable attorneys' fees and costs of the party contesting the request for jury trial.
- 22. LEGAL REQUIREMENTS:** Proposers are required to comply with all provisions of Federal, State, County, local laws, RFP and ordinances, rules and regulations and any City rules, that are applicable to the items being solicited. Lack of knowledge by the Proposer shall in no way be a cause for relief from responsibility or constitute a cognizable defense against the legal effect thereof.
- 23. LOBBYING ACTIVITIES:** ALL PROPOSER'S PLEASE NOTE: Any contractor submitting a response to this solicitation must comply, with the State Purchasing Act and Official Code of Georgia Annotated (O.C.G.A.) Section 50-5-50 et seq) and State of Georgia Lobbying Rule 111-1-2 and applicable rules, policies and laws [GA R&R - GAC - Subject 111-1-2 VENDOR RELATIONSHIPS](#).
- 24. LOCAL BUSINESS TAX RECEIPT REQUIREMENTS:** All Contractor(s) maintaining a business address within Dekalb County and City of Stonecrest must have a current Dekalb County and City Local Business Tax Receipt issued by the Dekalb County Records, Taxes and Treasury Division prior to recommendation for award. Failure to do so may result in your solicitation response being deemed non-responsive. For further information

RFP-21

RFP NO.: RFP-0010-25  
Sidewalk Design Services

on obtaining or renewing your company's/firm's Local Business Tax Receipt, contact the Dekalb County Commissioner Office at (404) 371-2000 and City of Stonecrest at (770) 224-0200.

Item III. d.

**25. MISTAKES:** The Proposer shall examine this RFP carefully. The submission of a Proposal shall be prima facie evidence that the consultant has full knowledge of the scope, nature, and quality of the work to be performed; the detailed requirements of the specifications; and the conditions under which the work is to be performed. Ignorance of the requirements will not relieve the consultant from liability and obligations under the Contract.

**26. NON-COLLUSION STATEMENT:** By signing its Proposal, the Proposer certifies that its proposal is made independently and free from collusion. Proposer shall complete and submit the Non-Collusion Affidavit Form located in **Attachment "A" – Proposer's Required Forms**, to their best knowledge, any City officer or employee, or any relative of any such officer or employee as defined in O.C.G.A Section 50-5-67 and State of Georgia Purchasing Act, who is an officer or director of, or has a material interest in, the supplier's business, who is in a position to influence this procurement. Any City officer or employee who has any input into the writing of specifications or requirements, solicitation of offers, decision to award, evaluation of offers, or any other activity pertinent to this procurement is presumed, for purposes hereof, to be in a position to influence this procurement. For purposes hereof, a person has a material interest if he/she directly or indirectly owns more than five percent (5%) of the total assets or capital stock of any business entity, or if they otherwise stand to personally gain if the contract is awarded to this Proposer.

**Failure of a Proposer to disclose any relationship described herein shall be reason for debarment in accordance with the provisions of the City Purchasing Policy.**

Proposer, if doing business under an assumed name, i.e., an Individual, Association, Partnership, Corporation, or otherwise, shall be registered with the State of Georgia Corporations Division.

**27. NOTICE:** Written notice provided pursuant to this contract shall be sent by certified United States Mail, postage prepaid, return receipt requested, or by hand-delivery with a request for a written receipt of acknowledgment of delivery, addressed to the party for whom it is intended at the place last specified. The place for giving notice shall remain the same as set forth herein until changed in writing in the manner provided in this section. For the present, the City designates:

Procurement Official, Procurement Department  
3120 Stonecrest Blvd., Suite 190  
Stonecrest, Ga. 30038

Proposer shall identify in the solicitation response a designated person and address to whom notice shall be sent when required by the contract.

**28. OPEN RECORDS ACT:**

The Contractor shall comply with Georgia's Public Records Act, O.G.C.A. Code § 50-18-70 et seq. and City's Public Records Request Policy, by agreeing to:

**GEORGIA PUBLIC RECORDS ACT:**

(a) "After final contract award has been made or after a bid has been cancelled following evaluation without intent to rebid, requests for access to supplier proposals and communications shall be subject to the disclosure provisions of Georgia's Open Records Act. Pursuant to the Official Code of Georgia Annotated (OCGA) § 50-18-70 et seq., GTA shall make all public records, including bid proposals, open for personal

RFP-22

RFP NO.: RFP-0010-25  
Sidewalk Design Services

inspection and copying, except those records which by order of a court of this state or by specifically exempted from disclosure. Item III. d.

- (b) Requires the administrative review document, which records every bid or proposal conforming to the terms of the advertisement, to be available for public inspection, upon request, within one business day of the City's posting of the Notice of Intent to Award (or the Notice of Award in the event the City does not issue the Notice of Intent to Award).

**CITY PUBLIC RECORDS AND REQUESTS:**

- (a) Keep and maintain all public records that ordinarily and necessarily would be required by City to keep and maintain in order to perform the services under this Contract.
- (b) Provide the public with access to said public records on the same terms and conditions that the City would provide the records and at a cost that does not exceed the cost provided in accordance with O.G.C.A., or as otherwise provided by law.
- (c) Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law.
- (d) Meet all requirements for retaining said public records and transfer, at no cost, to the City all said public records in possession of the Contractor upon termination of this Contract and destroy any duplicate public records that are exempt or confidential and exempt from public record disclosure requirements. All records stored electronically must be provided to the City in a format that is compatible with the information technology systems of the City.

**IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATIONS OF O.G.C.A. Code § 50-18-70 AND CITY'S PUBLIC RECORDS REQUEST POLICY AND PROCESSES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS 3120 STONECREST BLVD., STONECREST, GA. 30038, BY EMAIL AT [CITYCLERK@STONECRESTGA.GOV](mailto:CITYCLERK@STONECRESTGA.GOV), OR BY TELEPHONE (770) 224-0200.**

- 29. PAYMENT:** Payment for all goods and services, requested by a purchase order, shall be made in a timely manner and in accordance with Georgia Prompt Payment Act, O.C.G.A §13-11-1 to 13-11-11. All applications for payment shall be submitted to the address indicated in the purchase order. The City will pay the Contractor after receipt, acceptance, and a proper invoice is received. *Invoices must bear the Purchase Order Number.*

The City will accept invoices no more frequently than once per month. Each invoice shall fully detail the related costs and shall specify the status of the particular task or project as of the date of the invoice with regard to the accepted schedule for that task or project. Payment will be made within forty-five (45) days after receipt of an invoice acceptable to the City.

- 30. PROPOSER'S COSTS:** The City shall not be liable for any costs incurred by Proposer's in responding to this RFP. All expenses involved with the preparation and submission of Proposal, or any work performed in connection therewith, shall be the sole responsibility (and shall be at the sole cost and expense) of the Proposer, and shall not be reimbursed by the City.

RFP-23

RFP NO.: RFP-0010-25  
Sidewalk Design Services

**31. PROPOSER PERFORMANCE REVIEWS AND RATINGS:** The City Contract Administrator may rate the Proposer's performance evaluation report. This report shall be used to periodically review and rate the Proposer's performance under the contract with performance rating as follows:

- Excellent - Far exceeds requirements.
- Good - Exceeds requirements
- Fair - Just meets requirements.
- Poor - Does not meet all requirements and Proposer is subject to penalty provisions under the contract.
- Non-Compliance - Either continued poor performance after notice or a performance level that does not meet a significant portion of the requirements.

This rating makes the Proposer subject to the default or cancellation for cause provisions of the contract. The report shall also list all discrepancies found during the review period. The Proposer shall be provided with a copy of the report, and may respond in writing if he takes exception to the report or wishes to comment on the report. Proposer's performance reviews and subsequent reports will be used in determining the suitability of contract extension.

**32. PROTEST PROCEDURES:** In accordance with the City's Purchasing Policy, if a Contractor intends to protest a solicitation or proposed award of a contract the following apply:

- Right to protest. Any actual or prospective bidder, offeror, or contractor who is aggrieved in connection with the formal solicitation or award of a contract may protest to the City. Protestors shall seek resolution of their complaints initially with the Procurement Official. A protest with respect to a formal solicitation shall be submitted in writing prior to the opening of bids or the closing date of submittals, unless the aggrieved person did not know and could not have been reasonably expected to know of the facts giving rise to such protest prior to bid opening or the closing date for proposals/responses.
  1. Timeliness.
    - a. Protests arising from factual or legal basis that the protestor knew or should have known prior to the submission of the bid/proposal must be submitted within three business days of the submission of the bid/proposal.
    - b. Protests arising from factual or legal basis that the protestor knew or should have known subsequent to the date the bid/proposal was submitted must be submitted within ten business days after the protestor knew or should have known of such basis, but in no event shall any protest be submitted more than ten business days after the award of the contract.
    - c. Untimely protests are invalid and shall be denied as such.
  2. Contents of Protest. The protest shall, at a minimum, be in writing and include the following information:
    - a. Identity and contact information of protestor;

RFP-24

RFP NO.: RFP-0010-25  
Sidewalk Design Services

- b. Appropriate identification of the subject solicitation or award;
  - c. Detailed statement of the legal and factual grounds of the protest;
  - d. Documentation supporting the protest and/or allegations;
  - e. Statement of the specific relief requested; and
  - f. Signed by an officer or person authorized to sign contracts on behalf of the protestor.
3. Submission of Protests. All protests shall be submitted to the Procurement Official via registered mail, overnight delivery, or hand delivery.
  4. Protest Resolution. If a protest complies with subsections (1) through (3) above, the City Manager shall request a response from the Procurement Official. The Procurement Official's response will be returned to the City Manager within seven (7) business days from the submission of the protest. The City Manager is empowered to decide to uphold, dismiss or amend the decision of the Procurement Official.
  5. Decision on Protest. The City Manager and/or Procurement Official shall inform the protestor of the decision in writing within fifteen (15) business days of the submission of the protest or, if the City Manager requires more time to render a decision, the City Manager and/or Procurement Official will advise the protestor within the initial ten (10) days of the additional amount of time required to render a decision.
  6. Appeals. Any actual Bidder or Proposer who is aggrieved by the decision of the City Manager in connection with a protest shall file a notice of appeal with the City Manager and City Clerk within seven (7) days of receipt of the decision.
    - a. Hearing. The City Manager shall set a hearing date before City Council not more than thirty (30) days from the date of receipt of the notice. The City Clerk shall cause notice of the hearing date, time, and location to be served upon the parties by registered mail. At the hearing, all parties shall be provided with a fair and impartial hearing and shall be allowed to offer argument as to whether the City Manager's decision should be affirmed or overturned. Said hearing will not be de novo but shall be of an appellate nature.
    - b. Decision. Within seven (7) days of the hearing, the City Council shall issue a written decision on the appeal, which shall either affirm or reject the City Manager's decision. The City Clerk shall send a copy of the decision to the protestor(s) by registered mail.
    - c. Finality. A decision by the City Council under subsection 6(b) above shall be final and conclusive as to the City's appeal process. Any further action shall be

RFP-25

through the court.

Item III. d.

7. Stay of Procurement. In the event a protest complies with subsections (1) through (3) above, the Procurement Official shall not proceed with the further solicitation or award of the Contract until all administrative remedies have been exhausted, or the City Manager or City Attorney makes a determination that the award of the contract without delay is necessary to protect the interests of the City.

**33. QUALIFICATIONS OF SERVICE PROVIDER:** The City will only consider solicitation responses from firms normally engaged in providing the types of commodities, services, or construction specified herein. Service Provider must have adequate organization, facilities, equipment, and personnel to ensure prompt and efficient service to City. The City reserves the right to inspect the facilities, equipment, personnel and organization or to take any other action necessary to determine ability to perform in accordance with specifications, terms and conditions. The City will determine whether the evidence of ability to perform is satisfactory and reserves the right to reject responses where evidence or evaluation is determined to indicate inability to perform. The City reserves the right to consider a Service Provider's history of any and all types of citations and/or violations, including those relating to suspensions, debarments, or environmental regulations in determining responsibility. Service Provider should submit with its solicitation response a complete history of all citations and/or violations notices and dispositions thereof. Failure of a Service Provider to submit such information may be grounds for termination of any contract awarded to successful Service Provider. Service Provider shall notify the City immediately of notice of any citations or violations which they may receive after the opening date and during the time of performance under any contract awarded to them.

**34. RELATED EXPENSES/TRAVEL EXPENSES:** All costs are to be included in your Proposal. The City will not accept any additional costs.

**35. RESERVATION FOR AWARD AND REJECTION OF PROPOSAL:** The City reserves the right to accept or reject any or all Proposals, part of proposals, and to waive minor irregularities or variations to specifications contained in proposals, and minor irregularities in the RFP process. The City also reserves the right to award the contract on a split order basis; lump sum basis, individual item basis, or such combination as shall best serve the interest of the City. The City reserves the right to make an award to the responsive and responsible Proposer whose product or service meets the terms, conditions, and specifications of the RFP and whose proposal is considered to best serve the City's interest. In determining the responsiveness of the offer and the responsibility of the Proposer, the following shall be considered when applicable: the ability, capacity and skill of the Proposer to perform as required; whether the Proposer can perform promptly, or within the time specified, without delay or interference; the character, integrity, reputation, judgment, experience and efficiency of the Proposer; the quality of past performance by the Proposer; the previous and existing compliance by the Proposer with related laws and ordinances; the sufficiency of the Proposer's financial resources; the availability, quality and adaptability of the Proposer's supplies or services to the required use; the ability of the Proposer to provide future maintenance, service or parts; the number and scope of conditions attached to the RFP.

**36. RIGHTS TO INVESTIGATE AND AUDIT: OFFICE OF THE INSPECTOR GENERAL -** The Inspector General of the State of Georgia has the authority to investigate and audit matters relating to the negotiation and performance of any awarded contract and in furtherance thereof may demand and obtain records and testimony from the Proposer. The Proposer understands and agrees that in addition to all other remedies and consequences provided by law, the failure of the Proposer to fully cooperate with the Inspector General when requested may be deemed by the City to be a material breach of any contract entered into with

RFP-26

RFP NO.: RFP-0010-25  
Sidewalk Design Services

the Proposer as justification for termination.

- 37. SCRUTINIZED COMPANIES:** Georgia law specifies that certain suppliers identified as “Scrutinized Companies” are ineligible to bid on state entity procurements. Please refer to O.C.G.A. § 50-5-84 “Scrutinized Companies” Conducting Business Operations in Sudan, O.C.G.A. § 50-5-84.1 “Scrutinized Companies” Owned by the Government of Russia or Belarus, and O.C.G.A. § 50-5-84.2 “Scrutinized Companies” Owned by the Government of China for additional information. This is applicable for contracts worth \$100,000.00 or more.

Any supplier that has, or has had within the last three years, any business activities or other operations outside of the United States must certify that it is not a "scrutinized company". A "scrutinized company" is a company conducting business operations in Sudan that is involved in power production activities, mineral extraction activities, oil related activities, or the production of military equipment, but excludes a company which can demonstrate any of the exceptions noted in (O.C.G.A.) Section 50-5-84. Suppliers will be prompted to certify their status as part of the bidding process. If the supplier is a "scrutinized company", the supplier shall not be eligible to bid on or submit a proposal for a contract with the state entity unless the City makes a determination in accordance with (O.C.G.A.) Section 50-5-84 that it is in the best interest of the state to permit the scrutinized company to submit a bid or proposal. Any scrutinized company desiring the City to make such a determination must contact the City in writing via email at [Procurement@stonecrestga.gov](mailto:Procurement@stonecrestga.gov). The written request must include the company's name, a description of the request, and identification of the solicitation to which the supplier desires to submit a response.

False certification by a supplier as to its status as a scrutinized company may result in civil penalties, contract termination, ineligibility to bid on state contracts for three or more years, and/or any other available remedy. In the event the procurement professional has reason to believe a supplier has made a false certification, the procurement professional must report the information to Procurement Official. by submitting an email to [Procurement@stonecrestga.gov](mailto:Procurement@stonecrestga.gov).

**Anti-Boycott of Israel Activities:** Pursuant to O.C.G.A. § 50-5-85 This is applicable for contracts worth \$100,000.00 or more with a company that employs more than five persons, unless the contract includes a written certification that such company is not currently engaged in and agrees for the duration of the contract not to engage in, a boycott of Israel, as amended.

- 38. STATE OF GEORGIA DIVISION OF CORPORATIONS REQUIREMENTS:** It is the Proposer's responsibility to comply with all state and local business requirements. All corporations and partnerships must have the authority to transact business in the State of Georgia and be in good standing with the Georgia Secretary of State. For further information, contact the Georgia Corporations Division.

The City will review the Proposer's business status based on the information provided in response to this solicitation. If the Proposer is an out-of-state or foreign corporation or partnership, the Proposer should obtain the authority to conduct business in the State of Georgia.

- 39. TAXES:** The City is exempt from Federal Excise and State Sales taxes. Proposer doing business with the City shall **not** be exempted from paying sales tax to their suppliers for materials to fulfill contractual obligations with the City *unless an exemption is available to the Proposer*, nor shall any Proposer be authorized to use the City's Tax Exemption Number in securing such materials.

RFP-27

RFP NO.: RFP-0010-25  
Sidewalk Design Services

**40. TAXPAYER IDENTIFICATION FORM:** Prior to the execution of an agreement for the contemplated services, the selected Proposer will complete a Request for Taxpayer Identification Number and Certification Form (IRS Form W-9). The City will not make payment against the agreement until it has received the properly completed form.

**41. TERMINATION:**

**Availability of Funds:** If the term of this contract extends beyond a single fiscal year of the City, the continuation of this contract beyond the end of any fiscal year shall be subject to the availability of funds from the City. The City Council shall be the final authority as to availability of funds and how such available funds are to be allotted and expended. In the event funds for this project/purchase are not made available or otherwise allocated, the City may terminate this contract upon thirty (30) days prior written notice to the Service Provider.

**For Cause:** If, through any cause, the Service Provider shall fail to fulfill in a timely and proper manner its obligations under this Contract, or if the Service Provider shall violate any of the provisions of this Contract, the City may upon ten (10) days prior written notice to the Contractor terminate the right of the Service Provider to proceed under this Contract, or with such part or parts of the Contract as to which there has been default, and may hold the Service Provider liable for any damages caused to the City by reason of such default and termination. In the event of such termination, any completed services performed by the Service Provider under this Contract shall, at the option of the City, become the City's property and the Service Provider shall be entitled to receive equitable compensation for any work completed to the satisfaction of the City. The Service Provider, however, shall not be relieved of liability to the City for damages sustained by the City by reason of any breach of the Contract by the Service Provider, and the City may withhold any payments to the Service Provider for the purpose of setoff until such time as the amount of damages due to the City from the Service Provider can be determined.

**For Convenience:** The City reserves the right, in its best interest as determined by the City, to cancel the contract by giving written notice to the Service Provider thirty (30) days prior to the effective date of such cancellation.

**Non-Performance:** The Awarding Authority may terminate the contract for cause if the party in breach has not corrected the breach within ten (10) days after written notice from the aggrieved party identifying the breach. Cause for termination shall include, but not be limited to, failure to suitably perform the work, failure to suitably deliver goods in accordance with the specifications and instructions in this solicitation, failure to continuously perform the work in a manner calculated to meet or accomplish the objectives of the City as set forth in this solicitation, or multiple breach of the provisions of this solicitation notwithstanding whether any such breach was previously waived or cured.

**42. WITHDRAWALS:** Any Proposer may, without prejudice to himself, withdraw his bid at any time prior to the expiration of the time during which proposals may be submitted. Such request for withdrawal must be in writing and signed in the same manner and by the same person who signed the proposal. After expiration of the period for receiving proposals, no proposal can be withdrawn, modified, or explained.

RFP-28

RFP NO.: RFP-0010-25  
Sidewalk Design Services

## IX. SUBMITTAL INSTRUCTIONS AND REQUIREMENTS

Item III. d.

### **PROPOSAL SUBMITTAL INSTRUCTIONS:**

All proposals must be “uploaded” electronically via Bidnet (<https://Bidnetdirect.com/georgia/cityofstonecrest>), prior to the 3:00 pm deadline. Proposal shall be in searchable PDF format, in response to this RFP, prior to the designated Proposal due date and time indicated in the solicitation. The City is not responsible for any late submittals.

Each Proposer must submit a full and complete response to all the items stated in the Evaluation Criteria and must fully comply with all applicable requirements of this Solicitation. Proposers shall use and submit any applicable or required forms provided by the City’s Procurement Department and attach such to their proposal. Failure to use the forms may cause the proposal to be rejected and deemed non-responsive. Any misinterpretation or failure to comply with instructions may lead to a Proposer’s Proposal being rejected. These directions and instructions have equal force and weight with the scope of work, specifications and strict compliance, which is required with all of these provisions.

Proposals must be signed by a person authorized to bind the Proposer to this solicitation, and proof of this authority must be included in the response. Responses must contain a letter or other clear evidence of such authority, and all other information requested or required by this solicitation, or as determined by the City.

Each Proposer is responsible for full and complete compliance with all laws, rules and regulations, which may be applicable.

**NOTE: Price Proposals shall be submitted in response to this solicitation.**

**NOTE: LATE SUBMITTALS AND PAPER BID SUBMITTALS WILL NOT BE ACCEPTED. BIDNET’S PLATFORM WILL NOT ACCEPT LATE SUBMITTALS.**

### **CONFIDENTIAL MATERIAL/OPEN RECORDS AND EXEMPTION**

The City is a public agency subject to Official Code of Georgia Annotated (OCGA) § 50-18-72(20)(A). Upon receipt, all submittals become "public records" and shall be subject to public disclosure consistent with Official Code of Georgia Annotated (O.C.G.A.) § 50-18-72(20)(A). Submittals may be included in a public records request response unless there is a declaration of “confidentiality” pursuant to the public records law and in accordance with the procedures in this section. Any confidential material(s) the Proposer/Proposer Team Member asserts is exempt from public disclosure under O.C.G.A must be labeled as “**Confidential**” and include a brief explanation should be given as to the legal basis for the exemption, must be marked with the specific O.G.C.A code and subsection asserting exemption from Public Records.

City of Stonecrest  
Procurement Department  
3120 Stonecrest Blvd., Suite 190  
Stonecrest, Ga. 30038

Material will not be treated as confidential if the Proposer/Proposer Team Member does not cite the applicable O.C.G.A allowing the document to be treated as confidential. Any materials that the Proposer/Proposer Team Member claims to be confidential and exempt from public records must be marked and separated from the submittal. If the Proposer/Proposer Team Member does not comply with these instructions, the Proposer’s claim for confidentiality will be deemed as waived. Submitting confidential material may impact full discussion of your

RFP-29

RFP NO.: RFP-0010-25  
Sidewalk Design Services

submittal by the Evaluation Committee because the Committee will be unable to discuss the details contained in the documents cloaked as confidential at the publicly noticed Evaluation Committee meeting.

Item III. d.

No information about any submission will be released to the public until thirty (30) days after the process is complete and an agreement has been awarded, or this solicitation has been terminated. All submissions will become the property of the City, and the City is under no obligation to return submissions.

Copyrighted Materials Copyrighted material is not exempt from (O.C.G.A.) § 50-18-72(20)(A). Submission of copyrighted material in response to any solicitation will constitute a license and permission for the City to make copies (including electronic copies) as reasonably necessary for the use by staff and agents, as well as to make the materials available for inspection or production pursuant to (O.C.G.A.) § 50-18-72(20)(A).

## X. PROPOSAL FORMAT AND CONTENT REQUIREMENTS

To expedite the evaluation of proposals, proposals will be organized in the sequence provided below. These instructions are designed to ensure the submission of information essential to the understanding and comprehensive evaluation of the Proposal.

The City deems certain documentation and information important in the determination of responsiveness and for the purpose of evaluating proposals.

The Proposal must address all points outlined in the specifications of this RFP. The Proposal must provide clear and concise information of the Proposer's capability to satisfy the requirements of the RFP. Proposals should seek to avoid information in excess of that requested herein. Proposers should also review the evaluation criteria to ensure responses meet all expectations. The substance of the Proposal will carry more weight than their form or manner of presentation.

The pdf document should be titled with Proposer's name, bid number, and, if the response is submitted in parts, include "Parts # of x".

Interested Proposers are invited to submit one (1) complete Proposal containing the submission in a single file searchable PDF document. Proposal shall be indexed and all pages sequentially numbered, correspond with the table of content, *exclusive of cover*, tabs, dividers, and appendices. Proposal shall be limited to a **maximum of thirty (30) pages**, 8-1/2" x 11" page size, Type size shall not be less than 11-point size font, and margins shall be 1".

### 1. Executive Summary

Provide an Executive Summary which provides a brief narrative highlighting the overall experience and qualifications of the proposer, including proposers understanding and ability to perform the scope of services provided herein. The Executive Summary section is limited to a length of two (2) pages. In addition, provide the following information:

- The firm's name (include any dba names), address, person of contact, phone number, e-mail address.
- Headquarters and parent company locations, office located nearest to Stonecrest, Georgia.
- Identify the office from which the projects will be managed.
- Brief history of firm.
- A statement that firm is independent from the City.
- A statement as to why the firm believes itself to be the best qualified to perform the engagement.

RFP-30

RFP NO.: RFP-0010-25  
Sidewalk Design Services

- A statement that the is firm and irrevocable offer.
- Acknowledgment of addenda if any.

## 2. **Table of Contents**

The table of contents shall outline, in sequential order, the major areas of the proposal. All pages of the proposal, including the enclosures, must be clearly and consecutively numbered and correspond to the contents within the proposal.

## 3. **Profile of Firm**

Provide a brief description of the following:

- Provide a brief profile outlining the Proposer's expertise and experience, including experience performing the services requested herein and number of years of experience.
- Provide a description experience working with State, Federal, County, and/or Municipality governmental entities for similar size and scope of services.
- Provide a description of the Firm's special capabilities, techniques or resources that can contribute to projects of similar size and scope.
- Describe the local availability of personnel that will be assigned to work with the City.
- Point of Contact (POC) name, phone number, e-mail address.

## 4. **Qualifications and Experience of Team:**

The Proposer shall provide a brief description of the team's experience and ability to perform the scope of services herein.

Provide the following:

- Provide information for the key personnel who will be assigned to this project and who will be the primary responsible party performing the scope of services requested herein.
  - Resumes of staff to be assigned to perform the scope of services described herein, include the following;
    - Professional educational background and qualifications relevant to the scope of services described herein. Provide copies of professional engineering/civil engineering license.
    - Highlight relevant specialized experience (professional categories) relevant to performing the scope of services described herein (must be similar in nature, size, complexity and environment type specifically with respects to small organizations and government/municipality agencies).
- Provide a detailed description of Firm's specific project management team, inclusive of sub-consultants anticipated to be utilized and assigned to work under this contract.

RFP-31

RFP NO.: RFP-0010-25  
Sidewalk Design Services

- Identify the roles and responsibilities of the primary team members as they pertain/apply to Project Approach.

#### 5. **Approach**

Proposers shall provide a description of Proposers' approach to accomplishing the scope of services described herein.

- Describe proposers' approach to becoming familiar with City operations.
- Describe proposer's methodology including specific procedures, or techniques to be used in performing the scope of services described herein.
- Provide a description of the process that will be used for ensuring compliance with State, Federal, Local and City regulations and requirements.
- Describe the manner in which the Firm intends to comply with and meet the anticipated deliverables as detailed in the scope of services.
- Provide a timeline schedule showing the proposed milestones for the project design.
- Describe Proposers' approach to the scheduling of work and prioritizing the City's requests.
  - Current workload and capacity.

#### 6. **References: (See Attachment "A" – Proposer's Required Forms)**

Provide a minimum of three (3) client references, two (2) of which shall be municipalities or government for which the firm / individual has performed work of a similar nature to that solicited in this RFP. References shall be for services performed within a five (5) year period (current/past). The client's information shall include, as a minimum: name of company, contact person, address, and telephone number and a general description of the services performed, dates of services, initial costs of work, final costs of work, number of change orders, total completion time from receipt of Notice to Proceed (NTP) to Final Invoice Payment.

#### 7. **Price Proposal: (See Attachment "B" Price Proposal Form)**

Price Proposals shall be submitted "electronically", uploaded as a separate document and labeled as "**Price Proposal**" (Fees). Price proposals will not be the sole or predominate factor of award.

Proposers shall submit a separate cost proposal for each of the sidewalk locations:

1. Salem Road
2. Fairington Road
3. Phillips Road
4. Iris Drive

Price Proposal shall contain all direct and indirect costs relative to performing the services (i.e. out-of-pocket expenses, miscellaneous office supplies, etc.) for each of the term of the agreement including renewal options. Price proposals **will not** be opened until the scheduled Evaluation Committee Meeting. Only the price proposals of the proposers meeting the seventy (70) points requirement will be opened. Negotiations may occur with the top-ranked most qualified firm.

RFP-32

RFP NO.: RFP-0010-25  
Sidewalk Design Services

The criteria for price evaluation shall be based upon the following formula: (Low Price / Proposer's Price) x Price Points = Proposer's Awarded Points.

## X. REQUIRED FORMS

### **REQUIRED FORMS/ATTACHMENTS**

Please make sure all of the forms provided in Attachment "A" – Proposer's Required Forms are complete, signed and included in your proposal submittal. **Please Note: Attachment "A" – Proposer's Required Forms *does not* count towards the proposal thirty (30) pages limitation.**

## XI. EVALUATION AND SELECTION PROCESS

The purpose of the Evaluation Process is to evaluate the Proposals submitted in response to the Request for Proposal (RFP) and to establish the #1 Proposer.

Proposing firms must attain an average score of seventy (70) points or higher on the Proposal to be considered responsive. Should a Proposer receive fewer than seventy (70) points for their average Proposal score, the Proposer will not move forward in the procurement process.

### **1. PROCEDURE FOR RESPONSE EVALUATION AND SELECTION:**

The procedure for response evaluation and selection is as follows:

- a) Preliminary review of the Proposal by the Procurement Department for compliance with the submission requirements of the RFP, including verification that each proposal includes all required documents.
- b) The Evaluation Committee Member (EC) will evaluate each responsive Proposal in Bidnet. Evaluations will be in accordance with the requirements of the RFP.
  - Each EC member shall individually evaluate and award points in accordance with the Evaluation Criteria specified for each of the Categories based on the RFP. The points awarded for each Category will be totaled, ranked, and tabulated as described in Section XXII – Evaluation Criteria to determine the ranking order of the Proposers.
  - A minimum of three (3) firms will be shortlisted based on the ranking order (highest ranked firms).
  - If fewer than three (3) Responsive Proposals are received, the EC will recommend the Responsive Proposals they deem most highly qualified to be short-listed.
- c) At the committee's option, the Proposer's may be required to participate in presentations and/or an interview session. Oral presentations are to support what has been provided in the Proposal by each Proposer's and to exhibit and otherwise demonstrate and clarify and expand on the information contained therein.
- c) The City reserves the right, where it may serve the City's best interest, to request additional information and clarification from Proposer's.
- d) The EC may, at its sole discretion, shortlist the Proposer's.
- e) The EC shall make a recommendation. The EC may submit a recommended Proposer or shortlist the top firms and may require presentations by the highest ranked firms.
- f) The Procurement Official may submit a recommended Proposer or "shortlist" of a combination to the City Council, and may require presentations by the highest ranked firms to the City Council.

RFP-33

RFP NO.: RFP-0010-25  
Sidewalk Design Services

- g) If the City is unsuccessful in negotiating a Contract with the highest ranked Proposer, the City will negotiate a Contract with the next highest ranked firm (if needed).

The Procurement Department will present a recommendation for award to the City Council. The City shall be the sole judge of its own best interests, the proposals, and the resulting negotiated agreement (if applicable). The City's decisions will be final.

In general, the City wishes to avoid the expense to the City and to Proposers of unnecessary oral presentations/interviews. Therefore, the City will make every reasonable effort to achieve the ranking using written submittals alone. If oral presentations/interviews are scheduled with the Proposer(s), additional information will be provided to the top ranked firms.

2. **POINTS:**

1. Each Committee member will award points according to the Evaluation Criteria described in each Category for the Phase I and Phase II (if necessary) evaluation processes. The points indicated as Points Possible are the maximum that may be awarded for each Category. The points awarded for each Category will be totaled to achieve the Total Points awarded to each Proposer. The Proposer with the greatest cumulative of Total Points for the applicable phase will be ranked number 1, the next greatest total ranked number 2, etc.

A number 1 ranking is one point; a number 2 ranking is two points, etc. The individual scoring points from each committee member will be tabulated to arrive at the overall committee ranking.

The Proposer with the lowest total of ranking points will be the number 1 (top) ranked Proposer, the next lowest will be number 2, etc. The committee tabulation of the ranking points shall be the basis for determining the ranking order of the Proposers.

2. **Tie Proposals:**

Whenever a tie occurs for the top-ranking position after the Phase 2 evaluation, a Best and Final Offer will be requested from the top ranked Proposers. The Auditor Selection Committee will rescore using the method described in 1.

3. **Sole Proposal:**

In the event there is a sole Proposer, the Auditor Selection Committee shall evaluate the sole response, and provide a written determination whether the proposal meets the needs of the City and such Proposer is recommended for award.

## XII. EVALUATION CRITERIA

1	<p><b><u>Profile of Firm</u></b></p> <ul style="list-style-type: none"> <li>• Provide a brief profile outlining the Proposer's expertise and experience, including experience performing the services requested herein and number of years of experience.</li> <li>• Provide a description experience working with State, Federal, County, and/or Municipality governmental entities for similar size and scope of services.</li> <li>• Provide a description of the Firm's special capabilities, techniques or resources that can contribute to projects of similar size and scope.</li> <li>• Describe the local availability of personnel that will be assigned to work with the City.</li> <li>• Point of Contact (POC) name, phone number, e-mail address.</li> </ul>	<p><u>25</u> Possible Max. Points</p>
2	<p><b><u>Qualifications and Experience of Firm/Team/Individual:</u></b> The Proposer shall provide a brief description of the team's experience and ability to perform the scope of services herein.</p> <p><u>Provide the following:</u></p> <ul style="list-style-type: none"> <li>• Provide information for the key personnel who will be assigned to this project and who will be the primary responsible party performing the scope of services requested herein. <ul style="list-style-type: none"> <li>○ Resumes of staff to be assigned to perform the scope of services described herein, include the following;</li> <li>○ Professional educational background and qualifications relevant to the scope of services described herein.</li> <li>○ Highlight relevant specialized experience (professional categories) relevant to performing the scope of services described herein (must be similar in nature, size, complexity and environment type specifically with respects to small organizations and government/municipality agencies).</li> </ul> </li> <li>• Provide a detailed description of Firm's specific project management team, inclusive of sub-consultants anticipated to be utilized and assigned to work under this contract.</li> <li>• Identify the roles and responsibilities of the primary team members as they pertain/apply to the Project Approach.</li> </ul>	<p><u>30</u> Possible Max. Points</p>

RFP-35

RFP NO.: RFP-0010-25  
Sidewalk Design Services

3	<p><b>Approach</b>                  Proposers shall provide a description of Proposers’ approach to accomplishing the scope of services described herein.</p> <ul style="list-style-type: none"> <li>• Describe proposers’ approach to becoming familiar with City operations.</li> <li>• Describe proposer’s methodology including specific procedures, or techniques to be used in performing the scope of services described herein.</li> <li>• Provide a description of the process that will be used for ensuring compliance with State, Federal, Local and City regulations and requirements.</li> <li>• Describe the manner in which the Firm intends to comply with and meet the anticipated deliverables as detailed in the scope of services.</li> <li>• Provide a timeline schedule showing the proposed milestones for the project design.</li> <li>• Describe Proposers’ approach to the scheduling of work and prioritizing the City’s requests.                         <ul style="list-style-type: none"> <li>○ Current workload and capacity.</li> </ul> </li> </ul>	<p style="text-align: center;"><u>25</u> Possible Max. Points</p>
4	<p><b>References:</b> Provide a minimum of three (3) client references, two (2) of which shall be municipalities for which the firm / individual has performed work of a similar nature to that solicited in the RFP. References shall be for services performed within a five (5) year period (current/past). <b>(All Firms that submit the required references will automatically receive 5 Points)</b></p>	<p style="text-align: center;"><u>5</u> Points</p>
5	<p><b>Price Proposal (Fees):</b> (Low Price / Proposer's Price) x Price Points = Proposer’s Awarded Points.</p>	<p style="text-align: center;"><u>20</u> Possible Max. Points</p>
6	<p><b>Oral Presentations: (if applicable)</b></p>	
<b>TOTAL POINTS:</b>		<b>100 Points</b>

Proposal's will be evaluated on a "best value" basis using the stated evaluation criteria listed below.

Point Value	Outstanding	Excellent	Good	Fair	Inadequate	Failed/ No Proposal
35	31-35	24-30	15-23	8-14	1-7	0
30	26-30	20-25	15-19	8-14	1-6	0
25	21-25	16-20	11-15	6-10	1-5	0
20	17-20	13-16	9-12	5-8	1-4	0
15	13-15	10-12	7-9	4-6	1-3	0
10	10	8-9	6-7	4-5	1-3	0
5	5	4	3	2	1-0	0



# ATTACHMENT “A”

## PROPOSER’S REQUIRED FORMS

Proposers are instructed to read and follow the instructions carefully, as any misinterpretation or failure to comply with instructions may lead to a Proposer’s submittal being deemed non-responsive, non-responsible and may be rejected.

Proposer **MUST** submit its bid response electronically and **MUST** confirm its submittal in order for the City to receive a valid response through *Bidnet*.



### PROPOSERS CHECKLIST

Proposer’s are expected to examine this RFP form, attached drawings, specifications, if any, and all instructions. Failure to do so will be at the Proposer’s risk.

All notations must be in ink or typewritten. No erasure permitted. Mistakes may be crossed out and corrections typed adjacent and must be initialed and dated in ink by the person signing the RFP. All Proposals must be signed with the firm name and by a responsible officer or employee. Obligations assumed by such signature must be fulfilled.

Each Proposer shall furnish the information required in accordance with the RFP solicitation and Attachment “A” Proposer’s Required Forms.

Proposer’s must complete, sign and submit with their Proposals, all forms herein. Failure to submit these forms will render such proposal’s responses non-responsive.

#### PROPOSAL CHECK LIST:

Proposers are cautioned to check their proposal very carefully, using the following checklist:

- \_\_\_\_\_ Proposer’s Certification Page signed and notarized
- \_\_\_\_\_ All required forms completed, signed and notarized (as applicable)
- \_\_\_\_\_ Price Proposal Form, including Hourly Rate.
- \_\_\_\_\_ Proposal Electronically submitted as specified

It is the Proposer’s responsibility to check Bidnet prior to submitting a bid response to ascertain if any addenda have been issued, to obtain such addenda and return signed addenda with the bid.



### PROPOSER'S CERTIFICATION

I have carefully examined the Request for Proposal (RFP), Instructions to Proposers, General Terms and Conditions, Scope of Services, Proposal Submittal Instructions and any other documents accompanying or made a part of this RFP.

I hereby propose to furnish the goods or services specified in the Request for Proposal (RFP) at the prices or rates quoted in my proposal. I agree that my price proposal will remain firm for a period of up to One Hundred and Twenty (120) days in order to allow the City adequate time to evaluate the responses. Furthermore, I agree to abide by all conditions of the RFP.

I certify that all information contained in this proposal is truthful to the best of my knowledge and belief. I further certify that I am duly authorized to submit this proposal on behalf of the Proposer as its act and deed and that the Firm is ready, willing and able to perform if awarded the bid.

I further certify that this bid is made without prior understanding, agreement, connection, discussion, or collusion with any person, firm or corporation submitting a proposal for the same product or service; no officer, employee or agent of the City of Stonecrest or of any other Proposer interested in said RFP; and that the undersigned executed this Proposer's Certification with full knowledge and understanding of the matters therein contained and was duly authorized to do so.

NAME OF BUSINESS

E-MAIL ADDRESS

**BY:** \_\_\_\_\_  
SIGNATURE OF AUTHORIZED OFFICER OR AGENT

PRINTED NAME AND TITLE

MAILING ADDRESS

CITY, STATE, ZIP CODE

TELEPHONE NUMBER

TYPE: \_\_\_\_\_

\_\_\_\_\_, who is (who are) personally known to me or who has produced \_\_\_\_\_ as identification and who did (did not) take an oath.

Notary Public Signature

(SEAL)

Notary Name, Printed, Typed or Stamped

Commission Number: \_\_\_\_\_ Commission Expires: \_\_\_\_\_



### STATEMENT OF QUALIFICATIONS

**Please Note:** All fields below must be completed. If the field does not apply to you, please note N/A in that field.

If you are a foreign corporation, you may be required to obtain a certificate from the Georgia Department of Revenue (<https://dor.georgia.gov/taxes/register-new-business-georgia>).

Company Name: (Legal Registration): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone No. \_\_\_\_\_ FAX No. \_\_\_\_\_ Email: \_\_\_\_\_

**Does your firm qualify for SBE MBE or WBE status:** SBE  MBE  WBE  LOCAL

**ADDENDUM ACKNOWLEDGEMENT** - Bidder acknowledges that the following addenda have been received and are included in the bid submittal:

<u>Addendum No.</u>	<u>Date Issued</u>	<u>Addendum No.</u>	<u>Date Issued</u>	<u>Addendum No.</u>	<u>Date Issued</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

**VARIANCES:** State any variations to specifications, terms and conditions in the space provided below or reference in the space provided below all variances contained on other pages of RFP, attachments or RFP pages. No variations or exceptions by the Proposer will be deemed to be part of the proposal submitted unless such variation or exception is listed and contained within the proposal documents and referenced in the space provided below. If no statement is contained in the below space, it is hereby implied that your proposal submittal complies with the full scope of this solicitation. If this section does not apply to your proposal, simply mark N/A. **If Bidder is requesting any variation(s) or exception(s) to the specifications, terms and conditions, you must submit a written statement with your bid submittal.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The below signatory hereby agrees to furnish the following article(s) or services at the price(s) and terms stated subject to all instructions, conditions, specifications addenda, legal advertisement, and conditions contained in the bid/proposal. I have read all attachments including the specifications and fully understand what is required. By submitting this signed bid I will accept a contract if approved by the City and such acceptance covers all terms, conditions, and specifications of this bid. The below signatory also hereby agrees, by virtue of submitting or attempting to submit a response, hereby agrees that in no event shall the City’s liability for respondent’s indirect, incidental, consequential, special or exemplary damages, expenses, or lost profits arising out of this competitive solicitation process, including but not limited to public advertisement, bid conferences, site visits, evaluations, oral presentations, or award proceedings. This limitation shall not apply to claims arising under any provision of indemnification or the City’s protest ordinance contained in this competitive solicitation.

**Submitted By:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_



### AUTHORIZED SIGNATORIES

The Bidder/Proposer represents that the following *principals* are authorized to sign bids, proposals, negotiate, and/or sign contracts and related documents to which the bidder/proposer will be duly bond. Principal is defined as an employee, officer, or other technical or professional in a position capable of substantially influencing the development or outcome of an activity required to perform the covered transaction.

Name	Title	Telephone Number

\_\_\_\_\_ Date: \_\_\_\_\_

Authorized Signature / Name \_\_\_\_\_

\_\_\_\_\_ Federal Employer I.D. No. (FEIN): \_\_\_\_\_

Title \_\_\_\_\_

\_\_\_\_\_ Dun and Bradstreet No.: \_\_\_\_\_

\_\_\_\_\_ Website Address: \_\_\_\_\_

Legal Business Name \_\_\_\_\_

Principal Place of Business Address: \_\_\_\_\_

(City/County/State)

Telephone Number: \_\_\_\_\_

Type of Business/Organization (check appropriate box):

- (a)  Sole Proprietorship  Partnership  Non-Profit  Joint Venture  Corporation
- Other - Specify \_\_\_\_\_

(b) State of Incorporation: \_\_\_\_\_

### JOINT VENTURE FIRMS

Joint venture firms must complete and submit with their Bid/Proposal Response this form. Include a copy of the formal written and executed Joint Venture Agreement between all joint venture parties. This joint venture agreement must be executed and indicate the parties "respective roles, responsibilities, and levels of participation for the project. If proposing as a Joint Venture, the Joint Venture shall obtain and maintain all contractually required insurance in the name of the Joint Venture as required by the Contract. Individual insurance in the name of the parties to the Joint Venture will not be accepted. Failure to timely submit the required form along with the formal written and executed Joint Venture Agreement may result in disqualification of your Bid/Proposal Response.



### PURCHASING POLICY ADDENDUM

I, \_\_\_\_\_, hereby certify that I have received a copy of the City of Stonecrest, GA, Purchasing Policy which can be found at <https://www.stonecrestga.gov/Procurement.aspx> and agree to comply with all requirements of the City of Stonecrest, GA Purchasing Policy to the extent the policy is applicable to the undersigned.

THIS CERTIFICATION is submitted by \_\_\_\_\_ the \_\_\_\_\_  
(Authorized Officer or Agent Print) (Title)  
of \_\_\_\_\_  
(Name of Company)

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE



## CONFLICT OF INTEREST DISCLOSURE FORM

### **Purpose**

This Conflict-of-Interest Disclosure form is provided to assist Proposer’s in screening for potential organizational conflicts of interest. The award of this contract is subject to the State of Georgia Purchasing Act relating and O.C.G.A Conflict-of-Interest Disclosure requirements.

**Term:** The term “Conflict of Interest” refers to situations in which financial or other personal consideration may adversely affect or have the appearance of adversely affecting an employee’s professional judgement in exercising any City duty or responsibility in administration, management, instruction, research, or other professional activities.

All Proposers **MUST** disclose with their proposal the name of any officer, director, agent, or any relative of an officer, director or agent who is also an employee of the City. Further, all Proposers must disclose the name of any employee who owns, directly or indirectly, an interest of five percent (5%) or more in the Proposers company, firm or any of its subsidiaries. The Conflict-of-Interest Disclosure Form **MUST** be submitted along with your proposal submittal.

Please check one of the following statements and attach additional documentation if necessary:

\_\_\_\_\_ To the best of our knowledge, the undersigned firm has no potential conflict of interest due to any other Cities, Counties, contracts, or property interest for this Qualification.

\_\_\_\_\_ The undersigned firm, by attachment to this form, submits information which may be a potential conflict of interest due to other Cities, Counties, contracts, or property interest for this Qualification.

### **ACKNOWLEDGED BY:**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Company/Firm Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Date: \_\_\_\_\_



**AFFIDAVIT VERIFYING STATUS FOR CITY PUBLIC BENEFIT APPLICATION**

By executing this affidavit under oath, as an applicant for a City of Stonecrest, Georgia Business License or Occupation Tax Certificate, Alcohol License, Taxi Permit, execution of contract or other public benefit as referenced in O.C.G.A. § 50-36-1, I am stating the following with respect to my application for a City of Stonecrest license/permit and /or contract for

\_\_\_\_\_  
[Name of natural person applying on behalf of individual, business, corporation, partnership, or other private entity]:

1. \_\_\_\_\_ I am a United States citizen

**OR**

2. \_\_\_\_\_ I am a legal permanent resident 18 years of age or older or I am an otherwise qualified alien or non-immigrant under the Federal Immigration and Nationality Act 18 years of age or older and lawfully present in the United States. \*

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of O.C.G.A. § 16-10-20.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

\* Alien Registration number for non-citizens: \_\_\_\_\_

**\*\* PLEASE INCLUDE A COPY OF YOUR PERMANENT RESIDENT CARD, EMPLOYMENT AUTHORIZATION, GREEN CARD, PASSPORT WITH A COPY OF YOUR DRIVER LICENSE, OR OTHER DOCUMENTATION AS ALLOWED UNDER THE LAW IF YOU ARE A LEGAL PERMANENT RESIDENT (No. 2).**

\* Note: O.C.G.A. § 50-36-1(e)(2) requires that aliens under the Federal Immigration and Nationality Act, Title 8 U.S.C., as amended, provide their alien registration number. Because legal permanent residents are included in the Federal definition of "alien", legal permanent residents must also provide their alien registration number. Qualified aliens that do not have an alien registration number may supply another identifying number below:

Other Identifying Number: \_\_\_\_\_

\_\_\_\_\_, who is (who are) personally known to me or who has produced \_\_\_\_\_ as identification and who did (did not) take an oath.

\_\_\_\_\_  
Notary Public Signature

\_\_\_\_\_  
Commission Number

**(SEAL)**

\_\_\_\_\_  
Notary Name, Printed, Typed or Stamped

\_\_\_\_\_  
Commission Expires



### DRUG-FREE WORKPLACE

The undersigned certifies that the provisions of the Official Code of Georgia Annotated (O.C.G.A.) Sections 50-24-1 through 50-24-6 of, relating to the “Drug-free Workplace Act”, have been complied with in full.

The undersigned further certifies that:

- (1) A drug-free workplace will be provided for the Contractor’s employees during the performance of the Contract; and
- (2) Each Contractor who hires a subcontractor to work in a drug-free workplace shall secure from the subcontractor the following written certification:

“As part of the subcontracting agreement with \_\_\_\_\_  
(Contractor),  
 \_\_\_\_\_ 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 subsection (b) of O.C.G.A. Section 50-24-03.”

Also, the undersigned further certifies that he/she 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.

THIS CERTIFICATION is submitted by \_\_\_\_\_ the \_\_\_\_\_  
(Authorized Officer or Agent Print) (Title)  
 of \_\_\_\_\_  
(Name of Company)

\_\_\_\_\_  
 Signature Date

\_\_\_\_\_, who is (who are) personally known to me or who has produced \_\_\_\_\_ as identification and who did (did not) take an oath.

\_\_\_\_\_  
Notary Public Signature

\_\_\_\_\_  
Notary Name, Printed, Typed or Stamped

Commission Number: \_\_\_\_\_

Commission Expires: \_\_\_\_\_

**(SEAL)**



### GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT “E-VERIFY”

Contractor(s) Name: \_\_\_\_\_

Address: \_\_\_\_\_

By executing this affidavit, the undersigned person or entity verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm, or corporation which is registered with, is authorized to participate in, and is participating in the federal work authorization program commonly known as E-Verify,\* in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91.

The undersigned person or entity further agrees that it will continue to use the federal work authorization program throughout the contract period, and it will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the undersigned with the information required by O.C.G.A. § 13-10-91(b).

The undersigned person or entity further agrees to maintain records of such compliance and provide a copy of each such verification to the City of Stonecrest within five (5) business days after any subcontractor(s) is/are retained to perform such service.

\_\_\_\_\_  
E Verify™ Company Identification Number

\_\_\_\_\_  
Date of Authorization

**BY:** \_\_\_\_\_  
(Authorized Officer or Agent)

\_\_\_\_\_  
Title

Date: \_\_\_\_\_

\* or any subsequent replacement operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603.

Other Identifying Number: \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_, by \_\_\_\_\_, who is (who are) personally known to me or who has produced \_\_\_\_\_ as identification and who did (did not) take an oath.

\_\_\_\_\_  
Notary Public Signature

(SEAL)

\_\_\_\_\_  
Notary Name, Printed, Typed or Stamped

Commission Number: \_\_\_\_\_ Commission Expires: \_\_\_\_\_



**Subcontractor Affidavit under O.C.G.A. § 13-10-91(b)(3)**

By executing this affidavit, the undersigned subcontractor 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 under a contract with (name of contractor) on behalf of (name of public employer) 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 subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the subcontractor with the information required by O.C.G.A. § 13-10-91(b). Additionally, the undersigned subcontractor will forward notice of the receipt of an affidavit from a sub-subcontractor to the contractor within five business days of receipt. If the undersigned subcontractor receives notice that a sub-subcontractor has received an affidavit from any other contracted sub-subcontractor, the undersigned subcontractor must forward, within five business days of receipt, a copy of the notice to the contractor. Subcontractor 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 Subcontractor

\_\_\_\_\_   
 Name of Project

\_\_\_\_\_   
 Name of Public Employer

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_, by \_\_\_\_\_, who is (who are) personally known to me or who has produced \_\_\_\_\_ as identification and who did (did not) take an oath.

(SEAL)

\_\_\_\_\_   
 Notary Public Signature

\_\_\_\_\_   
 Notary Name, Printed, Typed or Stamped

Commission Number: \_\_\_\_\_

Commission Expires: \_\_\_\_\_







**VENDOR CERTIFICATION REGARDING  
SCRUTINIZED COMPANIES LIST**

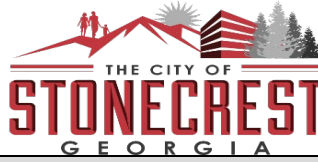
Respondent Vendor Name: \_\_\_\_\_  
Vendor FEIN: \_\_\_\_\_  
Vendor's Authorized Representative Name and Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_

Georgia law specifies that certain suppliers identified as "Scrutinized Companies" are ineligible to bid on state entity procurements. Please refer to O.C.G.A. § 50-5-84 "Scrutinized Companies" Conducting Business Operations in Sudan, O.C.G.A. § 50-5-84.1 "Scrutinized Companies" Owned by the Government of Russia or Belarus, and O.C.G.A. § 50-5-84.2 "Scrutinized Companies" Owned by the Government of China for additional information. This is applicable for contracts worth \$100,000.00 or more.

As the person authorized to sign on behalf of Respondent, I hereby certify that the company identified above in the section entitled "Respondent Vendor Name" is not listed on either the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or the Scrutinized Companies that Boycott Israel List. I further certify that the company is not engaged in a boycott of Israel. I understand that pursuant to O.C.G.A. § 50-5-84 the submission of a false certification may subject company to civil penalties, attorney's fees, and/or costs.

**CERTIFIED BY:**

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_



**INSURANCE**

**PROPOSER MUST SUBMIT PROOF OF INSURABILITY WITH THEIR PROPOSAL TO BE CONSIDERED RESPONSIBLE TO THIS SOLICITATION.**

The successful firm or individual entering a resulting contract with the City shall provide, pay for and maintain in full force and affect at all times during the services to be performed insurance as set forth below: (This may be modified, as the City deems appropriate)

The successful Proposer must maintain in full force and effect, during the life of this engagement. Certificates of liability insurance, satisfactory to the City shall be furnished to the City immediately upon commencement of any services, with complete copies of policies to be furnished upon the City’s request. Such certificates of insurance will provide the City with thirty (30) days prior written notice of any cancellation or non-renewal.

**BIDDER REQUIRED REFERENCES**

The Bidder shall provide three (3) references specific to providing Sidewalk Design Services in the State of Georgia. At least Two (2) reference shall be a local, county, state, or federal entity. **FAILURE TO SUBMIT REFERENCES WITH BID RESPONSE WILL RESULT IN BIDDER BEING DEEMED NON-RESPONSIVE.**

Services must be for similar scope of services, similar to the requirements of the solicitation this solicitation, specifications, and scope of work.

**Include the owner’s name, address, phone number, and current e-mail address.**

*Note: Do not include proposed team members or parent/subsidiary/affiliated companies as references in your submittals.*

**A. PRIME BIDDER’S NAME:** \_\_\_\_\_

**CLIENT NO. 1 - Name of company/firm to be contacted:** \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone No: (\_\_\_\_) \_\_\_\_\_

Contact E-Mail Address: \_\_\_\_\_

Project Performance Period: \_\_\_\_\_ to \_\_\_\_\_  
(Dates should be in mm/yy format)

Project Name: \_\_\_\_\_

Location of Project: \_\_\_\_\_

Description of the overall scope: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Description of work that was self-performed by Bidder:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**CLIENT NO. 2** - Name of company/firm to be contacted: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone No: (\_\_\_\_) \_\_\_\_\_

Contact E-Mail Address: \_\_\_\_\_

Project Performance Period: \_\_\_\_\_ to \_\_\_\_\_  
(Dates should be in mm/yy format)

Project Name: \_\_\_\_\_

Location of Project: \_\_\_\_\_

Description of the overall scope: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Description of work that was self-performed by Bidder:

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**ATTACHMENT "B"  
PROJECT NO. 1  
SALEM ROAD**

**PRICE PROPOSAL FORM**

**ALL PRICES SHALL REMAIN VALID FOR ONE HUNDRED AND TWENTY (120)  
DAYS AFTER BID OPENING.**

**RFP NO.:** RFP-0010-25, Sidewalk Design Services

Prices shall contain all costs to include labor, equipment, supplies, tools, transportation, overhead, general and administrative, incidental expenses, operating margin and sub consultant costs (if any).

The price(s) will apply for the entire term of the agreement. The price(s) provided must be stated specifically in dollars and cents, NOT a percentage increase. If a "0" (zero) is entered, then that is the fee that the Proposer will receive if awarded this agreement. If a space is left blank, or a space is marked N/A, or the Department's Attachment "B" - Price Proposal Form is not utilized by the Bidder, the bid shall be considered non-responsive.

- **Do Not Re-Create, Modify or Replace the Department's Attachment "B" – Price Proposal Form with your own version.**

**ACKNOWLEDGEMENT:** I certify that I have read and agree to abide by all terms and conditions of this solicitation and that I am authorized to sign for the bidder. I certify that the Price Proposal submitted is made in conformance with all requirements of the solicitation. In submitting a response, the proposer acknowledges they have read and agree to the solicitation terms and conditions and their submission is made in conformance with those terms and conditions.

Company Name: \_\_\_\_\_

FEID #: \_\_\_\_\_

Address: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Printed / Typed: \_\_\_\_\_ Title: \_\_\_\_\_

E-mail: \_\_\_\_\_

Date: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

B-1

RFP-0010-25  
Sidewalk Design Services  
PROJECT NO. 1 – SALEM ROAD

This section of the Proposal should contain all pricing information related to performing design services as described in this Request for Proposal (RFP).

Cost shall include staffing rates, all required, equipment, tools, machines, software, and out-of-pocket expenses as defined in the Scope of Services. Expenses are considered job overhead costs and are not billable.

**SALEM ROAD SIDEWALK DESIGN PROJECT: Sidewalk Length – 1700 ft**

DELIVERABLES	TOTAL COST
1. Construction Plans for Bid (Including plan views, profile views, cross sections, erosion control details, utility plans, and construction details)	\$
2. Specifications	\$
3. Scope of Work of Bid	\$
4. Engineering Cost Estimate	\$
5. GDOT Encroachment Permit (where applicable)	\$
6. Utility Coordination before and during construction	\$
<b>TOTAL COST:</b>	\$



**ATTACHMENT "B"  
PROJECT NO. 2  
FAIRINGTON ROAD (PHASE II)**

PRICE PROPOSAL FORM  
ALL PRICES SHALL REMAIN VALID FOR ONE HUNDRED AND TWENTY (120)  
DAYS AFTER BID OPENING.

**RFP NO.:** RFP-0010-25, Sidewalk Design Services

Prices shall contain all costs to include labor, equipment, supplies, tools, transportation, overhead, general and administrative, incidental expenses, operating margin and sub consultant costs (if any).

The price(s) will apply for the entire term of the agreement. The price(s) provided must be stated specifically in dollars and cents, NOT a percentage increase. If a "0" (zero) is entered, then that is the fee that the Proposer will receive if awarded this agreement. If a space is left blank, or a space is marked N/A, or the Department's Attachment "B" - Price Proposal Form is not utilized by the Bidder, the bid shall be considered non-responsive.

- **Do Not Re-Create, Modify or Replace the Department's Attachment "B" – Price Proposal Form with your own version.**

**ACKNOWLEDGEMENT:** I certify that I have read and agree to abide by all terms and conditions of this solicitation and that I am authorized to sign for the bidder. I certify that the Price Proposal submitted is made in conformance with all requirements of the solicitation. In submitting a response, the proposer acknowledges they have read and agree to the solicitation terms and conditions and their submission is made in conformance with those terms and conditions.

Company Name: \_\_\_\_\_

FEID #: \_\_\_\_\_

Address: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Printed / Typed: \_\_\_\_\_ Title: \_\_\_\_\_

E-mail: \_\_\_\_\_

Date: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

B-1

RFP-0010-25  
Sidewalk Design Services  
PROJECT NO. 2 – FAIRINGTON ROAD (PHASE II)

This section of the Proposal should contain all pricing information related to performing design services as described in this Request for Proposal (RFP).

Cost shall include staffing rates, all required equipment, tools, machines, software, and out-of-pocket expenses as defined in the Scope of Services. Expenses are considered job overhead costs and are not billable.

**FAIRINGTON ROAD (PHASE II) SIDEWALK DESIGN PROJECT: Sidewalk Length – 1300 ft**

DELIVERABLES	TOTAL COST
1. Construction Plans for Bid (Including plan views, profile views, cross sections, erosion control details, utility plans, and construction details)	\$
2. Specifications	\$
3. Scope of Work of Bid	\$
4. Engineering Cost Estimate	\$
5. GDOT Encroachment Permit (where applicable)	\$
6. Utility Coordination before and during construction	\$
<b>TOTAL COST:</b>	\$



**ATTACHMENT "B"  
PROJECT NO. 3  
PHILLIPS ROAD**

**PRICE PROPOSAL FORM**

**ALL PRICES SHALL REMAIN VALID FOR ONE HUNDRED AND TWENTY (120)  
DAYS AFTER BID OPENING.**

**RFP NO.:** RFP-0010-25, Sidewalk Design Services

Prices shall contain all costs to include labor, equipment, supplies, tools, transportation, overhead, general and administrative, incidental expenses, operating margin and sub consultant costs (if any).

The price(s) will apply for the entire term of the agreement. The price(s) provided must be stated specifically in dollars and cents, NOT a percentage increase. If a "0" (zero) is entered, then that is the fee that the Proposer will receive if awarded this agreement. If a space is left blank, or a space is marked N/A, or the Department's Attachment "B" - Price Proposal Form is not utilized by the Bidder, the bid shall be considered non-responsive.

- **Do Not Re-Create, Modify or Replace the Department's Attachment "B" – Price Proposal Form with your own version.**

**ACKNOWLEDGEMENT:** I certify that I have read and agree to abide by all terms and conditions of this solicitation and that I am authorized to sign for the bidder. I certify that the Price Proposal submitted is made in conformance with all requirements of the solicitation. In submitting a response, the proposer acknowledges they have read and agree to the solicitation terms and conditions and their submission is made in conformance with those terms and conditions.

Company Name: \_\_\_\_\_

FEID #: \_\_\_\_\_

Address: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Printed / Typed: \_\_\_\_\_ Title: \_\_\_\_\_

E-mail: \_\_\_\_\_

Date: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

B-1

RFP-0010-25  
Sidewalk Design Services  
PROJECT NO. 3 – PHILLIPS ROAD

This section of the Proposal should contain all pricing information related to performing design services as described in this Request for Proposal (RFP).

Costs shall include staffing rates, all required equipment, tools, machines, software, and out-of-pocket expenses as defined in the Scope of Services. Expenses are considered job overhead costs and are not billable.

**PHILLIPS ROAD SIDEWALK DESIGN PROJECT: Sidewalk Length – 700 ft**

DELIVERABLES	TOTAL COST
1. Construction Plans for Bid (Including plan views, profile views, cross sections, erosion control details, utility plans, and construction details)	\$
2. Specifications	\$
3. Scope of Work of Bid	\$
4. Engineering Cost Estimate	\$
5. GDOT Encroachment Permit (where applicable)	\$
6. Utility Coordination before and during construction	\$
<b>TOTAL COST:</b>	\$



**ATTACHMENT “B”  
PROJECT NO. 4  
IRIS DRIVE**

**PRICE PROPOSAL FORM**

ALL PRICES SHALL REMAIN VALID FOR ONE HUNDRED AND TWENTY (120) DAYS AFTER BID OPENING.

**RFP NO.:** RFP-0010-25, Sidewalk Design Services

Prices shall contain all costs to include labor, equipment, supplies, tools, transportation, overhead, general and administrative, incidental expenses, operating margin and sub consultant costs (if any).

The price(s) will apply for the entire term of the agreement. The price(s) provided must be stated specifically in dollars and cents, NOT a percentage increase. If a “0” (zero) is entered, then that is the fee that the Proposer will receive if awarded this agreement. If a space is left blank, or a space is marked N/A, or the Department’s Attachment “B” - Price Proposal Form is not utilized by the Bidder, the bid shall be considered non-responsive.

- **Do Not Re-Create, Modify or Replace the Department’s Attachment “B” – Price Proposal Form with your own version.**

**ACKNOWLEDGEMENT:** I certify that I have read and agree to abide by all terms and conditions of this solicitation and that I am authorized to sign for the bidder. I certify that the Price Proposal submitted is made in conformance with all requirements of the solicitation. In submitting a response, the proposer acknowledges they have read and agree to the solicitation terms and conditions and their submission is made in conformance with those terms and conditions.

Company Name: \_\_\_\_\_

FEID #: \_\_\_\_\_

Address: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Printed / Typed: \_\_\_\_\_ Title: \_\_\_\_\_

E-mail: \_\_\_\_\_

Date: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

B-1

RFP-0010-25  
Sidewalk Design Services  
PROJECT NO. 4 – IRIS DRIVE

This section of the Proposal should contain all pricing information related to performing design services as described in this Request for Proposal (RFP).

Costs shall include staffing rates, all required equipment, tools, machines, software, and out-of-pocket expenses as defined in the Scope of Services. Expenses are considered job overhead costs and are not billable.

**IRIS DRIVE SIDEWALK DESIGN PROJECT: Sidewalk Length – 1300 ft**

DELIVERABLES	TOTAL COST	
1. Construction Plans for Bid (Including plan views, profile views, cross sections, erosion control details, utility plans, and construction details)	\$	
2. Specifications	\$	
3. Scope of Work of Bid	\$	
4. Engineering Cost Estimate	\$	
5. GDOT Encroachment Permit (where applicable)	\$	
6. Utility Coordination before and during construction	\$	
	<b>TOTAL COST:</b>	\$



City of Stonecrest, Georgia  
Procurement Department  
3120 Stonecrest Blvd., Suite 190  
Web: [www.stonecrestga.org](http://www.stonecrestga.org)  
Office: Phone: (772)-224-0200  
Email: [Procurement@stonecrestga.org](mailto:Procurement@stonecrestga.org)

**SIDEWALK DESIGN SERVICES**  
**RFP-0010-25**

**TO:** ALL BIDDERS  
**FROM:** CITY OF STONECREST PROCUREMENT DEPARTMENT  
**SUBJECT:** ADDENDUM NO. ONE  
**DATE:** SEPTEMBER 25, 2025  
**CC:** GENERAL PUBLIC

**NOTICE:** This addendum is being issued to make the following change(s). All other terms and conditions of this solicitation remains unchanged.

**1. ADD MICROSOFT TEAMS MEETING INFORMATION:**

- **October 22, 2025, Proposal & Price Proposal Due Date and Time by 3:00 pm**  
Electronic Request for Proposal responses shall be submitted via Bidnet ([www.Bidnetdirect.com/georgia/cityofstonecrest](http://www.Bidnetdirect.com/georgia/cityofstonecrest)). in PDF searchable format, in response to this RFP.

Proposals will be opened “Electronically” via Bidnet platform ([www.Bidnetdirect.com/georgia/cityofstonecrest](http://www.Bidnetdirect.com/georgia/cityofstonecrest)).at the date and time indicated above. This meeting will be conducted virtually via “Microsoft Teams” Platform and in person at City Hall, 3120 Stonecrest, Georgia 30038, Lithonia Conference Room. Proposer’s may attend this meeting in person, real time on a computer, laptop, cell phone or any other device with Wi-Fi access. Only the names of Proposer’s will be publicly read.

GET THE APP NOW AND BE READY BEFORE THE MEETING STARTS:  
<https://www.microsoft.com/en-us/microsoft-teams/downloadapp>

**Microsoft Teams meeting**

Meeting ID: 278 274 458 128 2

Passcode: 4LS2Sv3P

Information on bid results and solicitations currently out to bid can be obtained on the City website:  
<https://www.stonecrestga.gov/199/Procurement>

**ALL OTHER INFORMATION IN THIS SECTION REMAINS THE SAME**

Addendum No. 1 must be signed as acknowledgment of receipt and attached to the bid response when submitted by **3:00 p.m., Wednesday, October 22, 2025**. For information on this solicitation, please contact:

Tanisha Boynton, Procurement Official  
3120 Stonecrest Blvd., Suite 190  
Stonecrest, Ga. 30038  
Phone: (772)-224-0200  
Email: [Tboynton@stonecrestga.gov](mailto:Tboynton@stonecrestga.gov)

\_\_\_\_\_  
NAME OF COMPANY

\_\_\_\_\_  
BIDDER'S

SIGNATURE DATE: \_\_\_\_\_



City of Stonecrest, Georgia  
Procurement Department  
3120 Stonecrest Blvd., Suite 190  
Web: [www.stonecrestga.org](http://www.stonecrestga.org)  
Office: Phone: (772)-224-0200  
Email: [Procurement@stonecrestga.org](mailto:Procurement@stonecrestga.org)

**SIDEWALK DESIGN SERVICES**  
**RFP-0010-25**

**TO:** ALL BIDDERS  
**FROM:** CITY OF STONECREST PROCUREMENT DEPARTMENT  
**SUBJECT:** ADDENDUM NO. TWO  
**DATE:** OCTOBER 17, 2025  
**CC:** GENERAL PUBLIC

**NOTICE:** This addendum is being issued to make the following change(s). All other terms and conditions of this solicitation remains unchanged.

**1. PROPOSAL DUE DATE CHANGE:**

**ORIGINAL**

- October 22, 2025, Proposal & Price Proposal Due Date and Time by 3:00 pm

**REVISED**

- October 31, 2025, Proposal & Price Proposal Due Date and Time by 3:00 pm

Information on bid results and solicitations currently out to bid can be obtained on the City website:  
<https://www.stonecrestga.gov/199/Procurement>

**ALL OTHER INFORMATION IN THIS SECTION REMAINS THE SAME**

Addendum No. 2 must be signed as acknowledgment of receipt and attached to the bid response when submitted by **3:00 p.m., Friday, October 30, 2025.** For information on this solicitation, please contact:

Tanisha Boynton, Procurement Official  
3120 Stonecrest Blvd., Suite 190  
Stonecrest, Ga. 30038  
Phone: (772)-224-0200  
Email: [Tboynton@stonecrestga.gov](mailto:Tboynton@stonecrestga.gov)

\_\_\_\_\_  
NAME OF COMPANY

\_\_\_\_\_  
BIDDER'S

SIGNATURE DATE: \_\_\_\_\_

## Questions &amp; Answers - 1

**Solicitation** RFP-0010-25 - Sidewalk Design Services  
**Buying Organization** City of Stonecrest

No	Question/Answer	Question Date
Q1	<p><b>Question: RFP-0010-25 Questions</b></p> <p>Hello,</p> <p>When is the expected timeline for construction complete on the four sidewalk projects?</p> <p>Thank you, Nico Shen</p> <p><b>Answer:</b> Upon approval of the recommendation for award, the awarded bidder will receive a Notice to Proceed, Copy of the fully executed contract, and Purchase Order. The timeline for construction will be determined at the pre-construction meeting.</p>	09/23/2025
Q2	<p><b>Question: RFP-0010-25 Questions</b></p> <p>Can you please verify the begin point for the Iris Drive Sidewalk. From Google Earth aerial, it looks like there is a recently built sidewalk about 320' west of the begin point shown in the RFP map. Please confirm that the intent is to begin where the map was showing vs. connecting the existing sidewalk. Thank you!</p> <p><b>Answer:</b> New sidewalk will begin at the Driveway for the new Storage Facility – Extra space Storage, where the current sidewalk ends.</p>	09/25/2025
Q3	<p><b>Question: RFP-0010-25</b></p> <p>How wide of a corridor for the topo, and SUE?</p> <p><b>Answer:</b> It is up to the Design Engineer to determine the width of survey required for the Design.</p>	09/29/2025
Q4	<p><b>Question: RFP-0010-25</b></p> <p>Does the survey will need to include Trees? If so, what is the size for tree survey?</p> <p><b>Answer:</b> There are no Trees within the rights-of-way, sidewalk will be located within the existing rights-of-way.</p>	09/29/2025
Q5	<p><b>Question: RFP-0010-25</b></p> <p>Are the Survey and or SUE needs to follow GDOT spec?</p> <p><b>Answer:</b> Survey is required for Sidewalk design and SUE are not required.</p>	09/29/2025
Q6	<p><b>Question: References</b></p> <p>On page 32 the words say three and the numbers says 5. Please clarify the minimum number of references.</p> <p><b>Answer:</b> Three (3) references are required. Attachment "A" includes three reference forms.</p>	09/30/2025
Q7	<p><b>Question: Attachments</b></p> <p>Attachments A and B are not attached to the RFP? Where can we find them? This is on page 32 in items 6 and 7.</p> <p><b>Answer:</b> Attachment "A" and "B" are attached to the solicitation under "Documents" tab. Please check the "Document Tab".</p>	09/30/2025

No	Question/Answer	Question Date
Q8	<p><b>Question: Sidewalk Construction</b> Will all the sidewalks be designed and constructed at the same time?</p> <p><b>Answer:</b> This will be finalized at the pre-construction meeting. Please refer to the scope of work.</p>	10/07/2025
Q9	<p><b>Question: Page Count</b> Please clarify if Attachment B - Price Proposal Form is also excluded from the 30 pg maximum requirement.</p> <p><b>Answer:</b> Attachment "B" is not included in the 30 page limit requirement.</p>	10/07/2025

# Supplier Activity by Solicitation

Report Executed By: Tanisha Boynton  
Report Executed On: 11-18-2025 08.38.39 AM

Solicitation Number: RFP-0010-25

					All Suppliers			
Solicitation Number	Title	Publication Date	Closing Date	Status	Notified	Document/ Plan Takers	Submitted Bids	Downloaded documents
RFP-0010-25	Sidewalk Design Services	09-10-2025	10-31-2025	Bids published	1,272	74	8	329
<b>Totals</b>					<b>1,272</b>	<b>74</b>	<b>8</b>	<b>329</b>

# Notice

## Basic Information

**Estimated Contract Value (USD)** \$310,000.00 (Not shown to suppliers)  
**Reference Number** 0000398150  
**Issuing Organization** City of Stonecrest  
**Owner Organization** City of Stonecrest  
**Solicitation Type** RFP - Request for Proposal (Formal)  
**Solicitation Number** RFP-0010-25  
**Title** Sidewalk Design Services  
**Source ID** PU.AG.USA.2037544.C19041126  
**Piggyback Solicitation** No

## Details

**Location** DeKalb County, Georgia  
**Delivery Point** Various locations within the City limits  
**Purchase Type** Duration:2 years  
**Description** The City of Stonecrest (City) invites qualified engineering firms to submit proposals to provide civil engineering design services for sidewalks within City limits in accordance with the terms, conditions, and scope of services in this Request for Proposal (RFP). Proposals will only be considered from proposers that normally engage in providing the type of services specified herein.

## Dates

**Publication** 09/10/2025 04:35 PM EDT  
**Question Acceptance Deadline** 10/07/2025 05:00 PM EDT  
**Questions are submitted online** Yes  
**Bid Intent** Not Available  
**Closing Date** 10/31/2025 03:00 PM EDT

## Contact Information

Tanisha Boynton  
 678-672-8637  
 tboynton@stonecrestga.gov

Ruchell White  
 770-224-0200  
 Ruchell.white@stonecrestga.gov

## Bid Result Publication Revision

Publication Type Unofficial Results

### Kaizen Collaborative Design, Inc.

**Organization Name** Kaizen Collaborative Design, Inc.  
**Address**  
5256 Peachtree Rd, Suite 130  
chamblee Georgia  
30341 United States

### WSB LLC

**Organization Name** WSB LLC  
**Address**  
219 N Newnan St., 4th Floor  
Jacksonville Florida  
32202 United States

### Kleinfelder Inc

**Organization Name** Kleinfelder Inc  
**Address**  
1200 Abernathy Rd, Bldg 600, Suite 400  
Sandy Springs Georgia  
30328 United States

### R.K. Shah & Associates, Inc.

**Organization Name** R.K. Shah & Associates, Inc.  
**Address**  
970 Peachtree Industrial Blvd, Ste 200  
Suwanee Georgia  
30024 United States

### Spicer Group

**Organization Name** Spicer Group  
**Address**  
514 W Maple St Ste 1202  
Cumming Georgia  
30040 United States

### CTS Engineering, Inc.

**Organization Name** CTS Engineering, Inc.  
**Address**  
8095 NW 12th Street, Suite 315

Doral Florida  
33126 United States

**Raymond Global, Inc.**

**Organization Name** Raymond Global, Inc.  
**Address**  
1035 Green St SE, Suite A  
Conyers Georgia  
30012 United States

**Rochester | DCCM**

**Organization Name** Rochester | DCCM  
**Address**  
425 Oak Street  
Gainesville Georgia  
30501 United States

**Bid Results Email**  
**Email Attachment(s)**

File	Size	Uploaded Date	Language
No Files			

**Additional Recipients**  
**Include notification issuer as an additional recipient** No

**RFP-0010-25, SIDEWALK DESIGN SERVICES**

<b>PROPOSER'S:</b>	CTS Engineering, Inc. 3230 West Commercial Blvd., Suite 220, Fort Lauderdale Florida	Kaizen Collaborative Design, LLC 5256 Peachtree Rd., Suite 130, Chamblee, Ga. 30341	Kleinfelder, Inc. 770 First Avenue, Suite 400, San Diego, Ca. 92101	R.K. Shah & Associates, Inc. 970 Peachtree Industrial Blvd., Suite 200, Suwanee, Ga. 30024	Raymond Global, Inc. 1035 Green Street SE, Suite A, Conyers, Ga. 30012	Rochester & Associates, LLC 425 Oak St., Gainesville, Ga. 30501 <b>(NON-RESPONSIVE)</b>	Spicer Group, Inc. 230 S, Washington Ave., Saginaw, MI 48607	WBS, LLC 219 N Newnan Street, 4th Floor, Jacksonville, FL 32202
<b>Type of Business</b>	INC. - Florida	LLC. - Georgia	INC - CA	INC - GA	INC - GA	LLC - GA	INC - MI	LLC - CA

**License to work in the State of Georgia (Georgia Corporation Division)**

**PLEASE NOTE: THIS IS NOT BEING USED IN THIS EVALUATION PROCESS AND IS NOT A PART OF THE EVALUATION CRITERIA REQUIREMENTS.**

Business License in Georgia	Yes - 3344 Peachtree Road NE, Suite 800, Atlanta, Ga. 30326	Yes	Yes - 1200 Albernathy Rd., Building 600, Suite 400, Atlanta, Ga. 30328	Yes - 1200 Albernathy Rd., Building 600, Suite 400, Atlanta, Ga. 30328	Yes	Yes - 514 w. Maple St., Suite 1202, Cumming, Ga. 30041	Yes - 514	Yes - WSB Design & Consulting, LLC 2 Sun Court, Suite 400, Peachtree Corners, Ga. 30092
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**Proposal Requirements and Evaluation Criteria Requirements**

Thirty (30) Page Limit, 8"1/2 x 11", Print in Font 11, Minimum 1" Margin (Excluded: covers, tabs, dividers and appendices) - Page RFP-30	Yes - 28 Pages	Yes - 14 Pages	Yes - 26 Pages	Yes - 24 Pages	Yes - 22 Pages	Yes - 24 Pages	Yes - 13 Pages	Yes - 27 Pages
Proposal Content: Executive Summary, Profile of Firm/Individual, Qualification of Firm's Team, Experience of Firm/Team, Approach References, Price Proposal (Fees) - Page RFP-31 - RFP-32	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Executive Summary: Two (2) Page Limit - Page RFP-30	Yes - 2 Pages	Yes - 1 Page	Yes - 2 Pages	Yes - 2 Pages	Yes - 2 Pages	Yes - 2 Pages	Yes - 2 Pages	Yes - 1 Pages
Price Proposal: Page RFP-32	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

Attachment "A" - Proposer's Required Forms								
Proposer's Certification	Yes	Yes	Yes	Yes	Yes	No - Did Not Submit	Yes	Yes
Statement of Qualifications	Yes	Yes	Yes	Yes	Yes	No - Did Not Submit	Yes	Yes
Authorized Signatories	Yes	Yes	Yes	Yes	Yes	No - Did Not Submit	Yes	Yes
Purchasing Policy Addendum	Yes	Yes	Yes	Yes	Yes	No - Did Not Submit	Yes	Yes
Conflict of Interest Declaration Form	Yes	Yes	Yes	Yes	Yes	No - Did Not Submit	Yes	Yes
Affidavit Verifying Status for City Public Benefit Application	Yes	Yes	Yes	Yes	Yes	No - Did Not Submit	Yes	Yes
Drug-Free Workplace	Yes	Yes	Yes	Yes	Yes	No - Did Not Submit	Yes	Yes
Georgia Security and Immigration Compliance Act Affidavit ("E-Verify)	Yes	Yes	Yes	Yes	Yes	No - Did Not Submit	Yes	Yes
Georgia Security and Immigration Compliance Act Affidavit ("E-Verify) - Subcontractor Affidavit	Yes	Yes	Yes	Yes	Yes	No - Did Not Submit	Yes	Yes
Indemnification Clause	Yes	Yes	Yes	Yes	Yes	No - Did Not Submit	Yes	Yes
Non-Collusion Statement	Yes	Yes	Yes	Yes	Yes	No - Did Not Submit	Yes	Yes
Vendor Certification Regarding Scrutinized Companies List	Yes	Yes	Yes	Yes	Yes	No - Did Not Submit	Yes	Yes
Certificate of Insurance: Letter of Insurability	Yes	Yes	Yes	Yes	Yes	No - Did Not Submit	Yes	Yes
Proposer's References: Five (5)	Yes	Yes	Yes	Yes	Yes	No - Did Not Submit	Yes	Yes
Other Verifications								
SAMs	Yes	Not Listed	Yes	Yes	Yes	Yes	Yes	Not Listed
E-Verify	Yes - None Shown	Yes - None Shown	Yes - None Shown	Yes - None Shown	Yes - None Shown	Yes - None Shown	Yes - None Shown	Yes - None shown
<b>EXCEPTIONS TAKEN TO RFP BY PROPOSER</b>	None	None	None	None	None	None	None	None
<b>Additional Comment:</b>						<b>Non-Responsive:</b> Proposer did not submit Attachment "A" Proposer's Required Forms		
Prepared by: Tanisha Boynton, Procurement Manager/Procurement Official								



## City of Stonecrest, GA

# Statement of Qualifications for RFP No. 0010-25: SIDEWALK DESIGN SERVICES

October 31, 2025



# 01

# EXECUTIVE SUMMARY

Kleinfelder, Inc. (Kleinfelder) has pulled together a qualified team that can leverage our combined experience to provide the requested services and support the City of Stonecrest’s increasing population and development; while maintaining its culture, natural beauty and connectivity for its people. Our team recently visited the sidewalk segments at Salem Road, Fairington Road, Phillips Road, and Iris Drive to evaluate and analyze existing conditions to better understand the project’s constraints. Services Kleinfelder will provide include topographic survey, preparation of civil construction plans to bid for the four sidewalk segments, technical specifications, scope of work for bid, engineering cost estimate, Georgia Department of Transportation (GDOT) encroachment permitting, utility coordination during design and construction, bidding support, and construction administration services such as submittals review, and respond to requests for information (RFIs). The following and subsequent sections of this submittal provide details of Kleinfelder’s team qualifications, experience, and capabilities to provide the services listed above. Kleinfelder understands that the goal of this project is to provide connectivity for all residents and pedestrians to the existing sidewalks for the four segments and preserve drainage of the roadway shoulder areas.

**110+**

OFFICES IN THE UNITED STATES, CANADA, & AUSTRALIA



**\$700M+**  
ANNUAL REVENUE

**3,300+**

EMPLOYEES



ENGINEERS, SCIENTISTS, CONSTRUCTION PROS

**1961**

COMPANY FOUNDED

**ENR**  
RANKINGS

- #26 | Top 50 Program Management Firms
- #88 | Top 150 Global Design Firms
- #76 | Top 200 Environmental Firms
- #26 | Top 100 Professional Services Firms
- #34 | Top 100 Pure Design Firms

**KEY**

SERVICES

- Environmental
- Construction Management
- Geotechnical & Material Testing
- Civil Engineering & Design

**ACCESSIBLE PRESENCE.** Kleinfelder is a leading engineering, design, construction management, construction materials inspection and testing, and environmental professional services firm. We are more than 3,300 employees strong and have our South Division headquarters in Atlanta, Georgia. We provide service solutions that improve our clients’ infrastructure, stormwater, water, sewer, transportation, and energy resources. Our ecosystem mindset facilitates collaboration, harnessing the collective ingenuity of Kleinfelder and our partners, to deliver the right solutions every day, on every project. Our reputation for experience, innovation, and quality has solidified our position as a trusted consultant and leader in the infrastructure and transportation industry. We will be available to the City’s staff, provide prompt turnaround response, be sensitive to local needs, provide quality solutions and creativity to meet or exceed the City’s goals. By selecting Kleinfelder the City will realize the following benefits:

- Kleinfelder offers exceptionally qualified local professionals to perform as part of an integrated team with the City, providing cost-effective and functional solutions,
- Long history of successfully delivering public works projects that improve pedestrian connectivity and public safety, and
- More than two decades performing on Georgia municipal contracts, utilizing local regulations, and permitting with EPD & GDOT.

KLEINFELDER AT-A-GLANCE	
Firm Name and Address	
Kleinfelder, Inc. 1200 Abernathy Road, Building 600, Suite 400, Atlanta, GA 30328	
Point of Contact	
Mirsada Ilic, PE, PMP, LEED AP, BCEE Phone: 470.571.1446 / Email: milic@kleinfelder.com	
Headquarters and Parent Company Locations	
Kleinfelder Global Headquarters 770 First Ave., Suite 400, San Diego, CA 92101 <i>Office located nearest to Stonecrest, Georgia:</i> 1200 Abernathy Road, Building 600, Suite 400, Atlanta, GA 30328	
Identify the office from which the projects will be managed	
1200 Abernathy Road, Building 600, Suite 400, Atlanta, GA 30328	

**EXPERIENCED AND DIVERSE KLEINFELDER TEAM**

We have assembled an experienced internal team to support the City’s needs throughout this project, including a local subconsultant Gunnin Land Surveying, LLC. To strive for a successful delivery, the Kleinfelder Team will be led locally by our Project Manager, **Soraya Agudelo, PMP, LEED AP, BD+C** with over 30 years of experience, who will oversee the project and ensure adequate resources are available to complete the project within budget, on time, and meet the City’s performance expectations. **Mirsada Ilic, PE, PMP, LEED AP, BCEE**, Kleinfelder’s Principal Engineer with over 35 years of experience, will serve as our Quality Manager and ensure quality deliverables.

In today’s world, trails and sidewalks offer a place to relax and enjoy nature and stay physically fit. Kleinfelder’s team has a wealth of knowledge and experience in the planning, design and implementation of pedestrian sidewalks, bikeways, and multi-use trails. We understand the unique processes and safety issues involved in developing sidewalks along existing roadways. Because trails and sidewalks often connect communities, we are also accustomed to collaborating between multiple city, county, and state entities to develop successful projects.



We have developed designs for facilities, sidewalks, and trail spaces as standalone projects and as improvements that weave into other infrastructure projects. Each project is viewed with a fresh eye, but lessons learned are rigorously applied. We use innovative design tactics to enhance integration of local, state, and city requirements, while tying the design documents to the latest scheduling and cost estimating programs.

**Our reputation is built on more than our expertise alone. It’s about trusted working relationships between Kleinfelder, our clients, and the overall project team. It’s about timely responses, attention to detail, and a vested interest delivering a quality project to our clients. Kleinfelder is known as a trusted advisor by our clients due to our ability to constantly provide the right solutions to the toughest project challenges with a team attitude.**

**Statement that firm is independent from the City**

Kleinfelder, Inc. is an independent corporation from the City of Stonecrest, Georgia

**Statement that the is firm and irrevocable offer**

Kleinfelder’s submission is valid for 120 days from the date of receipt.

**Acknowledgement of Addenda, if any**

Kleinfelder acknowledges receipt of Addenda 1, 2, and 3

02

# TABLE OF CONTENTS

Tab	1	Executive Summary .....1
	2	Table of Contents .....3
	3	Profile of Firm .....4
	4	Qualifications & Experience .....8
	5	Project Approach ..... 22
	6	References (Form included)
	7	Price Proposal 'Attachment B' (Submitted separately)
Appendix	A	Required Forms 'Attachment A' <ul style="list-style-type: none"> <li>• Proposers Checklist</li> <li>• Proposers Certification</li> <li>• Statement of Qualifications</li> <li>• Authorized Signatories</li> <li>• Purchasing Policy Addendum</li> <li>• Conflict of Interest Disclosure Form</li> <li>• Affidavit Verifying Status for City Public Benefit Application</li> <li>• Drug-Free Workplace (Prime &amp; Subconsultant)</li> <li>• Georgia Security and Immigration Compliance Act Affidavit "E-Verify"</li> <li>• Subcontractor Affidavit</li> <li>• Indemnification Clause</li> <li>• Non-Collusion Statement</li> <li>• Proof of Insurability</li> </ul>

## 03

## PROFILE OF FIRM

**Our special capabilities, techniques and/or resources for relevant services include but are not limited to:**

- Scoping/Feasibility
- Preliminary and Final Design
- Complete Construction Plans, Specifications, & Engineering Cost Estimates (PS&E)
- Bid and Construction Phase Engineering
- Multi-use Trails/Sidewalks
- ADA Accessibility Compliance and Design
- Geotechnical Engineering
- Environmental Studies and Permitting
- Drainage and Stormwater Management
- Federally Funded Project Delivery (TAP)
- Utility Coordination
- Construction Management Services

Kleinfelder is a full-service engineering firm with in-house capabilities available to support and advance the City of Stonecrest's needs for sidewalk design documents (drawings, specifications, bid schedule, opinion of construction cost, bidding support and construction administration). Our +64 years of experience includes numerous planning and design projects of sidewalk systems supporting municipalities and private clients' needs. We understand the importance of livable communities and take pride in working with local stakeholders and agencies to provide welcoming and safe areas for pedestrians, including ADA compliance.

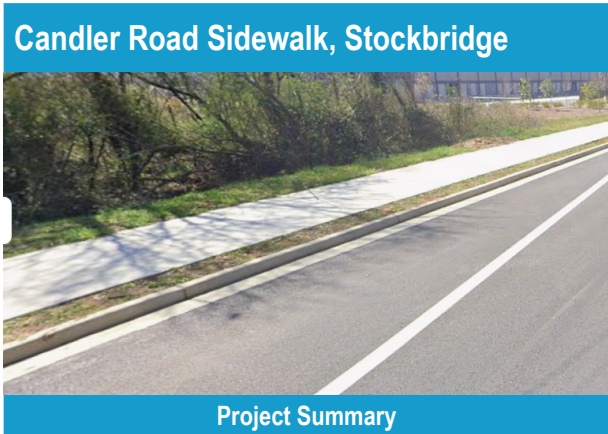
#### Kleinfelder Experience and Qualifications

- **Established History:** Kleinfelder Team has a proven track record of successfully delivering sidewalk and trail projects for local municipalities and private clients. Our local team members have more than 30 years of experience performing similar services for

local counties and municipalities such as City of Atlanta, Dekalb County, Fulton County, City of John's Creek, City of Dahlonega, City of Acworth to name a few.

- **Qualified Personnel:** The project team includes experienced civil engineers and designers, with extensive background in delivering similar projects.
- **Diverse Project Portfolio:** Our proposal includes similar project descriptions, presenting company and team members' previous experience including sidewalks design (for some of the featured projects, sidewalk was only one of the elements of larger development and/or infrastructure project), bid support and construction administration including new construction projects, infill gap projects, and rehabilitation of existing infrastructure for both municipalities and private clients. We also have experience with sidewalk design in more complex conditions, such as critical shoulder stormwater management, and designing around existing site utilities. In addition, Kleinfelder has a wealth of knowledge and experience in the planning, design and implementation of pedestrian, bikeway, multi-use trails and sidewalks. We understand the unique processes and safety issues involved in developing sidewalks along roadways.
- **Compliance and Regulations:** Our team has experience adhering to design documents including GDOT Design Policy Manual, Georgia Stormwater Manual, Georgia Erosion and Sedimentation Manual, National Pollutant Discharge Elimination System GA NPDES General Permit (GAR100002) for required Best Management Practices for Infrastructure projects, City of Stonecrest requirements, and federal regulations, particularly the Americans with Disabilities Act (ADA) design standards.

*Our team has provided design and subsequent construction administration for hundreds of projects in the past five years. For this RFP, we have selected the following examples of similar character and scope on the pages that follow.*



**Project Summary**

The project included the creation of a focal point park located at the corner of Jodeco Road and Candler Road. The park amenities included multi-use trails, benches, dog park, landscaping, and maintaining existing forest. The creation of the park also included a **sidewalk and trail connection along Candler Road** connecting the office park users to the new amenity park. The plans required grading, **ADA crossings and detailed design within the existing right-of-way**.

The project was tied into a larger commercial site within the City and the design, review and approval of the park was integral in the overall approval process.

The location of the park required a creative design solution for pedestrian access given the topographic elevation change and public road intersection crossing. Our multi-disciplinary team was able to design and permit the combined projects.

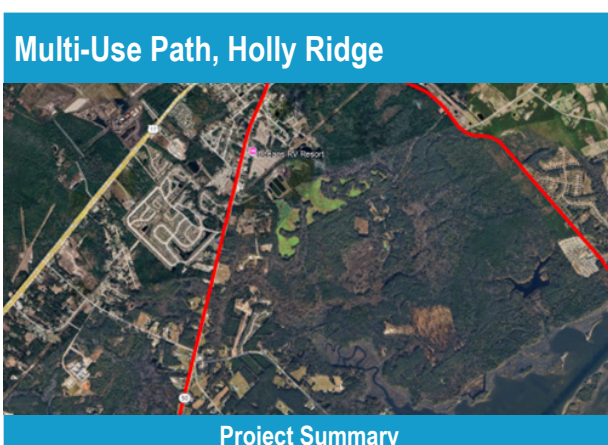
and Sound Road/Morris Landing Road to the Morris Landing Pier in the Town of Holly Ridge. This path will provide connectivity for residents and visitors and will be entirely **ADA compliant**. The design detailing a **dedicated sidewalk** and areas for biking **and/or walking** separate from the roadway also incorporates nature-based and hybrid stormwater solutions such as bioswales. Kleinfelder designed sidewalks, path grading, and erosion and sediment control based on data acquired from geotechnical soil borings and existing conditions survey. Kleinfelder will also be supporting the Town of Holly Ridge with public engagement to showcase the designs and solicit feedback to ensure stakeholders voices are heard during the design process.



**Project Summary**

The Grand Junction Multi-Use Path/**Sidewalk Project** is a 2-mile-long landscaped multi-use path/sidewalk in Cambridge running alongside the existing rail tracks in the Grand Junction corridor from the Boston University Bridge to the City of Somerville border. **Kleinfelder was responsible for the transportation planning and conceptual development** of the multi-use path/sidewalk alignment and cross-section that would be coordinated with the conceptual railway alignment to not preclude future rail service.

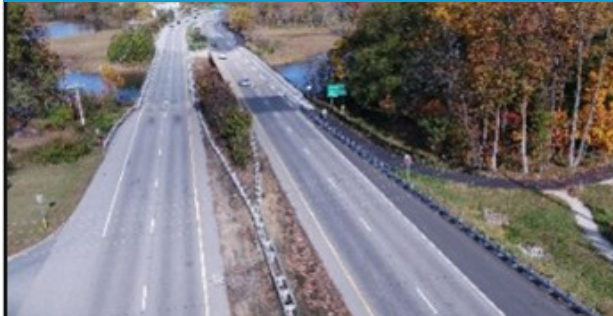
**Kleinfelder was also responsible for developing preliminary and final design of profile, grading and stormwater strategies for the multi-use path/sidewalk that address drainage**, the City's stormwater management requirements and tree preservation strategy. Additionally, Kleinfelder performed a Universal Design Analysis of the final alignment and grading to then incorporate current and/or pending **regulatory requirements** and additional best practices into the design.



**Project Summary**

Kleinfelder is currently providing design services for **sidewalk** and multi-use path (approximately 6 miles) along US Hwy 50 E to N Dyson Street

### Capital City Trail/Sidewalk - Phase I, II & III Kent County



Project Summary

Kleinfelder provided Planning, Engineering (survey and design) and construction support services for the Capital City project. The Capital City Pathway, Brecknock Park to Gateway South Shopping Center Project is part of a multi-phase regional bike and **pedestrian master plan** that proposes to connect the Isaac Branch segment of the St. Jones Greenway with the West Dover Connector multi-use path. The study consisted of a 3.4 mile long, 8'-10' wide **multi-modal facility that creates a connection from Brecknock Park across US 13 and along SR 10** to the Gateway South Shopping Center. This project is part of the Statewide Trails initiative to **improve accessibility and safety for pedestrians and bicyclists throughout the region**. It provided an off-roadway connection that will serve numerous residential areas providing an alternative mode of transportation, supporting healthy lifestyles and providing economic benefits which are key elements in the City and State's master transportation plans.

Unique features from **Phase I** included a precast concrete barrier that was bolted through the existing SR 10 bridge deck to provide a physical barrier between **the shared use path (SUP) and the travel lane**. Instead of pedestrians/bicycles riding on the open shoulder next to 50 M.P.H. traffic, the barrier provides a six-foot protected SUP while still allowing for a three-foot roadway shoulder for maintenance. The barrier design met roadway crash ratings, while enlarged scuppers provided drainage to prevent ponding. A modular block wall with an integral fencing system minimized the disturbed area and allowed users to see the beautiful views of the St. Jones River watershed. By minimizing the disturbed area, the project avoided wetland and stream impacts, and no permits were required.

### Senator Bikeway/Sidewalk - Phase I, II, III, & IV, Dover



Project Summary

Kleinfelder is providing planning and design services for the Senator Bikeway. This 3.5-mile trail located is downtown Dover, Kent County and provides a vital connection between the new Dover High School and US 13. To facilitate construction, the trail was broken into four phases.

**Phase I** includes placing 10' wide trail on the northern side of Forest Street/Division Street. At Weston Drive, the trail will divide into separated pedestrian and bicycle facilities. A **new 5' wide sidewalk will replace the existing non-compliant sidewalk and a two-way cycle track will be installed** at-grade, eliminating the existing shoulder on the north side of Division Street. A focal point of the design is the use of green crosswalk striping to emphasize bicycle conflict points.

**Phases II-IV** will provide the remainder of the connections between the new Dover High School and US 13, including connections to Wesley College, Dover Central Middle School and Silver Lake Park along the way.

Design services included but were not limited to: transportation planning, bicycle and pedestrian network planning, topographic survey; **establishing the existing right-of-way** Mosaic of the properties based on public records (deeds, plots, public archives, road archives and FALCON) research; **utility coordination; coordination with DOT**, the City of Dover, the Capital School District, DART/DTC, Dover/Kent MPO, Dover's Bicycle and Pedestrian Committee, and Dover's Safety Committee; MOT including pedestrian and roadway detours; traffic statements; construction plans and details; cost estimates and specifications. Alignments and profiles were adjusted to make use of existing drainage features thereby eliminating the need for new drainage.

**Kleinfelder’s experience working with State, Federal, County, and/or Municipality governmental entities for similar size and scope of services.**

Our local team has experience working with municipalities and counties across the state, and our team is familiar with the City of Stonecrest’s needs. Kleinfelder has worked closely with communities similar to Stonecrest providing engineering design solutions, stormwater management, environmental services and construction material testing.

Our local team members have decades of experience performing similar services for local counties and municipalities such as City of Atlanta, DeKalb County, Fulton County, Cobb County, City of Dahlonega, City of John’s Creek, City of Kennesaw, and City of Acworth to name a few.

**Local availability of personnel that will be assigned to work with the City.**

Our team personnel’s current and projected workloads have been carefully assessed for the next six months, ensuring they have ample capacity to dedicate themselves to the Stonecrest Sidewalk’s Design project. Team members are engaged in a balanced portfolio of projects with staggered timelines, allowing key personnel to maintain dedicated availability throughout the project. With streamlined workflows and prioritized resource allocation, critical personnel will remain reliably accessible, dedicated, and responsive throughout the project duration.

**Team personnel’s current workload commitments and availability over the next six months are portrayed in the table below:**

KEY PERSONNEL / ROLE	AVAILABILITY (%)	
	2025	2026
Mirsada Ilic, PE, PMP/LEED AP BD+C, BCEE/ QA/QC Manager	90	90
Soraya Agudelo, PMP, LEED AP BD+C / Project Manager	75	75
Erik Messina, PE / Engineer of Record	75	75
TammyRae Barr / Lead Civil Engineer	80	80
Steven Keidel / Project Professional Civil Engineer- Stormwater and Hydrology	75	75
Edson DeJesus / Staff Professional Civil Engineering	80	80
Adriana Sanchez / Staff Professional Civil Engineering	85	85
Kevin Martinez / Staff Professional Civil Engineering	85	85
Joseph Lo / Staff Professional Civil Engineering	80	80

**Additional Point of Contact (POC) for the Contract:**

The Project Manager, Soraya Agudelo, PMP, local to Atlanta, will be, in addition to Mirsada Ilic, the point of contact for the City. Soraya will provide overall project oversight, ensuring that adequate resources are allocated to complete the project on schedule, within budget, and in accordance with performance and quality goals.

**Soraya Agudelo, PMP, LEED AP BD+C**  
 1200 Abernathy Road, Building 600  
 Suite 400  
 Atlanta, GA 30328  
 Phone: 470.517.1453 / Email: SAgudelo@kleinfelder.com



# 04

# QUALIFICATIONS & EXPERIENCE

### Local Team Members Similar Experience.

The following relevant projects demonstrate our local team members' experience and ability to provide engineering support for the design of sidewalks, pedestrian connectivity, ADA compliance, and road improvements for various cities/counties in Georgia.

#### Atlanta Beltline Civil Design Services



Project Summary

The Atlanta Beltline is a comprehensive revitalization effort around the core of Atlanta, involving the redevelopment of a former railway corridor. When fully complete, the Beltline will combine greenspace, trails, transit, and new development along approximately 22 miles of historical rail segments that encircles the city's urban core. With an estimated 1,100 acres of brownfields is within the 6,500-acre Beltline tax allocation district, the project is considered North America's largest urban re-development project underway and will remediate environmentally impacted properties for the long-term benefit of the community. Ms. Agudelo provided design and permitting support services for Atlanta Beltline, Inc. (ABI), including the corridor design and the Eastside Trail, which connects Piedmont Park, to Freedom Park to Edgewood Avenue and the newly redeveloped Ponce City Market. Ms. Ilic was the design technical reviewer for several Beltline segments.

East Side Trail Design: Ms. Agudelo participated in the preparation of an integrated Preliminary and 100 percent design for the 1.2-mile extension, performed civil, erosion control management, stormwater and drainage design and DOT Encroachment Permit.

#### Wimpy Mill Road Pedestrian Bridge and Sidewalk Construction, Dahlonega



#### Project Summary

Ms. Agudelo served as the Project Manager for the project design, concept plan, base mapping/surveying, engineering and environmental reports, construction plans, technical specifications, drainage plans, erosion, and sediment control plans in compliance with GDOT and City of Dahlonega requirements. The project includes a pedestrian bridge across Lake Zwerner and approximately 4,550 linear feet of pedestrian sidewalk along SR 60/US 19 from SR 60 Business to CR 189/ Wimpy Mill Road, located north of the City of Dahlonega.

The design and engineering services for the project were executed in accordance with the GDOT Plan Development Process (PDP) for a limited scope concept report. Services for this project included surveying, SUE, concept design, environmental, preliminary and final plans, cost estimating, and construction administration.

#### East Central DeKalb Community and Senior Center and Sidewalks along Elam Road, Stone Mountain



Project Summary

Ms. Ilic served as the Project Manager and Engineer of Record (EOR - civil) for the East Central DeKalb Community and Senior Center in Stone Mountain. Project included design services, bidding assistance and construction administration for the new Center, parking, and sidewalk along the entire property. The site accommodated over 140 parking spaces, drives, a covered drop-off area at the main entrance, a service entrance, and landscaping. Prior to production of construction documents, Mirsada's project team also performed topographic survey of this 6-acre site, geotechnical investigation, jurisdictional waters delineation and wetland reconnaissance, and building programming. Geotechnical exploration consisted of field exploration, laboratory testing, geotechnical engineering, and reporting.

The 26,000-square-foot Center includes large multi-purpose room, library, computer and craft rooms, gymnasium and 35 by 75-foot lap pool, supporting equipment and building systems. Additional site improvements included onsite storm drainage and green infrastructure (bioretention) along with paved parking areas and drives.

Mirsada and project architect provided permitting support [building permit and land disturbance permit (LDP)] and extensive construction administration (bi-weekly meetings, site and building inspections, RFIs response and submittals review, pay applications review and approval, change order review). The entire project team participated in ribbon cutting ceremony for this beautiful facility in summer of 2023.



**Avondale Dunaire Park Design with Sidewalk along George Luther Drive, Decatur**



**Project Summary**

**Ms. Ilic served as the Project Manager and Lead Designer** for Avondale Dunaire Park, an existing 16-acre soccer complex located south of Memorial Drive just outside Interstate-285. Bordered by Indian Creek on the east, the park contains two large soccer fields, a small practice field, and a gravel parking lot.

The planning process included an inventory of existing conditions for 37-acre park, the identification of opportunities and constraints, development and evaluation of alternative concepts and the selection of a final park master plan. The master planning process included extensive public involvement with different stakeholders' groups including soccer community and residents from adjacent communities.

Subsequent design included **sidewalk along the entire property (George Luther Drive)** three soccer fields (one with synthetic turf), two parking lots, two facilities with concession, office, conference room, storage and restroom, a multi-age group playground with shade sails, a perimeter walking path with sitting areas, an open lawn area, a dog park, and a separate driveway for County maintenance vehicles. In addition, three pedestrian bridges were designed to cross Indian Creek and to allow access to the adjacent neighborhood and community garden.





## MIRSADA ILIC, PE, PMP, LEED AP, BCEE

### Principal in Charge / Quality Manager

Ms. Ilic has over 35 years of program and project management experience in leading multidisciplinary teams to successfully execute architectural and engineering projects and programs. Mirsada's experience includes both infrastructure and vertical design and construction in every aspect of engineering: preliminary master planning, engineering studies, analysis, calculations, modelling, and construction documents preparation (design drawings and technical specifications) for municipal/public, commercial, industrial, mixed use and residential facilities.

#### Years of Experience

35

#### Education

Master of Civil Engineering,  
Sherbrooke University

Bachelor of Civil Engineering,  
Sarajevo University

#### Registrations/Certifications

Professional Engineer (PE)-Civil,  
No. PE027867, GA\*

No. 059301, NC

No. 43322, SC

No. 6201070117, MI

No. 8555941, OH

No. 131308, TN

No. 117723, Quebec, Canada

LEED Accredited- US, #10292259

PMI PMP Certification #4054772

SWCC Level 2 certified – GA #114

SWCC Level 2 design professional  
(2005) & refresher courses (every  
3 years)

\*Ms. Ilic's State of Georgia  
Professional Engineering  
license copy are required  
in the RFQ is provided on  
page 16 of this SOQ.



### SELECT PROJECT EXPERIENCE

#### Senator Russell and Main Street Streetscape, Acworth, GA

Project consists of existing road re-design, **sidewalks**, utility replacement, addition of a new parking lot, preparation of right-of-way (ROW) drawings (per GDOT specifications), and landscaping/streetscape. The project also included development and GDOT approval of environmental documents including but not limited to concept report, ecology report and archeological report. Project Manager and Design Lead.

#### Livable Centers Initiative (LCI) Mixed-Use Development Roadway Improvements and Streetscape Design, Snellville, GA

Roadway, **sidewalks** and intersection improvements, streetscape design and related environmental and permitting services in conjunction with development of downtown mixed-use center with improvements to the streetscape and roadway to include retail, residential, parking, and green space. Responsible for schedule control and the project budget; provided guidance to the design team during the process of environmental clearance.

#### Holly Ridge Sidewalks, Town of Holly Ridge, NC

Technical reviewer for design of 6-mile-long **sidewalk and multi-use path** along US Hwy 50 E to N Dyson St and Sound Road/Morris Landing Road to the Morris Landing Pier in the Town of Holly Ridge. This path will provide connectivity for residents and visitors, and will be entirely ADA compliant. The design detailing a dedicated sidewalk and areas for biking and/or walking separate from the roadway also incorporates nature-based and hybrid stormwater solutions such as bioswales.

#### Memorial Drive Streetscape Improvements, Atlanta, GA

This project included widening, **sidewalks** and streetscape improvements to Memorial Drive from the I-75/85 overpass to east of Connolly Street providing an attractive pedestrian corridor for this redevelopment area. Adjoining development and improvements were coordinated with the project improvements and included a landscaped median, **wider pedestrian-friendly sidewalks** and other amenities. Services included preparation of concept report, categorical exclusion report, roadway design and drainage, **design and/or relocation of storm sewer, water supply lines** and sanitary sewer lines, streetscape, preparation of ROW plans, technical specifications and special provisions, bidding assistance and construction administration

## MIRSADA ILIC, CONTINUED

(provided response to contractor's Requests for Information (RFIs), site construction meetings, review and approval of pay applications). Responsible for utility design and relocation and QA/QC aspects for the overall scope.



### Capitol Gateway Development - Public Infrastructure, Atlanta, GA

Lead Design Engineer and Project Manager for Public Infrastructure Design for six blocks located in Atlanta mid-town including storm water modeling and drainage design, sanitary sewer and water lines (up to 24" in dia), upgrade of combined sewer outfall (CSO) line, site grading and layout, roadways, **sidewalks** and landscaping design. Frasier, Terry, Martin, Rawson Streets and Woodward Avenue were all in the scope of this project, as well as **utility relocation**, where needed. Project also included the development of

construction drawings and technical specifications for the individual blocks – preparation for the site grading, site layout, storm drainage calculations, water and sanitary sewer tie-ins, detention pond design with water features (on block G of the development), coordination of the work with the project architect and permitting process with City of Atlanta. Construction administration included assisting the owner with bidding process, bid review, submittal review, construction meetings, responding to RFIs, providing engineering support when unforeseen site conditions were encountered, payment applications and contractor's change orders approval.

### Avondale Dunaire Park and Sidewalk Design along George Luther Drive, Decatur, GA

Master planning, surveying, geotechnical investigation, and full A/E design for the 16-acre site including three full size soccer fields, concession building with a conference room and restrooms, a restroom building, dog park, walking trails, pedestrian bridges, multiple parking areas, **utilities**, **sidewalk along George Luther King Drive**, and SW management, including green infrastructure. Program Manager and Independent Technical Reviewer.

### East Central DeKalb Community and Senior Center, Sidewalk along Elam Road, Stone Mountain, GA

Our team performed due diligence and generated a feasibility study for the Community and Senior Center. Site investigation addressed the capacity of the site to accommodate a modern facility. We conducted geotechnical investigation, jurisdictional waters delineation, prepared topographic and planimetric survey, reviewed the existing site for current zoning and regulatory requirements, provided architectural programming, and developed full set of construction documents for 26,000 sqft facility with indoor swimming pool, 140-spaces parking, **sidewalks** within the site but also along the entire property, and **all utilities** (water, sewer, natural gas). We obtained building permit and land disturbance permit (LDP) and supported the County in bidding process. **Stormwater management** included elements of green infrastructure, per DeKalb County Ordinance. Our team also provided extensive construction administration services and attended ribbon cutting ceremony in July of 2023. Principal-in-Charge and Engineer of Record.

### Maxwell Road - Roadway and Drainage Design Services for Maintenance and Operations Center, Roswell, GA

Project included a topographic and planimetric survey, a geotechnical investigation, wetlands delineation, site civil design, roadway and **sidewalk design**, bidding assistance, construction material testing (CMT) and construction administration (CA) for \$17 million roadway/sidewalk improvements and North Fulton Maintenance and Operations Center. Site work included improvements to **Maxwell Road sidewalks**, entrances, driveways, parking areas, **drainage** features, **utilities**, and site grading. We developed construction plans that included drainage, ROW, and utilities to obtain ROW encroachment permit from City of Roswell and secure other necessary permits. Project Manager responsible for project overall technical and administrative execution, as well as project schedule and budget.



# SORAYA AGUDELO, PMP, LEED AP, BD+C

## Project Manager

Ms. Agudelo is a Professional Project Manager and Lead Civil Engineer providing engineering design and consulting services for various private (industrial, commercial) municipal and federal clients. She has more than 30 years of experience with civil site development feasibility studies, preliminary master planning, engineering design and analysis, permitting, and construction administration services. Her civil engineering experience includes site development, stormwater management and green infrastructure, utilities design (water and sewer conveyance), erosion and sedimentation plans (SWPPP), hydrology and hydraulic modeling, roadway stormwater improvements, stream buffer encroachment, preparation of construction documents (design drawings, technical specifications, bid documents, and engineering opinions of construction cost), permitting and construction administration services. Managed multi-discipline projects for the last eight years.

### Years of Experience

32

### Education

Bachelors, Civil Engineering Saint Thomas University

### Registrations/Certifications

Project Management Professional (PMP), No. 3445956

LEED Accredited Professional AP BD&C, No. 10419877

GASWCC NPDES Certified, Level 2 and Trainer Level 1 and Level 2 Erosion Prevention and Sediment Control, GA, No.0000005804

Erosion Control Practices and Stormwater Management, No. 0000000248

## SELECT PROJECT EXPERIENCE

### City Master Plan / Lemon St Roadway / Pedestrian Overpass, Acworth, GA

Ms. Agudelo served as the Project Manager to provide master planning, A/E engineering design and construction services for the redevelopment. The improvements for the City Center Master Plan include road alignment to link to public park, gateways round-about, a pedestrian bridge over the CSX railroad, urban entertainment district, off-street parking areas, and street scape improvements (**sidewalks and ADA ramps**). Also included the design of a downtown Visitor’s Center as a train depot and development of commercial site for a restaurant. Performed project management, lead civil engineering design (utility and stormwater), and construction administrative services.

### Downtown Master Planning and Engineering, Clarkston, GA

Ms. Agudelo served as the Independent Technical Reviewer (ITR) to provide master planning, landscape architecture, civil engineering, utility engineering, surveying, architecture, hydrology analysis, cost estimating and construction administration services. The master plan process also included a review and integration of exiting plans such as the comprehensive plan, the Livable Centers Plan and the Path plan for an extension of the Stone Mountain bike trail. Performed ITR for civil engineering (site, utilities, and hydrology design).



## SORAYA AGUDELO, CONTINUED

### **Morrison Moore Pedestrian Bridge and Multi-use Trail, Dahlonega, GA**

Ms. Agudelo served as the Project Manager to provide pedestrian safety improvements within the existing roadway with a pedestrian **bridge and 5-foot-wide pedestrian sidewalk along SR 9 from SR 60 to the Lake Zwerner boat ramp north of Wimpy Mill Road**. The new facility will connect to an existing recreational trail system around the lake. Completed final design and submitted FFPR documents to Georgia DOT, completed and obtained approval from GDOT for environmental reports, hydrology and hydraulic modeling, and construction cost estimate. She managed and coordinated design effort with the entire team. **Design followed Georgia DOT's Plan Development Process.**

### **Atlanta Beltline East Side Trail Extension, Atlanta, GA**

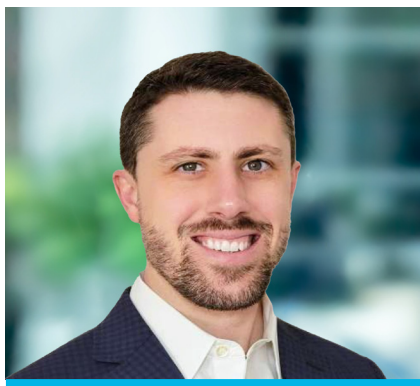
Ms. Agudelo served as the ITR for civil design services (erosion, site grading and stormwater design). Soraya **prepared the GDOT encroachment permit and reviewed design drawings for 1.2 miles of corridor trails**, and greenspace on the Beltline, which create parks, transit and new mix-use development along historic rail segments encircling Atlanta's urban core.

### **Trails Design/Pedestrian Bridge and Boardwalk, Woodstock, GA**

Ms. Agudelo prepared a stream buffer variance and obtained approval from Georgia EPD. Recommended the BMPs for erosion, sedimentation and pollution control plan to the design team. The team prepared master planning, landscape architecture and civil engineering erosion plans and multi discipline designs for 10 trail projects and trailheads constituting eight miles. These trails were an important part of the Woodstock Greenprints Program to link schools, residential areas and the downtown commercial district. Performed ITR reviews for civil engineering services.

### **Permeable Pavers, Atlanta, GA**

Ms. Agudelo served as the Civil Lead Designer, compliance, permitting, and field engineering support during construction. Soraya received the 2018 Honor Award through the Engineering Excellence program from ACEC. Performed civil design construction drawings, hydrology and hydraulic modeling and calculations, and green infrastructure design for the largest permeable paver road replacement project in the country, replacing an asphalt road with approximately 867,500 square feet of permeable pavers.



## ERIK MESSINA, PE

### Engineer of Record

Mr. Messina is the South Division Design Service Line Lead at Kleinfelder. His experience includes city and state funded economic development projects, water and sewer infrastructure, stormwater control measures, municipal and state parks and greenways. Erik also specializes in critical facilities, industrial, commercial, mixed-use, medical, and utility-scale solar projects. His engineering team is responsible for all phases of development including planning, grant research, design, permitting/entitlement, bidding, project management, and construction administration.

#### Years of Experience

12

#### Education

Masters, Civil Engineering, North Carolina State University

Bachelors, Civil Engineering, Clemson University

#### Registrations/Certifications

Professional Engineer (PE)-Civil,

No. PE049411, GA\*

No. 045263, NC

No. 0402059348, VA

No. 34646, SC

No. 127280, TN

No. 95167, FL

No. PE52711, AL

\*Mr. Messina's State of Georgia Professional Engineering license copy are required in the RFQ is provided on page 16 of this SOQ.

### SELECT PROJECT EXPERIENCE

#### Holly Ridge Sidewalks, Holly Ridge, NC

Kleinfelder is currently providing design services for sidewalk and multi-use path (approximately 6 miles) along US Hwy 50 E to N Dyson St and Sound Road/Morris Landing Road to the Morris Landing Pier in the Town of Holly Ridge. This path will provide connectivity for residents and visitors, and will be entirely ADA compliant and will be dedicated sidewalk and areas for biking and/or walking separate from the roadway also incorporates nature-based and hybrid stormwater solutions such as bioswales.

#### North Carolina Data Center Campus, Catawba Co., NC

Project included overall master planned data center campus with sidewalk and ADA connectivity throughout the 320-acre, 8 building site. Provided geometric design of roads, bridge design over stream crossing, mass grading and erosion control, over 10,000 linear feet of stormwater infrastructure, six wet ponds and two bioretention stormwater management facilities, over 8,000 linear feet of water and sewer infrastructure, three sanitary sewer pump stations and over 4,000 linear feet of force main.

#### Main Event Entertainment, Columbia, Lexington Co., SC

The project consisted of a 52,000 square foot commercial building with 300 parking spaces on approximately 5 acres. Elements of the project included site access to overall mixed-use development sites and adjacent roadways through sidewalks and ADA routing. Kleinfelder completed hydraulic modeling and design of 1,561 linear feet of stormwater conveyance, modeling and design of 713 linear feet of sanitary sewer conveyance, design of 160 linear feet water distribution, erosion control, and regulatory permitting approvals.

#### Project Hoist, Rowan County, NC

The project consisted of an 82,000 square foot industrial building with 250 parking spaces and 145,000 square foot laydown area on approximately 29 acres. Elements of the project included pedestrian access to each area of the building, ADA emergency exit routing, and sidewalk design to adjacent parking areas. Kleinfelder also completed water quality analysis, hydraulic modeling, and design of 2,076 linear feet of stormwater conveyance and stormwater facility, hydraulic modeling and design of 527 linear feet of sanitary sewer, 1,410 linear feet of water distribution piping, erosion control, and regulatory permitting approvals.





# TAMMYRAE BARR

## Lead Civil Engineer

Ms. Barr brings site-civil, land development, infrastructure, geo-environmental studies, and remediation projects. She is experienced in solar generating facilities; power plants and substations; manufacturing, logistical, maintenance and municipal facilities centers; data centers, commercial sites, hospitals, schools, residential and mixed-use developments; and has provided land development permitting, erosion control permitting, and NPDES permitting services.

### Years of Experience

36

### Education

Bachelors, Civil Engineering, North Carolina State University

### Registrations/Certifications

Professional Engineer (PE)-Civil, No. 055539E, NC

## SELECT PROJECT EXPERIENCE

### North Dyson to NC-50E, Town of Holly Ridge, NC

Design Review of approximately 10,000 lineal feet of proposed greenway/multi-use trail in suburban environment involving utility avoidance and relocations, and crossing residential driveways and public road intersections and NC DOT right of way concerns.

### Morris Landing, Town of Holly Ridge, NC

Design Review of approximately 18,000 lineal feet of proposed greenway/multi-use trail in suburban environment involving utility avoidance and relocations, and crossing residential driveways and public road intersections.

### Ephrata National Bank, Denver and Ephrata, PA

Site-Civil Land development design of banking facilities, site layout with sidewalks and parking, stormwater, grading, erosion control, & utility design; zoning testimony and planning commission presentations.

### Amtrak Station Development Program, 154 Stations, Nationwide

Work with multidisciplinary team to assess and renovate trains stations to bring them into a state of good repair and provide mobility through the stations and site via sidewalks and ramps per the American Disabilities Act.

### WMATA Andrews Federal Ctr Bus Garage, Suitland, MD

Design coordination and project management of multidisciplinary team for the design development, clash detection review and construction plan document generation for a 300,000 SF bus garage situated on 35 acres, inclusive of sidewalks, pedestrian sky bridge and electric and regular parking facilities.

### NERC/FERC Grid Stabilization Project, Entergy Data/Control Center, Simpsonville, KY

Site design for new 24/7 shelter-in-place building with N+1 Architecture for a data center with utility control facility in Simpsonville, Kentucky. Led design efforts for site layout with remote parking 200 +/- feet from building, with extensive sidewalk paths and K-12 rapid deployment crash barriers and fencing, attack repellent grading design with landscaped perimeter berms, ADA access, stormwater management, soil erosion and sediment control, and utility connections (dual electric from separate grid tie-in, dual fiber connections, sanitary sewer with dual pump stations, and domestic water supply).





## STEVEN KEIDEL, LEED AP, BD&C

### Senior Civil Engineer

Mr. Keidel is an experienced Project Professional at Kleinfelder whose project portfolio includes site layout and grading, water and sewer infrastructure, stormwater control measures, erosion control and mitigation, and construction administration. Additionally, he specializes in industrial, commercial, mixed-use, and residential projects. He is responsible for all phases of development including planning, design, permitting, project management, and construction administration.

#### Years of Experience

12

#### Education

Bachelors, Civil Engineering, North Carolina State University

#### Registrations/Certifications

Professional Engineer (PE)-Civil, No. 043193, NC

LEED Accredited Professional AP BD&C, No. 10795838

OSHA 10-Hour –18-002926136

### SELECT PROJECT EXPERIENCE

#### Main Event Entertainment, City of Columbia, Lexington County, SC

Provided civil engineering design and permitting for a 5.78 AC commercial development including parking, **sidewalks**, and **ADA accessible pathways**. Coordinated permits between City of Columbia, Lexington County, and SC DES.

#### 13021 General Dr. Spec. Building, BIN-GD13021 LLC, Mecklenburg County, NC

Provided civil engineering design and permitting for a 11.31 AC commercial development including parking, sidewalks, and ADA accessible pathways. Designed sidewalks with coordination from City of Charlotte and Duke Energy for sidewalks within the right-of-way without conflicting with Duke Energy utility poles. Design ADA ramps for two driveway connections and ADA path from the right-of-way to the proposed commercial building.

#### Autumn Lakes Subdivision, LGI Homes, Zebulon, Wake County, NC

Assisted master planning and provided civil engineering design and permitting for a three phase 470+ lot subdivision. Designed approximately 3,000 LF of paved greenway and sidewalks, **approximately 3,500 LF of unpaved trails, and associated spur trails, maintaining ADA compliance in accordance with the Town of Zebulon's Master Greenway, Bicycling, and Pedestrian Master Plan**. Designed three culvert stream crossings for the greenway. Coordinated of permits between City of Raleigh Utilities, Zebulon Planning, Wake County Stormwater, Wake County Erosion Control, NCDEQ, NCDOT, and USCOE.

#### Autumnwood North, Shenandoah Homes, Cary, Wake County, NC

Provided civil engineering design for a 21-lot subdivision, including approximately 250 LF of paved greenway spur trail and sidewalk connections with ADA ramps. Coordinated and permitted NCDOT right-of-way abandonment and the design of approximately 450 LF of road widening including **associated sidewalk and stormwater utilities**.





# ZAC WEISEL, PLS

## Land Surveyor

In maintaining the company directive of quality service and accurate deliverables, Mr. Weisel strives to serve the team in multiple areas. With experience across public, commercial, and residential development projects, Zac coordinates with Gunnin’s team of well experienced managers toward the completion of a variety of surveying deliverables. He also emphasizes consistent internal/external communication, workforce development/training, and strives to maintain a healthy workflow within the company.

### Years of Experience

14

### Education

Bachelors, Surveying and Mapping, Southern Polytechnic State University, 2017

### Registrations/Certifications

Professional Land Surveyor, GA  
No. LS 3473  
Professional Surveyor and Mapper, FL, No. LS 7231  
Professional Land Surveyor, SC, No. LS 37379  
Professional Land Surveyor, TN, No. LS 3280  
FAA 107 Certified Drone Pilot

## SELECT PROJECT EXPERIENCE

### Intrenchment Creek Park, DeKalb County Parks, GA

Our team initially prepared a boundary survey and minor subdivision plat for the overall 130-acre parcel. Subsequently, we were tasked with a “strip topo” through the park for a future trail design. The trail alignment scope spanned over a mile long and included over 1500 tree locations. The trail has multiple segments where elevated boardwalks were subsequently designed.

### Michelle Obama Park, DeKalb County Parks, GA

Boundary and topographic survey of an approximate 25-acre parcel for the future design of Michelle Obama Park (facility, water features, large parking area, concession stands, playground, dog park etc.). Included creek locations, specimen trees, and a private utility locate.

### Aria, Sandy Springs, GA

Over 100 acres of townhome and detached lot development by Ashton Woods, apartments and retail development by Streetlights Residential, and headquarters of Mercedes-Benz facility. Provided the initial survey work for all upfront transactions and future design including ALTA Surveys, topographic/tree surveys, underground utility locations, and detailed locations for future road improvements. Provided construction layout, platting and as-built services for all Ashton Woods development areas, which totaled approximately 600 units. This included a multitude of exhibits and legal descriptions for various utility and access easements throughout the development.

### Cherokee 75 Corporate Park, Acworth, GA

Our team was involved in almost every stage of the “Cherokee 75” corporate park development. Initially tasked with providing the front-end ALTA/topographic surveys of the proposed development area of 180 acres. After design, our firm prepared minor plats, final plats, right of way dedication documents, and easements exhibits for the entire development. Also performed construction layout services for various portions of this development that included almost two miles of curb layout, water, sewer, and storm structures, and final construction as-builts of installed features (including multiple pond surveys for onsite detention).



State of Georgia Professional Engineering Licenses



STATE OF GEORGIA  
Darren Mickler, Director  
Taylor Wright, Board Chair  
Georgia Professional Engineering & Land Surveyors Board  
Engineers / Land Surveyors  
Professional Engineer

LICENSE NO. PE049411

Mr. Erik Peter Messina  
3338 Twin Ridge Drive  
Charlotte, NC 28210

EXP DATE - December 31, 2025  
ISSUE DATE - September 16, 2022  
Active



STATE OF GEORGIA  
Darren Mickler, Director  
Taylor Wright, Board Chair  
Georgia Professional Engineering & Land Surveyors Board  
Engineers / Land Surveyors  
Professional Engineer

LICENSE NO. PE027867

Mirsada Zeljkovic Ilic  
3980 Blustery Way  
Marietta, GA 30066

EXP DATE - December 31, 2025  
ISSUE DATE - June 26, 2002  
Active

The organizational chart below provides a detailed description of Kleinfelder’s specific project management team, inclusive of sub-consultants anticipated to be utilized and assigned to work under this contract. Key personnel in bold denotes their resume is included in Section 4.



**Below are the roles and responsibilities of the primary team members as they pertain/apply to the Project Approach.**

TEAM MEMBER	PROJECT ROLE	EXPERIENCE
Soraya Agudelo, PMP, LEED AP BD+C	Local Project Manager, Contract Administration	Professional project manager, client manager, quality control design manager, and lead civil engineer providing engineering design and consulting services for various municipal, private (industrial, commercial) and federal clients. Soraya has more than 30 years of experience with civil site development design and permitting for infrastructure and vertical facilities, green infrastructure (GI), stormwater management modeling, stormwater best management practices, utilities design and coordination, erosion and sedimentation plans (SWPPP), hydrology and hydraulic modeling and reports, preparation of technical specifications, bid documents, engineering opinions of construction cost, and construction administration services. Soraya has been managing projects with similar scope to the one for the City of Stonecrest for over 10 years. Some of those projects were designed and managed in accordance with GDOT Plan Development Process PDP.
Mirsada Ilic, PE, PMP, LEED AP, BCEE	Principal In Charge / QA/QC, High-level Technical Guidance for Design/Construction	Principal engineer, program and project management experience in leading multidisciplinary teams to successfully execute architectural and engineering projects and programs. Mirsada's experience includes both vertical and infrastructure design, and construction in every aspect of engineering: preliminary master planning, engineering studies, analysis, calculations, modelling, and construction documents preparation (design drawings and technical specifications) for municipal/public, commercial, and industrial, mixed-use facilities. For almost two decades Mirsada has been managing projects that involve multidisciplinary teams.
Erik Messina, PE	Engineer of Record – Civil, Stormwater, Erosion /Construction	South Division Design Service Line Leader. Erik's experience includes city and state funded economic development projects, municipal and state parks, municipal sidewalks and greenways, stormwater control measures, and water & sewer infrastructure. Erik experience also includes design, permitting/entitlement, bidding, project management, and construction administration.
TammyRae Barr, PE	Subject Matter Expert /Independent Technical Reviewer (ITR) for Civil Site Development and Stormwater Design	Civil engineer with over 35 years of experience, focused on site-civil, land development and infrastructure projects. TammyRae is experienced with stormwater program management, NPDES Phase II Permit compliance, general stormwater project management, review of engineering standards/specifications, infrastructure design and inspection, plan preparation, plan review, and has also participated in design manual revision session for stormwater management best management practice.
Steven Keidel, PE	Civil Design Lead/ Permitting, Bid Support, Construction	Project professional with experience in site layout and grading, ADA compliance and design, drainage and stormwater control measures, erosion control and mitigation, technical specifications, water/sewer infrastructure, and construction administration. Steven is responsible for each phase of development including planning, design, permitting, design management, and construction administration.
Edson DeJesus, Adriana Sanchez, Joseph Lo, and Kevin Martinez	Staff Professional Civil Engineering	Our staff professionals' have experience that varies from 3 to 8 years in civil site design, grading, infrastructure design, sidewalks and trails design, ADA compliance design, infrastructure and utilities coordination, utilities conflict analysis, erosion and sedimentation control design and inspection, quantity take-offs, engineering of construction cost, and construction inspections.
Zachary Weisel, PLS (Gunnin Land Surveying)	Topography and Planimetric Survey	Professional land surveyor with 12 years of experience, managing and leading the surveyors team providing ALTA surveys, topographic surveys, subdivision plats, as-built surveys, drone surveys, and construction layout.

### PROJECT MANAGEMENT AND QUALITY OVERVIEW

It is a priority for Kleinfelder to recognize the issues you face and to see how we can be of great assistance to help you achieve your goals. We do this by performing investigations, research, and maintaining regular communication with you outside of on-going projects to discuss current and future challenges. It is our commitment that we will provide the City with superior 'turnkey' services for the required tasks, and we understand that it is essential to provide sufficient, competent, and qualified personnel for this project. The following items present our approach for project management and quality assurance/quality control (QA/QC) for this project.

Kleinfelder understands that it is essential to provide services to the City of Stonecrest in accordance with established guidelines; develop and apply innovative alternatives as applicable, to reduce costs and conduct activities in a safe manner. Technical activities will be conducted under the oversight of Quality Assurance/Quality Control (QA/QC) Manager assigned based on area of technical needs.

Field work protocol, data collection and analysis, reports, specifications, bid documents, and drawings preparation will be reviewed by the assigned QA/QC Manager. Our Quality Assurance Program established standards of practice and operating procedures that reduce rework on projects, resulting in improved quality and project scheduling.

Kleinfelder has developed systems and quality management capabilities that consistently maintain focused, efficient, and expeditious technical performance, as well as proactive cost and schedule control for our projects which the City can benefit from. Our selected team of professionals has the technical and managerial skills necessary to work with the City and help to achieve project goals on schedule and within, or under, the established budgets.



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### PROJECT & CONTRACT ADMINISTRATION

The project will be managed by our Project Manager, Soraya Agudelo, PMP, LEED AP, BD+C, who is in our Atlanta office. Documentation, drawings, invoices, and project work will be reviewed by Mrs. Agudelo prior to transmittal to the City and/or agencies as required. Any questions or discrepancies identified by City will be provided to Mrs. Agudelo for review and resolution.

### COMMUNICATION

Kleinfelder recognizes that effective communication on every level is essential. The communication between the City and Kleinfelder will be with Mrs. Agudelo. Additionally, project-related communication with regulatory agencies will be conducted by experienced staff who have good relationships with the regulators. We will be prepared to meet with City personnel for any matter whenever it is desired by the City by teams' meetings (preferably).

We understand that to effectively support the City in this role, we need to be versatile, efficient, and highly responsive. We have proven our ability to provide highly responsive client service to our clients. Our array of engineering and experienced technical leaders are available to the City and our Project Management Team is dedicated to prompt service and timely responses.

# 05 | PROJECT APPROACH

## Technical Understanding

- **Site Analysis and Design:** During our site visit to the four project segments, several site constraints were identified that will need to be carefully considered during the design phase. These include roadside stormwater ditches and culverts, potential utility conflicts, and steep slopes within the existing right-of-way. Our team's experience and technical expertise will be critical in developing design solutions that effectively address and integrate these challenges.
- **ADA Accessibility:** Our design will fully comply with GDOT ADA requirements for pedestrian facilities. This includes adherence to standards for curb ramps, cross-slopes, landing lengths, ramps, slip-resistance surfaces, and continuous accessible pedestrian routes.
- **Comprehensive Design:** Our approach will integrate key design elements such as stormwater management, ADA accessibility, and pedestrian connectivity to maximize environmental and community benefits. The design will go beyond basic functionality by incorporating enhancements that improve pedestrian safety and user experience.

Prior to commencing design work, the Kleinfelder team will schedule a project kick-off with the City of Stonecrest stakeholders. We will look to further define scope, schedule, and define expected deliverables with their timeline. Initial tasks will involve definition of design criteria, local codes, regulatory requirements, permitting processes, confirmation of the right-of-way (ROW) and property boundaries research, utility coordination and field work. We will gather project specific information from the City stakeholders and establish a communication plan, defining key team members and roles, data available, review project logistics, identify potential risk for each sidewalk segment. This meeting will define reporting structure, priorities, and the workflows before the project starts.

Immediately after the project kick-off meeting, Kleinfelder will prepare preliminary plans showing the proposed sidewalk alignments, identifying construction limits, encroachment areas, utility conflicts and/or relocation features. Our team will outline vulnerabilities, strengths, and outstanding concerns for the proposed sidewalks alignments. These preliminary plans and information will be shared with the City for review and approval to mobilize the ground survey efforts.

## PROJECT SITES

The Kleinfelder team visited the project sites to understand existing site conditions and to prepare the technical approach.

**Salem Road** - Consisting of approximately 1,700 linear feet (LF) of 5' wide concrete paved sidewalk, which will connect to the existing sidewalk recently added as part of the roundabout improvements beginning in front of the 4964 Salem Road property and ending at the existing sidewalk at the Family Dollar store located at 5116 Salem Road. Proper shoulder drainage design will be required to slope shoulder area away from the pavement to preserve road longevity and safety.

Design will include utility coordination for existing AT&T equipment located close to proposed sidewalk path, drainage improvements for existing culverts and ditches located near Family Dollar property, ADA ramps at Valley Oak's subdivision ([see site pictures atop of the next page](#)).





**Fairington Road Phase II** - Consisting of approximately 1,300 LF of 5' wide concrete sidewalk that will require utility coordination for the existing utility pole, stop sign, and other utilities at the beginning of the alignment to properly design the American with Disabilities Act (ADA) ramps in accordance with GDOT requirements. Along the proposed sidewalk and at the end of the alignment, the design will need to adequately account for stormwater management (existing concrete flume at the south side of the road located near the property at 5665 Fairington Road), grading and diversion of existing ditch to provide positive drainage for the road shoulder.



**Phillips Road** - Project will be along the east side of Phillips Road, approximately 700 LF of 5' wide concrete sidewalk, starting at 6294 Phillip Court (intersection of Phillips Court and Phillips Road) and ending at the existing new sidewalk near new subdivision at 1850 Phillips Road. Along the alignment of this sidewalk, there are existing utilities such as water valves markers, AT&T vaults, overhead utility poles that will require coordination and potential relocation during project execution. Existing trees will be affected by the sidewalk construction, as shown in the pictures below. ADA ramps will be installed at the beginning of the alignment and at the intersection with Phillips Place.



**Iris Drive** - The 5' wide concrete sidewalk starts at 8489 I-20 East Access Road in Lithonia and connects to the existing brand-new sidewalk installed at the front entrance of the storage facility. The proposed sidewalk will then run for approximately 1,300 LF along the south side of Iris Drive ending at the existing sidewalk for the subdivision located at 7848 I-20 East Access Road known as Iris Drive SW. Stormwater and grading activities will be part of the design to manage existing concrete flume. We will use reinforced concrete sidewalk to preserve shoulder drainage and connection to existing stormwatersystem. This segment will require coordination with GDOT due to the proximity of the sidewalk to Hwy I-20, and utility coordination due to the existing gas line as presented in the pictures below.



Sidewalks will be designed to meet Georgia Department of Transportation (GDOT) requirements for grades, slopes, and offset from the existing road pavement, in addition to the ADA accessibility standards. Kleinfelder's team will use grass strips, minimum width, obstruction-free path, cross slopes, drainage, and vertical grades, design criteria to meet or exceed GDOT and ADA requirements.

The sidewalks design will also comply with City, County, State, and Federal standards for drainage and erosion control. During the design effort we will, to the extent possible, intercept runoff where surrounding terrain slopes toward the roads. Ditches will intercept water before it reaches the road. Design will consider right-of-way to ensure no impacts to adjacent properties and will utilize curbs, small retaining walls, or other structures as needed so that the construction of the sidewalk does not impact property owners along each alignment.

Gunnin Land Surveying, Kleinfelder subcontractor, will provide survey for all four sidewalk segments and prepare base maps.

### TOPOGRAPHIC, TREE, AND UTILITY SURVEY

Our subcontractor Gunnin Land Surveying will perform a topographic survey for the four sidewalk segments, topography survey will include:

- Establish site datum of NAD83 Georgia state-plane horizontal and NAVD88 vertical utilizing GPS and/or conventional methods.
- Research property records and coordinate with client all necessary plats/deeds relative to the survey areas to depict right of way lines and applicable easements adjacent to the survey areas.
- Locate all significant visible improvements (including storm/sewer structure inverts, etc.) within the survey areas from center line of the road to the ROW for each sidewalk segment for the side of the road where the proposed sidewalk will be installed.
- Field run topography at 1-foot contour intervals within each sidewalk topography area as described above.
- Coordination with Georgia 811 utility location and provide filed locations of any marked underground utilities within the survey areas for each sidewalk segment.

## PREPARATION OF CONSTRUCTION PLANS

### Schematic Design Phase

The Kleinfelder team will prepare, for the City's approval, schematic design drawings, using AutoCAD Civil3D software. The primary purpose during this phase is to define and describe important aspects of each sidewalk. During this phase we will work with the City and its stakeholders to define the main elements of each sidewalk, refine parameters, and coordinate specific project needs necessary for schematic design. Most design elements will be defined during schematic design, some will, however, continue to be refined, resolved, or modified during the final design preparation, bidding, and construction phases of the project. City's formal approval will be obtained for schematic design before continuing to the final design phase of the project.



### Design Documents for Bids

Our team will work with the City during design development so that any unresolved issues left at the end of schematic design can be resolved at a scale that minimizes the possibility of major modifications during the construction phase. This is the phase in which the design achieves the refinement and coordination necessary for a polished product to prepare the final construction documents, including construction drawings, specifications, quantities, and engineering opinion of probable construction cost. The following **construction drawings** will be prepared for each sidewalk:

- **Cover Sheet:** Includes index of drawings, a site location map, and general project information for all four sidewalk segments.
- **Topographic Survey or Existing Conditions:** Will depict the existing conditions of each sidewalk alignment, signed and sealed by Georgia registered professional land surveyor.
- **Demolition Plan (if necessary):** Showing the required elements that will need to be removed/relocated prior to project execution.
- **Layout Plan, Profile and Cross-Sections:** Will depict sidewalk alignment with dimensions, elevations, coordinates, and typical cross sections for each sidewalk.
- **Tree Removal & Shrubbery Clearing Plan (potentially not applicable):** Will present the trees and shrubbery that will be removed and replaced in accordance with the local tree ordinance.
- **Grading Plan/Cut and Fill Limits:** Sidewalk path alignment showing fill and cut limits.
- **Landscape Plans:** Tree replacement and landscape details for each sidewalk.
- **Erosion and Sediment Control (E&SC) Plans:** Three phases (initial, intermediate, and final) to present the appropriate sediment and erosion control measures for each construction stage per requirements of the Georgia NPDES permit GAR 1000002 for infrastructure projects, and Georgia Erosion and Sediment Control Manual.
- **Erosion Control Notes:** Project description and E&SC notes per requirements of Georgia NPDES permit GAR 1000002 and Georgia Erosion and Sediment Control Manual.
- **Erosion Sedimentation and Pollution Control Checklist (GSWCC; latest revision).**
- **Erosion, Sedimentation and Pollution Control Details:** Will provide specific BMPs details used for each sidewalk to protect surrounding drainage ditches and stormwater inlets during construction and to prevent sediment and erosion.
- **Construction Details:** Will include the appropriate civil construction details for the concrete sidewalk.

For this proposal, we assumed that design drawings will be delivered in searchable PDF format, plans will be prepared in accordance with state and local regulations and will be sealed by a professional engineer licensed in Georgia.

## TECHNICAL SPECIFICATIONS

Kleinfelder will prepare technical specifications in accordance with the standardized format of the Construction Specifications Institute (CSI), including section numbering and titles presented in Master Format, 2020 edition. The specifications will include general civil requirements, earthwork, landscape, hardscape, stormwater pipes and structures, and erosion specification sections required for the project.

## BID DOCUMENTS

Our team will prepare a Summary Scope of Work for bid document. Kleinfelder will submit the Scope of Work document to the City's project management team for review and comments prior to being used for bid. We will address one round of City comments for the four sidewalks.

## ENGINEERING OPINION OF PROBABLE CONSTRUCTION COST

Kleinfelder will prepare a Rough Order of Magnitude (ROM) Engineering Opinion of Probable Construction Costs (EOPCC) for each sidewalk segment. We will prepare the EOPCC in accordance with recognized cost estimating standards and procedures, including recommended practices of the Association for the Advancement of Cost Engineering (AACE International) and applicable government and industry standards. The sources and methods for pricing will include, as appropriate: cost data sources such as RSMeans CostWorks; other construction cost data publications and estimating software; and pricing information from local contractors, product suppliers, and industry organizations.

## GDOT ENCROACHMENT PERMIT (If Applicable)

Kleinfelder will prepare a GDOT Special Encroachment Permit Application document for the Iris Drive sidewalk consistent with GDOT requirements, which is anticipated to include the following items:

- Permit Application Information Form.
- Special Encroachment Permit Drawings (sidewalk location, existing and proposed drainage features, ROW dimensions and distance to the Edge of Pavement, proposed utility work (if applicable), direction and distance to the nearest intersecting state and/or county roadways, erosion control plans).

Due to the inconsistency in review schedule expectations regarding the permit described above, for planning purposes, Kleinfelder has included up to 60 total hours for our team members to facilitate GDOT coordination. This scope includes one re-submittal of plans based on GDOT review comments. If additional re-submittals are required, Kleinfelder will discuss the additional scope and fee with the Client prior to proceeding.

## UTILITIES COORDINATION BEFORE AND DURING CONSTRUCTION

The utility coordination process during design and construction involves early and continuous communication to identify and resolve conflicts between proposed sidewalk paths and existing utility lines. During design, Kleinfelder team will contact the utility companies for each sidewalk segment to exchange information, request field verification for the present utilities, and develop utility conflict matrices to minimize or avoid impacts. During construction, it involves coordinating utility relocations with the main project schedule, notifying the City team of any utility work required, and required agreements.

### During the Design Phase

- **Early Involvement:** Our team starts coordinating with exiting utilities companies as early as possible, ideally during preliminary design, to have more options for resolving conflicts.
- **Information Exchange:** Submit project design drawings with utility owners for each sidewalk alignment and request field verification to conduct field verification to accurately locate and identify existing utility facilities within the project limits.

- **Utility Conflict Matrix (UCM):** Develop a UCM to document all potential conflicts, their impacts, and propose solutions at the beginning of advance design.
- **Design Modifications:** Based on the information gathered from utility owners, modify the project’s design (e.g., alignment, depth) to avoid or minimize conflicts.
- **Develop Agreements:** Create utility agreements that outline the responsibilities, costs, and special considerations for any necessary relocations.
- **Final Design:** The final design drawings will include utility arrangements for each sidewalk path and the appropriate utility owners that confirm that project construction is feasible.

### During the Construction Phase

- **Coordinate Schedules:** Coordinate the schedule of utility relocation (if necessary) with the sidewalk segments construction schedule to prevent conflicts between contractors and minimize public disruption.
- **Incorporate into Bids:** Include details about necessary utility work and its impact on the schedule in the bid documents so contractors can factor these costs and time into their bids.
- **Provide Contact Information:** Include location and contact information for all utilities on the construction plans for each sidewalk segment to help the contractor and City staff to manage any unforeseen issues through the established agreements.



## BID PHASE SERVICES

### Bidding Support

Our support during the bidding phase will include:

- Bid advertisement document, including a bid form with quantities and bid schedule,
- Signed and sealed set of Contract Document in PDF format (drawings and specs),
- Participation in pre-bid meeting and a site visit, and
- Respond to Requests for Information (RFIs) from prospective bidders and assist the City in the issuance of addenda to clarify, correct, or change the bidding documents.

## LIMITED CONSTRUCTION ADMINISTRATION SERVICES

The Kleinfelder team will provide the following limited construction administration services, as the engineer of record for the four sidewalks segments:

- Respond to Requests for Information (RFIs) for the four sidewalks extension segments,
- Review shop drawings and Contractor submittals, and
- Coordinate with Contractor and utility companies.

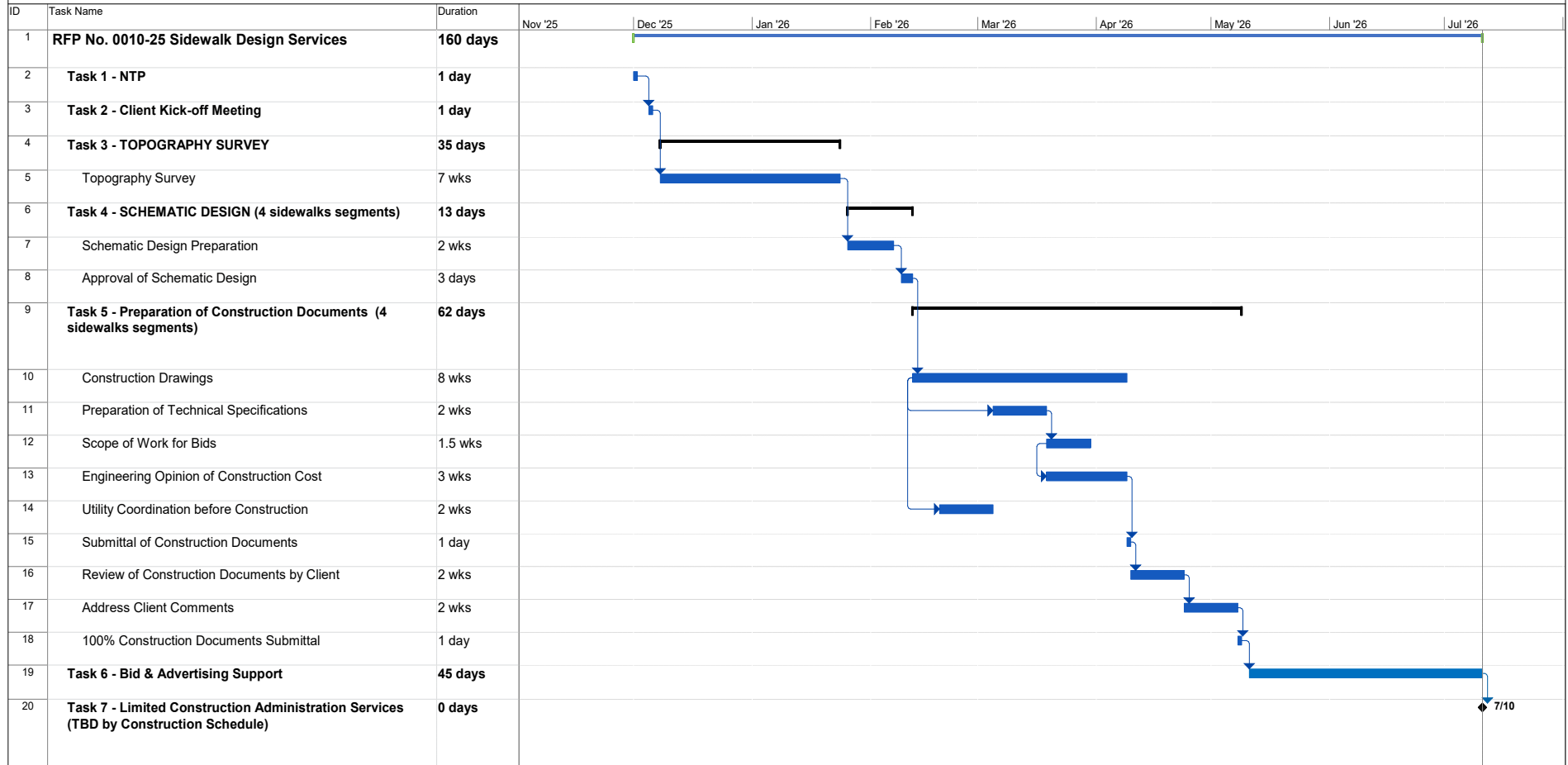
## SCHEDULING

Kleinfelder understands that meeting schedule is an important factor with respect to successful completion of the project. During the schematic design phase, Kleinfelder will consider any factors which may adversely affect the desired completion date and provide an updated project schedule. Our proposed project schedule follows on the next page.

We are anticipating preparing the four sidewalks simultaneously with four different civil designers supervised by the lead civil engineer to expedite design effort and reduce design schedule time.



City of Stonecrest - RFP No. 0010-25 Sidewalk Design Services



Project: City of Stonecrest - RFP No. 0010-25 Sidewalk Design Services  
 Status Date: Wed 10/22/25

Task █ Milestone ◆ Summary ▬ Manual Summary ▬ Progress ▬

## ASSUMPTIONS

- Land disturbance is understood to be less than one (1) acre for each sidewalk project area. Projects are on different roads and will not require a National Pollutant Discharge Elimination Permit (NPDES), Not Notice of Intent (NOI) will be complete for any of the sidewalks.
- Access to the sidewalks alignments is unrestricted and accessible.
- Sidewalks will be installed inside ROW and no easement or land acquisition are anticipated.
- For proposal purposes, we assumed a total of 3 RFIs and 7 civil submittals reviews that will cover all the four sidewalks' segments.
- Utility coordination includes a maximum of 34 hours of the design lead for all the four segments.
- We are not attending construction progress meetings, since Stonecrest will perform construction administration, per RFP.
- Permitting fee are unknown at this time, therefore Kleinfelder didn't include an allowance (contingency) for the permitting fee required by permitting jurisdiction(s).

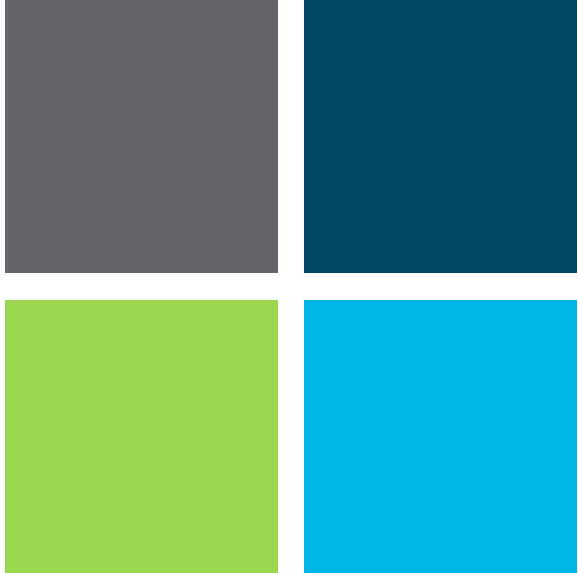
## EXCLUSIONS

Our services, other than those specifically mentioned herein, are excluded from our scope of services. Design and services of the following features are clarified as exclusions from this proposal but can be provided under a separate proposal and additional cost.

- Boundary or ALTA/NSPS survey, easement exhibits and legal descriptions
- Tree survey and Subsurface Utility Engineering (SUE), as requested in Addendum #3
- Certified Arborist Report
- Determination of jurisdictional waters
- Hours to obtain the GDOT Encroachment Permit for Iris Drive is included in our scope. Salem Road, Phillip Road, and Fairington Road are not anticipated needing GDOT Encroachment Permit
- Hydrology report, stormwater, and green infrastructure (GI) design
- Structural design for retaining walls
- Land disturbance permitting and application fees
- Wetland and stream impact mitigation credits fees
- Construction monitoring, sampling, and NPDES related compliance permit submissions
- Construction and material testing
- Construction administrative services beyond the items listed herein
- Construction NPDES sampling and reporting
- No site visits other than those stated herein
- Preparation of as-built or record drawings

## CURRENT WORKLOAD AND CAPACITY

As presented above on the availability table in **Section 3**, the team selected for this project is available as a dedicated resource to perform the required scope of services requested by the City. Our approach is to perform the design for the four sidewalk segments in parallel with our lead civil engineer overseeing design progress (setting technical standards, delegating tasks, refine preliminary designs into develop plans, ensuring technical accuracy, and compliance with federal,



**SECTION 6**  
REFERENCE FORMS

**BIDDER REQUIRED REFERENCES**

The Bidder shall provide three (3) references specific to providing Sidewalk Design Services in the State of Georgia. At least Two (2) reference shall be a local, county, state, or federal entity. **FAILURE TO SUBMIT REFERENCES WITH BID RESPONSE WILL RESULT IN BIDDER BEING DEEMED NON-RESPONSIVE.**

Services must be for similar scope of services, similar to the requirements of the solicitation this solicitation, specifications, and scope of work.

**Include the owner’s name, address, phone number, and current e-mail address.**

*Note: Do not include proposed team members or parent/subsidiary/affiliated companies as references in your submittals.*

**A. PRIME BIDDER’S NAME:** Kleinfelder, Inc.

**CLIENT NO. 1 - Name of company/firm to be contacted:** City of Dahlonega, GA

**Address:** 465 Riley Road, Dahlonega, GA 30533

**Contact Person:** Mark Buchanan, PE, City Engineer & Public Works Director

**Phone No:** (706) 482.2712

**Contact E-Mail Address:** mbuchanan@dahlonega.gov

**Project Performance Period:** January 2021 to June 2024  
(Dates should be in mm/yy format)

**Project Name:** SR 9/SR 60 From SR 60 Business to CR 189/Wimpy Mill Road Pedestrian Bridge and Sidewalk Construction

**Location of Project:** City of Dahlonega, GA

**Description of the overall scope:** The project includes a pedestrian bridge across Lake Zwerner and approximately 4,550 linear feet of pedestrian sidewalk along SR 60/US 19 from SR 60 Business to CR 189/Wimpy Mill Road, located north of the City of Dahlonega.

**Description of work that was self-performed by Bidder:**

Ms. Agudelo served as Project Manager for this project and point of contact with the City of Dahlonega. Design services were successfully completed from the project inception, to develop concept plan, base mapping/survey data, engineering and environmental assessment and reports, construction plans and construction documents, drainage plans, utility coordination, ADA compliance ramps design, geotechnical investigation and and reporting, pedestrian bridge structural design, erosion and sediment control plans in coordination with GDOT and City of Dahlonega requirements.

**CLIENT NO. 2** - Name of company/firm to be contacted: DeKalb Co. Facilities Mgmt - Architecture & Engineering

Address: 1300 Commerce Drive, Suite 300, Decatur, GA 30030

Contact Person: David M. Asbell, Deputy Director

Phone No: (404) 687.3528

Contact E-Mail Address: dasbell@dekalbcountyga.gov

Project Performance Period: July 2017 to July 2024 (includes planning, design, permitting and construction)  
(Dates should be in mm/yy format)

Project Name: East Central DeKalb Community and Senior Center - Elam Road

Location of Project: 4885 Elam Road, Stone Mountain, GA 30083

Description of the overall scope: The center is 26,000-square-foot facility on 6-acre site with large multi-purpose room, library, computer and craft rooms, gymnasium and 35 by 75-foot lap pool, supporting equipment, building systems, driveway entrance, stormwater management facility, parking with 140 parking spaces and sidewalks along the entire property on Elam Road.

**Description of work that was self-performed by Bidder:**

Ms. Ilic served as the Program Manager for a preliminary study of the entire property to determine site suitability to accommodate this state of the art facility with an indoor swimming pool. Followed by:

- Due diligence (Topographic and planimetric survey, environmental assessment, and geotechnical investigation and reporting)
  - Architectural and engineering design, including sidewalk along Elam Road
  - Permitting
  - Construction administration (review of submittals; respond to RFIs, bi-weekly inspections; review pay applications and change orders, punch list inspection, substantial completion, ribbon cutting ceremony)
- 
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- 
-

**CLIENT NO. 3** - Name of company/firm to be contacted: Town of Holly Ridge, NC

Address: 212 N Dyson St., Holly Ridge, NC 28445

Contact Person: Nathan Rhue, Community Development Director

Phone No: (910) 329.7081

Contact E-Mail Address: planner@hollyridgenc.org

Project Performance Period: February 2025 to Ongoing  
(Dates should be in mm/yy format)

Project Name: Multi-use Path US Hwy 50 E to N Dyson Street and Sound Road/Morris Landing Road

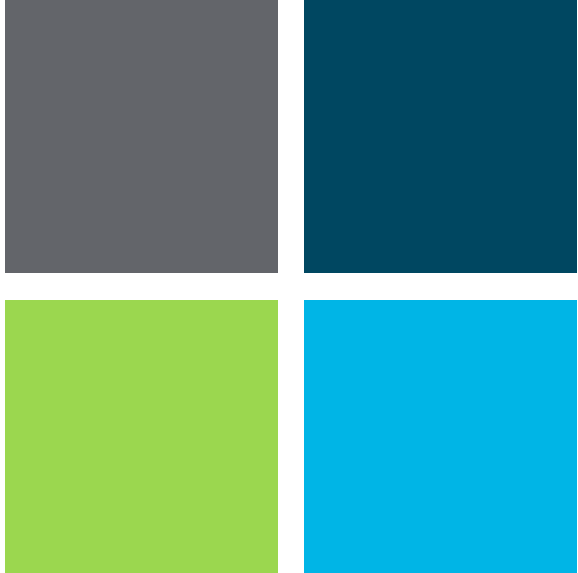
Location of Project: Town of Holly Ridge, NC

Description of the overall scope: Design services for sidewalk and multi-use path (approximately 6 miles) along US Hwy 50 E to N Dyson Street and Sound Road/Morris Landing Road to the Morris Landing Pier. The ADA compliant path provides connectivity for residents and visitors.

**Description of work that was self-performed by Bidder:**

Mr. Messina serves as the Program Manager and Ms. Ilic serves as the Technical Reviewer on this project.

The design is dedicated sidewalk and areas for biking and/or walking separate from the roadway also incorporates nature-based and hybrid stormwater solutions such as bioswales. The team are designing sidewalks, path grading, and erosion and sediment control based on data acquired from geotechnical soil borings and hydraulic calculations. Kleinfelder will also be supporting the Town of Holly Ridge with public engagement to showcase the designs and solicit feedback to ensure stakeholders voices are heard during the design process.



# APPENDIX A

## REQUIRED FORMS



### PROPOSERS CHECKLIST

Proposer’s are expected to examine this RFP form, attached drawings, specifications, if any, and all instructions. Failure to do so will be at the Proposer’s risk.

All notations must be in ink or typewritten. No erasure permitted. Mistakes may be crossed out and corrections typed adjacent and must be initialed and dated in ink by the person signing the RFP. All Proposals must be signed with the firm name and by a responsible officer or employee. Obligations assumed by such signature must be fulfilled.

Each Proposer shall furnish the information required in accordance with the RFP solicitation and Attachment “A” Proposer’s Required Forms.

Proposer’s must complete, sign and submit with their Proposals, all forms herein. Failure to submit these forms will render such proposal’s responses non-responsive.

### PROPOSAL CHECK LIST:

Proposers are cautioned to check their proposal very carefully, using the following checklist:

- Proposer’s Certification Page signed and notarized
- All required forms completed, signed and notarized (as applicable)
- Price Proposal Form, including Hourly Rate.
- Proposal Electronically submitted as specified

It is the Proposer’s responsibility to check Bidnet prior to submitting a bid response to ascertain if any addenda have been issued, to obtain such addenda and return signed addenda with the bid.



### PROPOSER'S CERTIFICATION

I have carefully examined the Request for Proposal (RFP), Instructions to Proposers, General Terms and Conditions, Scope of Services, Proposal Submittal Instructions and any other documents accompanying or made a part of this RFP.

I hereby propose to furnish the goods or services specified in the Request for Proposal (RFP) at the prices or rates quoted in my proposal. I agree that my price proposal will remain firm for a period of up to One Hundred and Twenty (120) days in order to allow the City adequate time to evaluate the responses. Furthermore, I agree to abide by all conditions of the RFP.

I certify that all information contained in this proposal is truthful to the best of my knowledge and belief. I further certify that I am duly authorized to submit this proposal on behalf of the Proposer as its act and deed and that the Firm is ready, willing and able to perform if awarded the bid.

I further certify that this bid is made without prior understanding, agreement, connection, discussion, or collusion with any person, firm or corporation submitting a proposal for the same product or service; no officer, employee or agent of the City of Stonecrest or of any other Proposer interested in said RFP; and that the undersigned executed this Proposer's Certification with full knowledge and understanding of the matters therein contained and was duly authorized to do so.

Kleinfelder, Inc. DGoershel@kleinfelder.com  
NAME OF BUSINESS E-MAIL ADDRESS

BY:   
SIGNATURE OF AUTHORIZED OFFICER OR AGENT

David B. Goershel, PG, PMP  
PRINTED NAME AND TITLE


1200 Abernathy Rd NE, Building 600, Suite 400  
MAILING ADDRESS

Atlanta GA 30328  
CITY, STATE, ZIP CODE

470.481.4512  
TELEPHONE NUMBER

TYPE: State of Georgia Drivers License

David B. Goershel, who is (who are) personally known to me or who has produced  
a valid State of Georgia DL as identification and who did (did not) take an oath.

  
Notary Public Signature  
A. Michele Jamros  
Notary Name, Printed, Typed or Stamped

(SEAL)

A Michele Jamros  
NOTARY PUBLIC  
CHEROKEE COUNTY, GEORGIA  
My Commission Expires 07/12/2029

Commission Number: N/A Commission Expires: July 12, 2029



### STATEMENT OF QUALIFICATIONS

**Please Note:** All fields below must be completed. If the field does not apply to you, please note N/A in that field.

If you are a foreign corporation, you may be required to obtain a certificate from the Georgia Department of Revenue (<https://dor.georgia.gov/taxes/register-new-business-georgia>).

Company Name: (Legal Registration): Kleinfelder, Inc.

Address: 1200 Abernathy Rd NE, Building 600, Suite 400

City: Atlanta State: GA Zip: 30328

Telephone No. 678.983.2541 FAX No. N/A Email: Mllic@kleinfelder.com

**Does your firm qualify for SBE MBE or WBE status:** SBE  MBE  WBE  LOCAL


**ADDENDUM ACKNOWLEDGEMENT** - Bidder acknowledges that the following addenda have been received and are included in the bid submittal:

<u>Addendum No.</u>	<u>Date Issued</u>	<u>Addendum No.</u>	<u>Date Issued</u>	<u>Addendum No.</u>	<u>Date Issued</u>
<u>1</u>	<u>09/25/2025</u>	<u>                    </u>	<u>                    </u>	<u>                    </u>	<u>                    </u>
<u>2</u>	<u>10/17/2025</u>	<u>                    </u>	<u>                    </u>	<u>                    </u>	<u>                    </u>
<u>3</u>	<u>10/22/2025</u>	<u>                    </u>	<u>                    </u>	<u>                    </u>	<u>                    </u>

**VARIANCES:** State any variations to specifications, terms and conditions in the space provided below or reference in the space provided below all variances contained on other pages of RFP, attachments or RFP pages. No variations or exceptions by the Proposer will be deemed to be part of the proposal submitted unless such variation or exception is listed and contained within the proposal documents and referenced in the space provided below. If no statement is contained in the below space, it is hereby implied that your proposal submittal complies with the full scope of this solicitation. If this section does not apply to your proposal, simply mark N/A. **If Bidder is requesting any variation(s) or exception(s) to the specifications, terms and conditions, you must submit a written statement with your bid submittal.**

N/A

The below signatory hereby agrees to furnish the following article(s) or services at the price(s) and terms stated subject to all instructions, conditions, specifications addenda, legal advertisement, and conditions contained in the bid/proposal. I have read all attachments including the specifications and fully understand what is required. By submitting this signed bid I will accept a contract if approved by the City and such acceptance covers all terms, conditions, and specifications of this bid. The below signatory also hereby agrees, by virtue of submitting or attempting to submit a response, hereby agrees that in no event shall the City’s liability for respondent’s indirect, incidental, consequential, special or exemplary damages, expenses, or lost profits arising out of this competitive solicitation process, including but not limited to public advertisement, bid conferences, site visits, evaluations, oral presentations, or award proceedings. This limitation shall not apply to claims arising under any provision of indemnification or the City’s protest ordinance contained in this competitive solicitation.

**Submitted By:** Mirsada Ilic, PE, PMP, LEED AP BD+C, BCEE **Signature:** 

**Title:** Principal, South Div. Market Manager **Date:** 10/23/2025



City of Stonecrest, Georgia  
Procurement Department  
3120 Stonecrest Blvd., Suite 190  
Web: [www.stonecrestga.org](http://www.stonecrestga.org)  
Office: Phone: (772)-224-0200  
Email: [Procurement@stonecrestga.org](mailto:Procurement@stonecrestga.org)

**SIDEWALK DESIGN SERVICES**  
**RFP-0010-25**

**TO:** ALL BIDDERS  
**FROM:** CITY OF STONECREST PROCUREMENT DEPARTMENT  
**SUBJECT:** ADDENDUM NO. TWO  
**DATE:** OCTOBER 17, 2025  
**CC:** GENERAL PUBLIC

**NOTICE:** This addendum is being issued to make the following change(s). All other terms and conditions of this solicitation remains unchanged.

**1. PROPOSAL DUE DATE CHANGE:**  
**ORIGINAL**

- October 22, 2025, Proposal & Price Proposal Due Date and Time by 3:00 pm

**REVISED**

- October 31, 2025, Proposal & Price Proposal Due Date and Time by 3:00 pm

Information on bid results and solicitations currently out to bid can be obtained on the City website:  
<https://www.stonecrestga.gov/199/Procurement>


**ALL OTHER INFORMATION IN THIS SECTION REMAINS THE SAME**

Addendum No. 2 must be signed as acknowledgment of receipt and attached to the bid response when submitted by **3:00 p.m., Friday, October 30, 2025.** For information on this solicitation, please contact:

Tanisha Boynton, Procurement Official  
3120 Stonecrest Blvd., Suite 190  
Stonecrest, Ga. 30038  
Phone: (772)-224-0200  
Email: [Tboynton@stonecrestga.gov](mailto:Tboynton@stonecrestga.gov)

Kleinfelder, Inc.  
\_\_\_\_\_  
**NAME OF COMPANY**

**SIGNATURE DATE:** 10/17/2025

  
\_\_\_\_\_  
**BIDDER'S**  
Mirsada Ilic, PE, PMP, LEED AP, BCEE



City of Stonecrest, Georgia  
Procurement Department  
3120 Stonecrest Blvd., Suite 190  
Web: [www.stonecrestga.org](http://www.stonecrestga.org)  
Office: Phone: (772)-224-0200  
Email: [Procurement@stonecrestga.org](mailto:Procurement@stonecrestga.org)

**SIDEWALK DESIGN SERVICES**  
**RFP-0010-25**

**TO:** ALL BIDDERS  
**FROM:** CITY OF STONECREST PROCUREMENT DEPARTMENT  
**SUBJECT:** ADDENDUM NO. ONE  
**DATE:** SEPTEMBER 25, 2025  
**CC:** GENERAL PUBLIC

**NOTICE:** This addendum is being issued to make the following change(s). All other terms and conditions of this solicitation remains unchanged.

**1. ADD MICROSOFT TEAMS MEETING INFORMATION:**

- **October 22, 2025, Proposal & Price Proposal Due Date and Time by 3:00 pm**  
Electronic Request for Proposal responses shall be submitted via Bidnet ([www.Bidnetdirect.com/georgia/cityofstonecrest](http://www.Bidnetdirect.com/georgia/cityofstonecrest)). in PDF searchable format, in response to this RFP.

Proposals will be opened “Electronically” via Bidnet platform ([www.Bidnetdirect.com/georgia/cityofstonecrest](http://www.Bidnetdirect.com/georgia/cityofstonecrest)) at the date and time indicated above. This meeting will be conducted virtually via “Microsoft Teams” Platform and in person at City Hall, 3120 Stonecrest, Georgia 30038, Lithonia Conference Room. Proposer’s may attend this meeting in person, real time on a computer, laptop, cell phone or any other device with Wi-Fi access. Only the names of Proposer’s will be publicly read.

GET THE APP NOW AND BE READY BEFORE THE MEETING STARTS:  
<https://www.microsoft.com/en-us/microsoft-teams/downloadapp>

**Microsoft Teams meeting**

Meeting ID: 278 274 458 128 2

Passcode: 4LS2Sv3P

Information on bid results and solicitations currently out to bid can be obtained on the City website:  
<https://www.stonecrestga.gov/199/Procurement>


**ALL OTHER INFORMATION IN THIS SECTION REMAINS THE SAME**

Addendum No. 1 must be signed as acknowledgment of receipt and attached to the bid response when submitted by **3:00 p.m., Wednesday, October 22, 2025**. For information on this solicitation, please contact:

Tanisha Boynton, Procurement Official  
3120 Stonecrest Blvd., Suite 190  
Stonecrest, Ga. 30038  
Phone: (772)-224-0200  
Email: [Tboynton@stonecrestga.gov](mailto:Tboynton@stonecrestga.gov)

Kleinfelder, Inc.  
NAME OF COMPANY

SIGNATURE DATE: 10/22/2025

  
BIDDER'S  
Mirsada Ilic, PE, PMP, LEED AP, BCEE

## Questions &amp; Answers - 1

**Solicitation** RFP-0010-25 - Sidewalk Design Services  
**Buying Organization** City of Stonecrest

No	Question/Answer	Question Date
Q1	<p><b>Question: RFP-0010-25 Questions</b></p> <p>Hello,</p> <p>When is the expected timeline for construction complete on the four sidewalk projects?</p> <p>Thank you, Nico Shen</p> <p><b>Answer:</b> Upon approval of the recommendation for award, the awarded bidder will receive a Notice to Proceed, Copy of the fully executed contract, and Purchase Order. The timeline for construction will be determined at the pre-construction meeting.</p>	09/23/2025
Q2	<p><b>Question: RFP-0010-25 Questions</b></p> <p>Can you please verify the begin point for the Iris Drive Sidewalk. From Google Earth aerial, it looks like there is a recently built sidewalk about 320' west of the begin point shown in the RFP map. Please confirm that the intent is to begin where the map was showing vs. connecting the existing sidewalk. Thank you!</p> <p><b>Answer:</b> New sidewalk will begin at the Driveway for the new Storage Facility – Extra space Storage, where the current sidewalk ends.</p>	09/25/2025
Q3	<p><b>Question: RFP-0010-25</b></p> <p>How wide of a corridor for the topo, and SUE?</p> <p><b>Answer:</b> It is up to the Design Engineer to determine the width of survey required for the Design.</p>	09/29/2025
Q4	<p><b>Question: RFP-0010-25</b></p> <p>Does the survey will need to include Trees? If so, what is the size for tree survey?</p> <p><b>Answer:</b> There are no Trees within the rights-of-way, sidewalk will be located within the existing rights-of-way.</p>	09/29/2025
Q5	<p><b>Question: RFP-0010-25</b></p> <p>Are the Survey and or SUE needs to follow GDOT spec?</p> <p><b>Answer:</b> Survey is required for Sidewalk design and SUE are not required.</p>	09/29/2025
Q6	<p><b>Question: References</b></p> <p>On page 32 the words say three and the numbers says 5. Please clarify the minimum number of references.</p> <p><b>Answer:</b> Three (3) references are required. Attachment "A" includes three reference forms.</p>	09/30/2025
Q7	<p><b>Question: Attachments</b></p> <p>Attachments A and B are not attached to the RFP? Where can we find them? This is on page 32 in items 6 and 7.</p> <p><b>Answer:</b> Attachment "A" and "B" are attached to the solicitation under "Documents" tab. Please check the "Document Tab".</p>	09/30/2025


No	Question/Answer	Question Date
Q8	<p><b>Question: Sidewalk Construction</b> Will all the sidewalks be designed and constructed at the same time?</p> <p><b>Answer:</b> This will be finalized at the pre-construction meeting. Please refer to the scope of work.</p>	10/07/2025
Q9	<p><b>Question: Page Count</b> Please clarify if Attachment B - Price Proposal Form is also excluded from the 30 pg maximum requirement.</p> <p><b>Answer:</b> Attachment "B" is not included in the 30 page limit requirement.</p>	10/07/2025



### AUTHORIZED SIGNATORIES

The Bidder/Proposer represents that the following *principals* are authorized to sign bids, proposals, negotiate, and/or sign contracts and related documents to which the bidder/proposer will be duly bond. Principal is defined as an employee, officer, or other technical or professional in a position capable of substantially influencing the development or outcome of an activity required to perform the covered transaction.

<u>Name</u>	<u>Title</u>	<u>Telephone Number</u>
David B. Goeshel, PG, PMP	Executive Vice President, South Division Director	678.230.6159
Mirsada Ilic, PE, PMP	Principal, South Division Marketing Manager	678.983.2541

Mirsada Ilic, PE, PMP, LEED AP BD+C, BCEE  Date: 10/20/2025  
 Authorized Signature / Name  
 Principal, South Division Market Manager Federal Employer I.D. No. (FEIN): 94-1532513  
 Title Dun and Bradstreet No.: 14-470-8682  
 Kleinfelder, Inc.  
 Legal Business Name Website Address: www.kleinfelder.com

Principal Place of Business Address: 1200 Abernathy Rd NE, Building 600, Suite 400, Atlanta, GA 30328  
(City/County/State)

Telephone Number: 470.481.4512

- Type of Business/Organization (check appropriate box):
- (a)  Sole Proprietorship  Partnership  Non-Profit  Joint Venture  Corporation  
 Other - Specify
- (b) State of Incorporation: California

### JOINT VENTURE FIRMS

Joint venture firms must complete and submit with their Bid/Proposal Response this form. Include a copy of the formal written and executed Joint Venture Agreement between all joint venture parties. This joint venture agreement must be executed and indicate the parties "respective roles, responsibilities, and levels of participation for the project. If proposing as a Joint Venture, the Joint Venture shall obtain and maintain all contractually required insurance in the name of the Joint Venture as required by the Contract. Individual insurance in the name of the parties to the Joint Venture will not be accepted. Failure to timely submit the required form along with the formal written and executed Joint Venture Agreement may result in disqualification of your Bid/Proposal Response.



### PURCHASING POLICY ADDENDUM

I, David B. Goershel, hereby certify that I have received a copy of the City of Stonecrest, GA, Purchasing Policy which can be found at <https://www.stonecrestga.gov/Procurement.aspx> and agree to comply with all requirements of the City of Stonecrest, GA Purchasing Policy to the extent the policy is applicable to the undersigned.

THIS CERTIFICATION is submitted by David B. Goershel the Executive Vice President  
(Authorized Officer or Agent Print) (Title)

of Kleinfelder, Inc.  
(Name of Company)

  
SIGNATURE

10/20/2025  
DATE



## CONFLICT OF INTEREST DISCLOSURE FORM

### Purpose

This Conflict-of-Interest Disclosure form is provided to assist Proposer's in screening for potential organizational conflicts of interest. The award of this contract is subject to the State of Georgia Purchasing Act relating and O.C.G.A Conflict-of-Interest Disclosure requirements.

**Term:** The term "Conflict of Interest" refers to situations in which financial or other personal consideration may adversely affect or have the appearance of adversely affecting an employee's professional judgement in exercising any City duty or responsibility in administration, management, instruction, research, or other professional activities.

All Proposers **MUST** disclose with their proposal the name of any officer, director, agent, or any relative of an officer, director or agent who is also an employee of the City. Further, all Proposers must disclose the name of any employee who owns, directly or indirectly, an interest of five percent (5%) or more in the Proposers company, firm or any of its subsidiaries. The Conflict-of-Interest Disclosure Form **MUST** be submitted along with your proposal submittal.

Please check one of the following statements and attach additional documentation if necessary:

To the best of our knowledge, the undersigned firm has no potential conflict of interest due to any other Cities, Counties, contracts, or property interest for this Qualification.

The undersigned firm, by attachment to this form, submits information which may be a potential conflict of interest due to other Cities, Counties, contracts, or property interest for this Qualification.

### **ACKNOWLEDGED BY:**

Name: Mirsada Ilic, PE, PMP, LEED AP BD+C, BCEE

Title: Principal, South Division Market Manager

Signature: 

Company/Firm Name: Kleinfelder, Inc.

Address: 1200 Abernathy Rd NE, Building 600, Suite 400, Atlanta, GA 30328

Phone: 678.983.2541

E-mail Address: Milic@kleinfelder.com

Date: 10/20/2025





### DRUG-FREE WORKPLACE

The undersigned certifies that the provisions of the Official Code of Georgia Annotated (O.C.G.A.) Sections 50-24-1 through 50-24-6 of, relating to the "Drug-free Workplace Act", have been complied with in full.

The undersigned further certifies that:

- (1) A drug-free workplace will be provided for the Contractor's employees during the performance of the Contract; and
- (2) Each Contractor who hires a subcontractor to work in a drug-free workplace shall secure from the subcontractor the following written certification:

"As part of the subcontracting agreement with Kleinfelder, Inc.  
(Contractor),  
 \_\_\_\_\_ 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 subsection (b) of O.C.G.A. Section 50-24-03."

Also, the undersigned further certifies that he/she 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.

THIS CERTIFICATION is submitted by David B. Goershel, PG, PMP the Executive Vice President  
(Authorized Officer or Agent Print) (Title)  
 of Kleinfelder, Inc.  
(Name of Company)

*David B. Goershel* 10/20/2025  
 Signature Date

David B. Goershel, who is (who are) personally known to me or who has produced a valid State of Georgia DL \_\_\_\_\_ as identification and who did (did not) take an oath.

*A. Michele Jamros*  
 Notary Public Signature  
A. Michele Jamros  
 Notary Name, Printed, Typed or Stamped

**A Michele Jamros**  
**NOTARY PUBLIC**  
**CHEROKEE COUNTY, GEORGIA**  
**My Commission Expires 07/12/2029**

Commission Number: N/A

Commission Expires: July 12, 2029

(SEAL)



### DRUG-FREE WORKPLACE

The undersigned certifies that the provisions of the Official Code of Georgia Annotated (O.C.G.A.) Sections 50-24-1 through 50-24-6 of, relating to the "Drug-free Workplace Act", have been complied with in full.

The undersigned further certifies that:

- (1) A drug-free workplace will be provided for the Contractor's employees during the performance of the Contract; and
- (2) Each Contractor who hires a subcontractor to work in a drug-free workplace shall secure from the subcontractor the following written certification:

"As part of the subcontracting agreement with Kleinfelder, Inc (Contractor), GUNNIN LAND SURVEYING, LLC 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 subsection (b) of O.C.G.A. Section 50-24-03."

Also, the undersigned further certifies that he/she 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.

THIS CERTIFICATION is submitted by JESSE GUNNIN the PRESIDENT (Authorized Officer or Agent Print) (Title)  
 of GUNNIN LAND SURVEYING, LLC (Name of Company)

[Signature] 10-13-25  
 Signature Date

Jesse Gunnin, who is (who are) personally known to me or who has produced Drivers License as identification and who did (did not) take an oath.

[Signature]  
 Notary Public Signature  
Tressa Patterson  
 Notary Name. Printed, Typed or Stamped

Commission Number: N/A  
 Commission Expires: June 9, 2027



(SEAL)



# GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT "E-VERIFY"

Contractor(s) Name: Kleinfelder, Inc.

Address: 1200 Abernathy Rd NE, Building 600, Suite 400, Atlanta, GA 30328

By executing this affidavit, the undersigned person or entity verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm, or corporation which is registered with, is authorized to participate in, and is participating in the federal work authorization program commonly known as E-Verify,\* in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91.

The undersigned person or entity further agrees that it will continue to use the federal work authorization program throughout the contract period, and it will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the undersigned with the information required by O.C.G.A. § 13-10-91(b).

The undersigned person or entity further agrees to maintain records of such compliance and provide a copy of each such verification to the City of Stonecrest within five (5) business days after any subcontractor(s) is/are retained to perform such service.

No. 1374923  
E Verify™ Company Identification Number

04/04/2008  
Date of Authorization

**BY:** David B. Goershel, PG, PMP  
(Authorized Officer or Agent)

Executive Vice President  
Title

Date: 10/20/2025

\* or any subsequent replacement operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603.

Other Identifying Number: \_\_\_\_\_

The foregoing instrument was acknowledged before me this 20th day of October 2025, by David B. Goershel, who is (who are) personally known to me or who has produced a valid State of Georgia DL as identification and who did (did not) take an oath.

A Michele Jamros  
Notary Public Signature  
A. Michele Jamros  
Notary Name, Printed, Typed or Stamped

A Michele Jamros  
NOTARY PUBLIC (SEAL)  
CHEROKEE COUNTY, GEORGIA  
My Commission Expires 07/12/2029

Commission Number: N/A Commission Expires: July 12, 2029



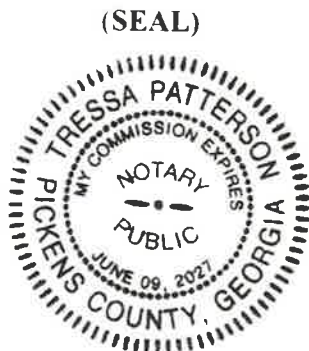
Subcontractor Affidavit under O.C.G.A. § 13-10-91(b)(3)

By executing this affidavit, the undersigned subcontractor 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 under a contract with (Kleinfelder, Inc.) on behalf of (City of Stonecrest) 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 subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the subcontractor with the information required by O.C.G.A.§ 13-10-91(b). Additionally, the undersigned subcontractor will forward notice of the receipt of an affidavit from a sub-subcontractor to the contractor within five business days of receipt. If the undersigned subcontractor receives notice that a sub-subcontractor has received an affidavit from any other contracted sub-subcontractor, the undersigned subcontractor must forward, within five business days of receipt, a copy of the notice to the contractor. Subcontractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

804749 Federal Work Authorization User Identification Number
08/08/2014 Date of Authorization
GUNNIN LAND SURVEYING, LLC Name of Subcontractor
SIDEWALK DESIGN SERVICES - RFP 0010-25 Name of Project
CITY OF STONECREST Name of Public Employer

The foregoing instrument was acknowledged before me this 13th day of October 2025 by Jesse Gunnin who is (who are) personally known to me or who has produced Drivers License as identification and who did (did not) take an oath.

Jenna Patterson Notary Public Signature
Tressa Patterson Notary Name, Printed, Typed or Stamped



Commission Number: N/A
Commission Expires: June 9, 2027



### INDEMNIFICATION CLAUSE

Contractor shall indemnify and hold harmless the City, and the members (including, without limitation, members of the City’s Council, and members of the boards and of the City), officers, agents, representative and employees of each, from damages, losses, or expenses to the extent caused by or resulting from 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.

In any and all claims against the City, or any of their officers, members, agents, representatives, servants or employees, by any employee of the Contractor, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, the indemnification obligation of the Contractor under this Section shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefit payable by or for the Contractor or any subcontractor under Workers’ Compensation Acts, disability benefit acts or other employee benefit acts.

Mirsada Ilic, PE, PMP, LEED AP BD+C, BCEE *Mirsada Ilic* 10/20/2025  
Proposer’s Name Signature Date

State of Georgia

County of Fulton

The foregoing instrument was acknowledged before me this 20th day of October 2025, by Mirsada Ilic, who is (who are) personally known to me or who has produced a valid State of Georgia DL as identification and who did (did not) take an oath.

*A Michele Jamros*  
Notary Public Signature

A Michele Jamros  
NOTARY PUBLIC  
CHEROKEE COUNTY, GEORGIA  
My Commission Expires 07/12/2029

A. Michele Jamros  
Notary Name, Printed, Typed or Stamped

Commission Number: N/A

Commission Expires: July 12, 2029

(SEAL)



### NON-COLLUSION STATEMENT

By signing its Proposal, the Proposers certifies that its Proposal is made independently and free from collusion. Proposers shall complete and submit the Non-Collusion Affidavit Form, to their best knowledge, any City officer or employee, or any relative of any such officer or employee as defined in O.C.G.A Section 50-5-67 and State of Georgia Purchasing Act, who is an officer or director of, or has a material interest in, the supplier's business, who is in a position to influence this procurement. Any City officer or employee who has any input into the writing of specifications or requirements, solicitation of offers, decision to award, evaluation of offers, or any other activity pertinent to this procurement is presumed, for purposes hereof, to be in a position to influence this procurement. For purposes hereof, a person has a material interest if he/she directly or indirectly owns more than five percent (5%) of the total assets or capital stock of any business entity, or if they otherwise stand to personally gain if the contract is awarded to this Proposer.

**Failure of a Proposers to disclose any relationship described herein shall be reason for debarment in accordance with the provisions of the City Purchasing Policy.**

Proposer, if doing business under an assumed name, i.e., an Individual, Association, Partnership, Corporation, or otherwise, shall be registered with the State of Georgia, Corporations Division.

**ACKNOWLEDGED BY:**

Mirsada Ilic, PE, PMP, LEED AP BD+C, BCEE

Signature

Proposer's Name

Principal, South Division Market Manager

10/20/2025  
Date

Title

Kleinfelder, Inc.  
Company/Firm Name

1200 Abernathy Rd NE, Building 600, Suite 400, Atlanta, GA 30328  
Address

678.983.2541  
Phone Number

Milic@kleinfelder.com  
E-Mail Address

The foregoing instrument was acknowledged before me this 20th day of October 2025, by Mirsada Ilic, who is (who are) personally known to me or who has produced a valid State of Georgia DL as identification and who did (did not) take an oath.

Notary Public Signature  
A. Michele Jamros  
Notary Name, Printed, Typed or Stamped

**A Michele Jamros**  
**NOTARY PUBLIC (SEAL)**  
**CHEROKEE COUNTY, GEORGIA**  
**My Commission Expires 07/12/2029**

Commission Number: N/A Commission Expires: July 12, 2029



**VENDOR CERTIFICATION REGARDING  
SCRUTINIZED COMPANIES LIST**

Respondent Vendor Name: Kleinfelder, Inc.  
Vendor FEIN: No. 94-1532513  
Vendor’s Authorized Representative Name and Title: Mirsada Ilic, PE, PMP, LEED AP BD+C, BCEE  
Address: 1200 Abernathy Rd NE, Building 600, Suite 400  
City: Atlanta State: GA Zip: 30328  
Phone Number: 678.983.2541  
Email Address: MIlic@kleinfelder.com

Georgia law specifies that certain suppliers identified as “Scrutinized Companies” are ineligible to bid on state entity procurements. Please refer to O.C.G.A. § 50-5-84 “Scrutinized Companies” Conducting Business Operations in Sudan, O.C.G.A. § 50-5-84.1 “Scrutinized Companies” Owned by the Government of Russia or Belarus, and O.C.G.A. § 50-5-84.2 “Scrutinized Companies” Owned by the Government of China for additional information. This is applicable for contracts worth \$100,000.00 or more.

As the person authorized to sign on behalf of Respondent, I hereby certify that the company identified above in the section entitled “Respondent Vendor Name” is not listed on either the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or the Scrutinized Companies that Boycott Israel List. I further certify that the company is not engaged in a boycott of Israel. I understand that pursuant to O.C.G.A. § 50-5-84 the submission of a false certification may subject company to civil penalties, attorney’s fees, and/or costs.

**CERTIFIED BY:**

Name: Mirsada Ilic, PE, PMP, LEED AP BD+C, BCEE

Title: Principal, South Div. Market Manager

Signature: 

Date: 10/20/2025





**ADDITIONAL REMARKS SCHEDULE**

AGENCY Marsh Risk & Insurance Services		NAMED INSURED The Kleinfelder Group, Inc.	
POLICY NUMBER		770 First Ave., Suite 400	
		San Diego CA 92101 USA	
CARRIER	NAIC CODE	EFFECTIVE DATE:	

**ADDITIONAL REMARKS**

**THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,  
 FORM NUMBER: 25 FORM TITLE: CERTIFICATE OF LIABILITY INSURANCE**

Env. Contractor Poll/Prof E&O - Claims Made Policy

Convex Ins UK Limited (33.33%)	NAIC: AA1120191
Certain Underwriters at Lloyds (33.34%)	NAIC: AA1122000
Allied World Surplus Lines Ins Co (25.83%)	NAIC: 24319

K2 Financial Limited (7.5%)

RenaissanceRe Syndicate Mgmt LTD	Lloyds Syndicate 1458 NAIC: AA1120102
Atrium Underwriters LTD	Lloyds Syndicate 0609 NAIC: AA1126609
Munich Re Syndicate LTD	Lloyds Syndicate 457 NAIC: AA1126457
Dale Managing Agency LTD	Lloyds Syndicate 1729 NAIC: AA1120157
Asta Managing Agents LTD	Lloyds Syndicate 1985 NAIC: AA1120215



**ATTACHMENT "B"  
PROJECT NO. 1  
SALEM ROAD**

PRICE PROPOSAL FORM

ALL PRICES SHALL REMAIN VALID FOR ONE HUNDRED AND TWENTY (120)  
DAYS AFTER BID OPENING.

**RFP NO.:** RFP-0010-25, Sidewalk Design Services

Prices shall contain all costs to include labor, equipment, supplies, tools, transportation, overhead, general and administrative, incidental expenses, operating margin and sub consultant costs (if any).

The price(s) will apply for the entire term of the agreement. The price(s) provided must be stated specifically in dollars and cents, NOT a percentage increase. If a "0" (zero) is entered, then that is the fee that the Proposer will receive if awarded this agreement. If a space is left blank, or a space is marked N/A, or the Department's Attachment "B" - Price Proposal Form is not utilized by the Bidder, the bid shall be considered non-responsive.

- **Do Not Re-Create, Modify or Replace the Department's Attachment "B" – Price Proposal Form with your own version.**

**ACKNOWLEDGEMENT:** I certify that I have read and agree to abide by all terms and conditions of this solicitation and that I am authorized to sign for the bidder. I certify that the Price Proposal submitted is made in conformance with all requirements of the solicitation. In submitting a response, the proposer acknowledges they have read and agree to the solicitation terms and conditions and their submission is made in conformance with those terms and conditions.

Company Name: Kleinfelder, Inc.

FEID #: No. 94-1532513

Address: 1200 Abernathy Road, Building 600, Suite 400, Atlanta, GA 30328

Authorized Signature: 

Printed / Typed: David B. Goershel, PG, PMP Title: Executive Vice President, South Division Director

E-mail: DGoershel@kleinfelder.com

Date: 10/31/2025 Phone: 470.481.4512 Fax: N/A

B-1

RFP-0010-25  
Sidewalk Design Services  
PROJECT NO. 1 – SALEM ROAD

This section of the Proposal should contain all pricing information related to performing design services as described in this Request for Proposal (RFP).

Cost shall include staffing rates, all required, equipment, tools, machines, software, and out-of-pocket expenses as defined in the Scope of Services. Expenses are considered job overhead costs and are not billable.

**SALEM ROAD SIDEWALK DESIGN PROJECT: Sidewalk Length – 1700 ft**

<b>DELIVERABLES</b>	<b>TOTAL COST</b>
<b>1. Construction Plans for Bid (Including plan views, profile views, cross sections, erosion control details, utility plans, and construction details &amp; Topography Survey</b>	\$ 15,770
<b>2. Specifications</b>	\$ 2,500
<b>3. Scope of Work of Bid &amp; Bidding Support</b>	\$ 2,450
<b>4. Engineering Cost Estimate</b>	\$ 1,930
<b>5. GDOT Encroachment Permit (where applicable)</b>	\$ N/A
<b>6. Utility Coordination before and during construction &amp; Limited Construction</b>	\$ 4,050
<b>TOTAL COST:</b>	<b>\$ 26,700</b>

B-2

RFP-0010-25  
Sidewalk Design Services  
PROJECT NO. 1 – SALEM ROAD



**ATTACHMENT "B"**  
**PROJECT NO. 2**  
**FAIRINGTON ROAD (PHASE II)**

PRICE PROPOSAL FORM

ALL PRICES SHALL REMAIN VALID FOR ONE HUNDRED AND TWENTY (120)  
 DAYS AFTER BID OPENING.

**RFP NO.:** RFP-0010-25, Sidewalk Design Services

Prices shall contain all costs to include labor, equipment, supplies, tools, transportation, overhead, general and administrative, incidental expenses, operating margin and sub consultant costs (if any).

The price(s) will apply for the entire term of the agreement. The price(s) provided must be stated specifically in dollars and cents, NOT a percentage increase. If a "0" (zero) is entered, then that is the fee that the Proposer will receive if awarded this agreement. If a space is left blank, or a space is marked N/A, or the Department's Attachment "B" - Price Proposal Form is not utilized by the Bidder, the bid shall be considered non-responsive.

- **Do Not Re-Create, Modify or Replace the Department's Attachment "B" – Price Proposal Form with your own version.**

**ACKNOWLEDGEMENT:** I certify that I have read and agree to abide by all terms and conditions of this solicitation and that I am authorized to sign for the bidder. I certify that the Price Proposal submitted is made in conformance with all requirements of the solicitation. In submitting a response, the proposer acknowledges they have read and agree to the solicitation terms and conditions and their submission is made in conformance with those terms and conditions.

Company Name: Kleinfelder, Inc.

FEID #: No. 94-1532513

Address: 1200 Abernathy Road, Building 600, Suite 400, Atlanta, GA 30328

Authorized Signature: 

Printed / Typed: David B. Goershel, PG, PMP Title: Executive Vice President, South Division Director

E-mail: DGoershel@kleinfelder.com

Date: 10/31/2025 Phone: 470.481.4512 Fax: N/A

B-1

RFP-0010-25  
 Sidewalk Design Services  
 PROJECT NO. 2 – FAIRINGTON ROAD (PHASE II)

This section of the Proposal should contain all pricing information related to performing design services as described in this Request for Proposal (RFP).

Cost shall include staffing rates, all required equipment, tools, machines, software, and out-of-pocket expenses as defined in the Scope of Services. Expenses are considered job overhead costs and are not billable.

**FAIRINGTON ROAD (PHASE II) SIDEWALK DESIGN PROJECT: Sidewalk Length – 1300 ft**

DELIVERABLES	TOTAL COST
<b>1. Construction Plans for Bid (Including plan views, profile views, cross sections, erosion control details, utility plans, and construction details &amp; Topography Survey</b>	\$14,370
<b>2. Specifications</b>	\$2,050
<b>3. Scope of Work of Bid &amp; Bidding Support</b>	\$3,400
<b>4. Engineering Cost Estimate</b>	\$1,480
<b>5. GDOT Encroachment Permit (where applicable)</b>	\$ N/A
<b>6. Utility Coordination before and during construction &amp; Limited Construction</b>	\$3,600
<b>TOTAL COST:</b>	<b>\$24,900</b>

B-2

RFP-0010-25  
Sidewalk Design Services  
PROJECT NO. 2 – FAIRINGTON ROAD (PHASE II)



**ATTACHMENT "B"  
PROJECT NO. 3  
PHILLIPS ROAD**

PRICE PROPOSAL FORM

ALL PRICES SHALL REMAIN VALID FOR ONE HUNDRED AND TWENTY (120)  
DAYS AFTER BID OPENING.

**RFP NO.:** RFP-0010-25, Sidewalk Design Services

Prices shall contain all costs to include labor, equipment, supplies, tools, transportation, overhead, general and administrative, incidental expenses, operating margin and sub consultant costs (if any).

The price(s) will apply for the entire term of the agreement. The price(s) provided must be stated specifically in dollars and cents, NOT a percentage increase. If a "0" (zero) is entered, then that is the fee that the Proposer will receive if awarded this agreement. If a space is left blank, or a space is marked N/A, or the Department's Attachment "B" - Price Proposal Form is not utilized by the Bidder, the bid shall be considered non-responsive.

- **Do Not Re-Create, Modify or Replace the Department's Attachment "B" – Price Proposal Form with your own version.**

**ACKNOWLEDGEMENT:** I certify that I have read and agree to abide by all terms and conditions of this solicitation and that I am authorized to sign for the bidder. I certify that the Price Proposal submitted is made in conformance with all requirements of the solicitation. In submitting a response, the proposer acknowledges they have read and agree to the solicitation terms and conditions and their submission is made in conformance with those terms and conditions.

Company Name: Kleinfelder, Inc.

FEID #: No. 94-1532513

Address: 1200 Abernathy Road, Building 600, Suite 400, Atlanta, GA 30328

Authorized Signature: 

Printed / Typed: David B. Goershel, PG, PMP Title: Executive Vice President, South Division Director

E-mail: DGoershel@kleinfelder.com

Date: 10/31/2025 Phone: 470.481.4512 Fax: N/A

B-1

RFP-0010-25  
Sidewalk Design Services  
PROJECT NO. 3 – PHILLIPS ROAD

This section of the Proposal should contain all pricing information related to performing design services as described in this Request for Proposal (RFP).

Costs shall include staffing rates, all required equipment, tools, machines, software, and out-of-pocket expenses as defined in the Scope of Services. Expenses are considered job overhead costs and are not billable.

**PHILLIPS ROAD SIDEWALK DESIGN PROJECT: Sidewalk Length – 700 ft**

DELIVERABLES	TOTAL COST
1. Construction Plans for Bid (Including plan views, profile views, cross sections, erosion control details, utility plans, and construction details & Topography Survey	\$ 11,890
2. Specifications	\$ 1,730
3. Scope of Work of Bid & Bidding Support	\$ 2,580
4. Engineering Cost Estimate	\$1,200
5. GDOT Encroachment Permit (where applicable)	\$ N/A
6. Utility Coordination before and during construction & Limited Construction	\$ 2,900
<b>TOTAL COST:</b>	<b>\$ 20,300</b>



**ATTACHMENT "B"**  
**PROJECT NO. 4**  
**IRIS DRIVE**

PRICE PROPOSAL FORM

ALL PRICES SHALL REMAIN VALID FOR ONE HUNDRED AND TWENTY (120)  
 DAYS AFTER BID OPENING.

**RFP NO.:** RFP-0010-25, Sidewalk Design Services

Prices shall contain all costs to include labor, equipment, supplies, tools, transportation, overhead, general and administrative, incidental expenses, operating margin and sub consultant costs (if any).

The price(s) will apply for the entire term of the agreement. The price(s) provided must be stated specifically in dollars and cents, NOT a percentage increase. If a "0" (zero) is entered, then that is the fee that the Proposer will receive if awarded this agreement. If a space is left blank, or a space is marked N/A, or the Department's Attachment "B" - Price Proposal Form is not utilized by the Bidder, the bid shall be considered non-responsive.

- **Do Not Re-Create, Modify or Replace the Department's Attachment "B" – Price Proposal Form with your own version.**

**ACKNOWLEDGEMENT:** I certify that I have read and agree to abide by all terms and conditions of this solicitation and that I am authorized to sign for the bidder. I certify that the Price Proposal submitted is made in conformance with all requirements of the solicitation. In submitting a response, the proposer acknowledges they have read and agree to the solicitation terms and conditions and their submission is made in conformance with those terms and conditions.

Company Name: Kleinfelder, Inc.

FEID #: No. 94-1532513

Address: 1200 Abernathy Road, Building 600, Suite 400, Atlanta, GA 30328

Authorized Signature: 

Printed / Typed: David B. Goershel, PG, PMP Title: Executive Vice President, South Division Director

E-mail: DGoershel@kleinfelder.com

Date: 10/31/2025 Phone: 470.481.4512 Fax: N/A

B-1


RFP-0010-25  
 Sidewalk Design Services  
 PROJECT NO. 4 – IRIS DRIVE

This section of the Proposal should contain all pricing information related to performing design services as described in this Request for Proposal (RFP).

Costs shall include staffing rates, all required equipment, tools, machines, software, and out-of-pocket expenses as defined in the Scope of Services. Expenses are considered job overhead costs and are not billable.

**IRIS DRIVE SIDEWALK DESIGN PROJECT: Sidewalk Length – 1300 ft**

<b>DELIVERABLES</b>	<b>TOTAL COST</b>
<b>1. Construction Plans for Bid (Including plan views, profile views, cross sections, erosion control details, utility plans, and construction details &amp; Topography Survey)</b>	\$12,520
<b>2. Specifications</b>	\$ 2,230
<b>3. Scope of Work of Bid &amp; Bidding Support</b>	\$2,750
<b>4. Engineering Cost Estimate</b>	\$1,600
<b>5. GDOT Encroachment Permit (where applicable)</b>	\$10,200
<b>6. Utility Coordination before and during construction &amp; Limited Construction</b>	\$ 3,700
<b>TOTAL COST:</b>	<b>\$33,000</b>

Request for Proposal Number: RFP-0010-25		EVALUATION COMMITTEE MEMBERS: ES = Ellis Still, HK = Hari Karikaran, LR = Lance Randall, SQ = Shawanna Qawiy																			
Sidewalk Design Services																					
BIDNET EVALUATION: Final Evaluation, Scores, Ranking, Shortlisting and Final Selection.																					
RESPONDENTS:	CTS Engineering, Inc.					Kaizen Collaborative Design, LLC					Kleinfelder, Inc.					Raymond Global, Inc.					
EVALUATION CRITERIA (PROPOSAL REQUIREMENTS):	ES	HA	LR	SQ	AVERAGE	ES	HA	LR	SQ	AVERAGE	ES	HA	LR	SQ	AVERAGE	ES	HA	LR	SQ	AVERAGE	
CRITERIA 1 -PROFILE OF FIRM																					
Profile of Firm *Provide a brief profile outlining the Proposer's expertise and experience, including experience performing the services requested herein and number of years of experience.																					
*Provide a description experience working with State, Federal, County, and/or Municipality governmental entities for similar size and scope of services.																					
*Provide a description of the Firm's special capabilities, techniques or resources that can contribute to projects of similar size and scope.																					
*Describe the local availability of personnel that will be assigned to work with the City.																					
*Point of Contact (POC) name, phone number, e-mail address. (25 Points)																					
	25.00	15.00	25.00	25.00	22.50	20.00	20.00	20.00	23.00	20.75	25.00	21.00	21.00	24.00	22.75	15.00	22.00	20.00	23.00	20.00	
<b>Subtotal</b>	25.00	15.00	25.00	25.00	22.50	20.00	20.00	20.00	23.00	20.75	25.00	21.00	21.00	24.00	22.75	15.00	22.00	20.00	23.00	20.00	
<b>AVERAGE SCORE:</b>	22.50					20.75					22.75					20.00					

CRITERIA 2 - QUALIFICATIONS AND EXPERIENCE OF FIRM/TEAM/INDIVIDUAL	CTS Engineering, Inc.					Kaizen Collaborative Design, LLC					Kleinfelder, Inc.					Raymond Global, Inc.				
	ES	HA	LR	SQ	AVERAGE	ES	HA	LR	SQ	AVERAGE	ES	HA	LR	SQ	AVERAGE	ES	HA	LR	SQ	AVERAGE
<p>The Proposer shall provide a brief description of the team's experience and ability to perform the scope of services herein.</p> <p>Provide the following:                      *Provide information for the key personnel who will be assigned to this project and who will be the primary responsible party performing the scope of services requested herein.                      oResumes of staff to be assigned to perform the scope of services described herein, include the following;                      oProfessional educational background and qualifications relevant to the scope of services described herein.                      oHighlight relevant specialized experience (professional categories) relevant to performing the scope of services described herein (must be similar in nature, size, complexity and environment type specifically with respects to small organizations and government/municipality agencies).                      *Provide a detailed description of Firm's specific project management team, inclusive of sub-consultants anticipated to be utilized and assigned to work under this contract.                      *Identify the roles and responsibilities of the primary team members as they pertain/apply to the Project Approach. (30 Points)</p>																				
	30.00	15.00	25.00	28.00	24.50	25.00	20.00	20.00	23.00	22.00	30.00	18.00	20.00	29.00	24.25	24.00	25.00	20.00	23.00	23.00
<b>Subtotal</b>	30.00	15.00	25.00	28.00	24.50	25.00	20.00	20.00	23.00	22.00	30.00	18.00	20.00	29.00	24.25	24.00	25.00	20.00	23.00	23.00
<b>AVERAGE SCORE:</b>	24.50					22.00					24.25					23.00				

CRITERIA 3 - Approach:	CTS Engineering, Inc.					Kaizen Collaborative Design, LLC					Kleinfelder, Inc.					Raymond Global, Inc.				
	ES	HA	LR	SQ	AVERAGE	ES	HA	LR	SQ	AVERAGE	ES	HA	LR	SQ	AVERAGE	ES	HA	LR	SQ	AVERAGE
Proposers shall provide a description of Proposers' approach to accomplishing the scope of services described herein. *Describe proposers' approach to becoming familiar with City operations.  *Describe proposer's methodology including specific procedures, or techniques to be used in performing the scope of services described herein.  *Provide a description of the process that will be used for ensuring compliance with State, Federal, Local and City regulations and requirements.  *Describe the manner in which the Firm intends to comply with and meet the anticipated deliverables as detailed in the scope of services.  *Provide a timeline schedule showing the proposed milestones for the project design.  *Describe Proposers' approach to the scheduling of work and prioritizing the City's requests. oCurrent workload and capacity.. ( 35 Points)																				
	21.00	18.00	20.00	24.00	20.75	23.00	22.00	20.00	22.00	21.75	21.00	23.00	16.00	24.00	21.00	18.00	25.00	20.00	23.00	21.50
<b>Subtotal</b>	21.00	18.00	20.00	24.00	20.75	23.00	22.00	20.00	22.00	21.75	21.00	23.00	16.00	24.00	21.00	18.00	25.00	20.00	23.00	21.50
<b>AVERAGE SCORE:</b>	20.75					21.75					21.00					21.50				
CRITERIA 4 - REFERENCES:	CTS Engineering, Inc.					Kaizen Collaborative Design, LLC					Kleinfelder, Inc.					Raymond Global, Inc.				
Provide a minimum of three (3) client references, two (2) of which shall be municipalities for which the firm / individual has performed work of a similar nature to that solicited in the RFP. References shall be for services performed within a five (5) year period (current/past). (All Firms that submit the required references will automatically receive 5 Points)	ES	HA	LR	SQ	AVERAGE	ES	HA	LR	SQ	AVERAGE	ES	HA	LR	SQ	AVERAGE	ES	HA	LR	SQ	AVERAGE
	5.00					5.00					5.00					5.00				
<b>PROCUREMENT DEPARTMENT DETERMINATION:</b>	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00
<b>SUBTOTAL:</b>	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00
<b>TOTAL SCORES</b>	81.00	53.00	75.00	82.00	72.75	73.00	67.00	65.00	73.00	69.50	81.00	67.00	62.00	82.00	73.00	62.00	77.00	65.00	74.00	69.50
<b>AVERAGE TECHNICAL PROPOSAL SCORES:</b>	72.75					69.50					73.00					69.50				
<b>PROCUREMENT DEPARTMENT DETERMINATION - (Attachment "A" - Proposer's Required Forms &amp; Proposal Format Requirements):</b>	Provided Required Forms and Proposal Format Requirements Compliant					Provided Required Forms and Proposal Format Requirements Compliant					Provided Required Forms and Proposal Format Requirements Compliant					Provided Required Forms and Proposal Format Requirements Compliant				
<b>INITIAL RANKING:</b>	3					NO - FIRM DID NOT MEET THE MINIMUM 70 POINTS REQUIREMENT					1					NO - FIRM DID NOT MEET THE MINIMUM 70 POINTS REQUIREMENT				
<b>SHORTLISTED (YES/NO):</b>	YES										YES									

CRITERIA 4 - PRICE PROPOSAL (FEES):	CTS Engineering, Inc.					Kaizen Collaborative Design, LLC					Kleinfelder, Inc.					Raymond Global, Inc.								
Proponent shall outline a pricing schedule that identifies all pricing elements discussed in the proposal to accomplish the City requirements. Pricing that is identified in unit measures (price per hour, day, week, etc.) shall also be accompanied by an estimated number of units expected to complete the task. ( 20 Points)	PROCUREMENT					PROCUREMENT					PROCUREMENT					PROCUREMENT								
PRICE PROPOSAL:	\$338,715.00					PRICE PROPOSAL NOT OPENED OR CONSIDERED. FIRM DID NOT MEET THE MINIMUM 70 POINTS REQUIREMENT					\$104,900.00					PRICE PROPOSAL NOT OPENED OR CONSIDERED. FIRM DID NOT MEET THE MINIMUM 70 POINTS REQUIREMENT								
PRICE PROPOSAL POINTS (20 Points): (Low Price / Proposer's Price) x Price Points = Proposer's Awarded Points.	6.19										20.00													
TECHNICAL PROPOSAL AND PRICE PROPOSAL SCORES:	78.94										93.00													
RESPONDENTS:	CTS Engineering, Inc.										Kleinfelder, Inc.													
FINAL RANKING:	3										1													
RESPONDENTS:	R.K. Shah & Associates, Inc.					Rochester & Associates, LLC					Spicer Group, Inc.					WSB, LLC								
CRITERIA REQUIREMENTS:	ES	HA	LR	SQ	AVERAGE	ES	HA	LR	SQ	AVERAGE	ES	HA	LR	SQ	AVERAGE	ES	HA	LR	SQ	AVERAGE				
CRITERIA 1 -PROFILE OF FIRM																								
Profile of Firm *Provide a brief profile outlining the Proposer's expertise and experience, including experience performing the services requested herein and number of years of experience.  *Provide a description experience working with State, Federal, County, and/or Municipality governmental entities for similar size and scope of services.  *Provide a description of the Firm's special capabilities, techniques or resources that can contribute to projects of similar size and scope.  *Describe the local availability of personnel that will be assigned to work with the City.  *Point of Contact (POC) name, phone number, e-mail address. ( 25 Points)						NON-RESPONSIVE																		
	25.00	22.00	25.00	24.00	24.00						15.00					18.00	20.00	20.00	18.25	10.00	15.00	25.00	24.00	18.50
Subtotal	25.00	22.00	25.00	24.00	24.00						15.00					18.00	20.00	20.00	18.25	10.00	15.00	25.00	24.00	18.50
AVERAGE SCORE:	24.00										18.25					18.50								

CRITERIA 2 - QUALIFICATIONS AND EXPERIENCE OF FIRM/TEAM/INDIVIDUAL	R.K. Shah & Associates, Inc.					Rochester & Associates, LLC					Spicer Group, Inc.					WSB, LLC										
	ES	HA	LR	SQ	AVERAGE	ES	HA	LR	SQ	AVERAGE	ES	HA	LR	SQ	AVERAGE	ES	HA	LR	SQ	AVERAGE						
<p>The Proposer shall provide a brief description of the team's experience and ability to perform the scope of services herein.</p> <p>Provide the following:                      *Provide information for the key personnel who will be assigned to this project and who will be the primary responsible party performing the scope of services requested herein.</p> <p>oResumes of staff to be assigned to perform the scope of services described herein, include the following;</p> <p>oProfessional educational background and qualifications relevant to the scope of services described herein.</p> <p>oHighlight relevant specialized experience (professional categories) relevant to performing the scope of services described herein (must be similar in nature, size, complexity and environment type specifically with respects to small organizations and government/municipality agencies).</p> <p>*Provide a detailed description of Firm's specific project management team, inclusive of sub-consultants anticipated to be utilized and assigned to work under this contract.</p> <p>*Identify the roles and responsibilities of the primary team members as they pertain/apply to the Project Approach. (30 Points)</p>						NON-RESPONSIVE																				
<b>Subtotal</b>	25.00	25.00	25.00	30.00	26.25											28.00	20.00	20.00	22.00	22.50	22.00	15.00	25.00	30.00	23.00	
<b>AVERAGE SCORE:</b>	26.25										22.50					23.00										
CRITERIA 3 - Approach:	R.K. Shah & Associates, Inc.					Rochester & Associates, LLC					Spicer Group, Inc.					WSB, LLC										
<p>Proposers shall provide a description of Proposers' approach to accomplishing the scope of services described herein.</p> <p>*Describe proposers' approach to becoming familiar with City operations.</p> <p>*Describe proposer's methodology including specific procedures, or techniques to be used in performing the scope of services described herein.</p> <p>*Provide a description of the process that will be used for ensuring compliance with State, Federal, Local and City regulations and requirements.</p> <p>*Describe the manner in which the Firm intends to comply with and meet the anticipated deliverables as detailed in the scope of services.</p> <p>*Provide a timeline schedule showing the proposed milestones for the project design.</p> <p>*Describe Proposers' approach to the scheduling of work and prioritizing the City's requests.</p> <p>oCurrent workload and capacity.. ( 35 Points)</p>						NON-RESPONSIVE																				
<b>Subtotal</b>	20.00	25.00	20.00	23.00	22.00											12.00	20.00	20.00	20.00	18.00	10.00	18.00	20.00	24.00	18.00	
<b>Subtotal</b>	20.00	25.00	20.00	23.00	22.00						12.00	20.00	20.00	20.00	18.00	10.00	18.00	20.00	24.00	18.00						

AVERAGE SCORE:	22.00		18.00	18.00
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CRITERIA 4 - REFERENCES:	R.K. Shah & Associates, Inc.	Rochester & Associates, LLC	Spicer Group, Inc.	WSB, LLC
Provide a minimum of three (3) client references, two (2) of which shall be municipalities for which the firm / individual has performed work of a similar nature to that solicited in the RFP. References shall be for services performed within a five (5) year period (current/past). (All Firms that submit the required references will automatically receive 5 Points)	PROCUREMENT 5.00	PROCUREMENT NON-RESPONSIVE	PROCUREMENT 5.00	PROCUREMENT 5.00
PROCUREMENT DEPARTMENT DETERMINATION:	5.00 5.00 5.00 5.00 5.00		5.00 5.00 5.00 5.00 5.00	5.00 5.00 5.00 5.00 5.00
SUBTOTAL:	5.00 5.00 5.00 5.00 5.00		5.00 5.00 5.00 5.00 5.00	5.00 5.00 5.00 5.00 5.00
TOTAL SCORES	75.00 77.00 75.00 82.00 77.25		60.00 63.00 65.00 67.00 63.75	47.00 53.00 75.00 83.00 64.50
AVERAGE TECHNICAL PROPOSAL SCORES:	77.25		63.75	64.50
PROCUREMENT DEPARTMENT DETERMINATION - (Attachment "A" - Proposer's Required Forms & Proposal Format Requirements):	Provided Required Forms and Proposal Format Requirements Compliant	NON-RESPONSIVE	Provided Required Forms and Proposal Format Requirements Compliant	Provided Required Forms and Proposal Format Requirements Compliant
INITIAL RANKING:	2	NON-RESPONSIVE	FIRM DID NOT MEET THE MINIMUM 70 POINTS REQUIREMENT	FIRM DID NOT MEET THE MINIMUM 70 POINTS REQUIREMENT
SHORTLISTED (YES/NO):	YES			
CRITERIA 5 - PRICE PROPOSAL (FEES):	R.K. Shah & Associates, Inc.	Rochester & Associates, LLC	Spicer Group, Inc.	WSB, LLC
Proponent shall outline a pricing schedule that identifies all pricing elements discussed in the proposal to accomplish the City requirements. Pricing that is identified in unit measures (price per hour, day, week, etc.) shall also be accompanied by an estimated number of units expected to complete the task. (20 Points)	PROCUREMENT	NON-RESPONSIVE	PRICE PROPOSAL NOT OPENED OR CONSIDERED. FIRM DID NOT MEET THE MINIMUM 70 POINTS REQUIREMENT	PRICE PROPOSAL NOT OPENED OR CONSIDERED. FIRM DID NOT MEET THE MINIMUM 70 POINTS REQUIREMENT
PRICE PROPOSAL:	\$241,873.00			
PRICE PROPOSAL POINTS (20 Points): (Low Price / Proposer's Price) x Price Points = Proposer's Awarded Points.	8.67			
TECHNICAL PROPOSAL AND PRICE PROPOSAL SCORES:	85.92			
RESPONDENTS:	R.K. Shah & Associates, Inc.			
FINAL RANKING:	2			
NOTE: Kaizen Collaborative Design, LLC, Raymond Global, Inc., Spicer Group, LLC, and WSB, LLC did not meet the minimum 70 points technical proposal points for price proposals to be opened. Rochester & Associates, LLC did not submit Attachment "A" - Proposer's Required Forms with submittal and has been deemed non-responsive to the solicitation and its requirements. Kleindelder, Inc. is the top ranked firm with a score of 93.00 points.				
Prepared by: Tanisha Boynton, Procurement Manager/Procurement Official				

**AGREEMENT FOR SINGLE PURCHASE OF SERVICES  
SIDEWALK DESIGN SERVICES**

This Professional Services Agreement (“Agreement”) is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2026, by and between the **CITY OF STONECREST, GEORGIA** (“City”), and **KLEINFELDER, INC** (“Contractor”).

**WITNESSETH:**

**WHEREAS**, Contractor is engaged in the business of providing sidewalk design services at the various locations within City limits, RFP-0010-25, Sidewalk Design Services; and

**WHEREAS**, the City of Stonecrest sought bid responses from qualified vendors for sidewalk design services; and

**WHEREAS**, the City desires to engage the Contractor, and the Contractor agrees to render certain design services to the City pursuant to the terms and conditions set forth below.

**NOW, THEREFORE**, in consideration of the mutual terms, conditions and covenants set forth herein, the parties hereto agree as follows:

1. **SERVICES.** Contractor agrees to provide professional services to the City as detailed in **Exhibit A** (“Services”). If any services to be performed are not specifically listed in Exhibit A, or herein, but are reasonably necessary to accomplish the purpose of this Agreement, Contractor agrees to perform such services at the direction and approval of the City Manager or his/her designee. In the event of any conflict between the terms of Exhibit A and this Agreement, the terms of this Agreement shall control.
2. **COMPENSATION.** In consideration for Services, the City shall pay to Contractor a fee not to exceed the amounts indicated in **Exhibit B** (“Cost Proposal”). The City agrees to pay Contractor’s invoices within thirty (30) days of receiving same. As the City is a local government entity and thus exempt from sales taxation, notwithstanding the terms of the proposal, Contractor acknowledges that the City shall not be responsible for payment of any sales taxes on any invoices submitted for the services provided under this Agreement.
3. **TERM.** This Agreement shall commence on the date all parties have executed this Agreement (“Effective Date”) and shall terminate absolutely without further obligation on the part of the City by December 31, 2026 (“Initial Term”). This Agreement shall automatically renew upon the same terms and conditions at the end of the Initial Term and terminate at the end of each succeeding calendar year for which it may be renewed, for a total term not to exceed one (1) year, unless the City provides written notice of non-renewal to Contractor thirty (30) days prior to the expiration of the applicable renewal term or if the Agreement is otherwise terminated pursuant to the terms herein. The Agreement shall terminate absolutely without further obligation on the part of the City at the end of each year.

#### 4. **RELATIONSHIP OF THE PARTIES.**

- (a) **Independent Contractors.** Nothing contained herein shall be deemed to create any relationship other than that of independent contractor between the City and Contractor. This Agreement shall not constitute, create, or otherwise imply an employment, joint venture, partnership, agency or similar arrangement between the City and Contractor. It is expressly agreed that Contractor is acting as an independent contractor and not as an employee in providing the Services under this Agreement.
- (b) **Employee Benefits.** Contractor shall not be eligible for any benefit available to employees of the City, including but not limited to workers' compensation insurance, state disability insurance, unemployment insurance, group health and life insurance, vacation pay, sick pay, severance pay, bonus plans, pension plans, or savings plans.
- (c) **Payroll Taxes.** No income, social security, state disability, or other federal or state payroll tax will be deducted from payments made to Contractor under this Agreement. Contractor shall be responsible for all FICA, federal and state withholding taxes, and workers' compensation coverage for any individuals assigned to perform the Services for the City.

5. **WARRANTY ON SERVICES RENDERED.** The Contractor warrants its Services and workmanship shall be (i) free from defects; (ii) performed as stipulated in the bid/proposal documents and conform to all specifications; (iii) performed by skilled personnel experienced in and competent of doing the kind of work assigned to them; and (iv) performed in accordance to all applicable federal, state, and local laws, regulations, rules and policies. Upon receipt of written notice of a defect, the Contractor shall repair the defect in a timely manner at no expense to the City.

#### 6. **TERMINATION FOR DEFAULT.**

- (a) The City may, subject to the provisions of subparagraph (c) below, by written notice of default to the Contractor, terminate the whole or any part of this Agreement in any one of the following circumstances; (i) if the Contractor fails to perform this Agreement within the time specified herein or any extension thereof; or (ii) if the Contractor fails to perform any of the other provisions of this Agreement, or so fails to make progress as to endanger performance of this Agreement in accordance with its terms, and does not cure such failure within a period of ten (10) days after receipt of notice from the City specifying such failure.
- (b) In the event the City terminates this Agreement in whole or in part as provided in subparagraph (a) above, the City may procure, upon such terms and in such manner as the City may deem appropriate, services, similar to those so terminated, and the Contractor shall be liable to the City for any excess costs for the same, including without limitation all costs and expenses of the type specified in the

“WARRANTY” paragraph of this Agreement; provided, that the Contractor shall continue the performance of this Agreement to the extent not terminated hereunder.

- (c) Except with regard to defaults of subcontractors, the Contractor shall not be liable for any excess costs if the failure to perform this Agreement arises out of causes beyond the control and without the fault or negligence of the Contractor; such causes may include, but are not limited to, acts of God, or of the public enemy, acts of the Government in either its sovereign or contractual capacity, fires, flood, epidemics, quarantine restrictions, strikes, freight embargoes, and unusually severe weather, but in every case the failure to perform must be beyond the control and without the fault or negligence of the Contractor. If the failure to perform is caused by the default of a subcontractor, and if such default arises out of causes beyond the control of both the Contractor and the subcontractor, and without the fault or negligence of either of them, the Contractor shall not be liable for any excess costs for failure to perform, unless the services to be furnished by the subcontractor were obtainable from other sources in sufficient time to permit the Contractor to meet the required delivery schedule. The term “subcontractor” shall mean subcontractor at any tier.
- (d) If, after notice of termination of this Agreement under the provisions of this paragraph, it is determined for any reason that the Contractor was not in default under the provisions above or that the default was excusable under the provisions of this paragraph, the rights and obligations of the parties shall be the same as if the notice of termination has been issued pursuant to the “Termination for Convenience” paragraph of this Agreement.
- (e) The rights and remedies of the City provided in this paragraph shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Agreement.

7. **TERMINATION FOR CONVENIENCE.** The City may at any time by written notice terminate all or any part of this Agreement for the City’s convenience. If this Agreement is terminated, in whole or in part, for the City’s convenience, the Contractor shall be paid an amount, to be mutually agreed upon, which shall be adequate to cover the actual and reasonable cost paid by the Contractor for the actual goods and labor reasonably used by the Contractor to perform the work under this Agreement to the effective date of termination, plus a reasonable profit thereon; provided that no amount shall be paid to the Contractor for (i) any anticipatory profits related to work under this Agreement not yet performed, or (ii) costs incurred due to the Contractor’s failure to terminate work as ordered on the effective date of termination. In no event shall the total amount paid under the provisions of this paragraph exceed the prices set forth in this Agreement for the work terminated.

8. **DISPUTES.** Pending resolution of any dispute hereunder, the Contractor shall proceed diligently with the performance of work in accordance with the City’s direction.

9. **INDEMNIFICATION.** To the fullest extent permitted by law, Contractor agrees to indemnify and hold harmless the City and its governing officials, agents, employees, and representatives (collectively, the “City Indemnitees”) from and against any and all liabilities, demands, losses, damages, fines, penalties, costs or expenses (including reasonable attorney’s fees and costs), incurred by any City Indemnitee as a result of or arising out of (i) the wrongful misconduct or negligence (including fraud) of Contractor or its employees, agents, and representatives in performing this Agreement; (ii) a material breach by Contractor of its covenants; or (iii) failure by Contractor or its employees, agents, and representatives to comply with all applicable federal, state, or local law, rule or regulation in connection with services provided under this Agreement. These obligations shall survive termination.

10. **RISK MANAGEMENT REQUIREMENTS.** The Contractor shall abide by the City’s applicable Risk Management Requirements, attached to this Agreement as **Exhibit C** and incorporated herein by reference.

11. **STANDARD OF PERFORMANCE AND COMPLIANCE WITH APPLICABLE LAWS.**

(a) Contractor warrants and represents that it possesses the special skill and professional competence, expertise, and experience to undertake the obligations imposed by this Agreement.

(b) Contractor agrees to perform in a diligent, efficient, competent, and skillful manner commensurate with the highest standards of the profession, and to otherwise perform as is necessary to undertake the Services required by this Agreement, including the requirements set forth in the Certification of Sponsor Drug Free Workplace, attached hereto as **Exhibit D** and the Purchasing Policy Addendum attached hereto as **Exhibit E**.

(c) Contractor warrants and represents that it will, at all times, observe and comply with all federal, state, local and municipal laws, ordinances, rules, and regulations, relating to the provision of the Services to be provided by Contractor hereunder or which in any manner affect this Agreement.

12. **GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT:** Pursuant to O.C.G.A. Section 13-10-91, for as long as this Agreement remains in effect, Contractor will be registered with and participate in the federal work authorization program to verify the immigration status of newly hired employees (“E-Verify”). Contractor will execute the O.C.G.A. Section 13-10-91 compliance affidavit on **Exhibit F**, attached hereto and incorporated herein.

13. **THE CITY’S ASSISTANCE AND COOPERATION.** During the Contractor’s performance of this Agreement, the City may, but has no obligation to, provide assistance to, or cooperate with, the Contractor in activities that facilitate the proper performance and completion of this Agreement by the Contractor. Such assistance and cooperation may include without limitation: (i) providing engineering or other analysis or advice on correcting

problems; (ii) refraining from strict enforcement of time schedule requirements under this Agreement; (iii) permitting use of test materials or documentation not performed or produced under this Agreement. Such assistance or cooperation by the City shall not be construed, and the Contractor agrees that it will not claim that any such assistance or cooperation operates, to relieve the Contractor from complete, proper and punctual performance of all the Contractor's obligations under this Agreement.

**14. WORK ON THE CITY'S DESIGNATED PREMISES.** In the event that the Contractor, the Contractor's employees or agents or the Contractor's subcontractors enter the City's designated premises for any reason in connection with this Agreement, the Contractor and such other parties shall observe all security requirements and all safety regulations.

**15. CONFLICTS OF INTEREST.** Contractor warrants and represents that:

- (a) The Services to be performed hereunder will not create an actual or apparent conflict of interest with any other work it is currently performing;
- (b) Contractor is not presently subject to any agreement with a competitor or with any other party that will prevent Contractor from performing in full accord with this Agreement; and
- (c) Contractor is not subject to any statute, regulation, ordinance, or rule that will limit its ability to perform its obligations under this Agreement. The parties agree that Contractor shall be free to accept other work during the term hereof; provided, however, that such other work shall not interfere with the provision of Services hereunder.

**16. CONFIDENTIAL INFORMATION.** Contractor acknowledges that it may have access to and become acquainted with confidential information, including, but not limited to, any information the disclosure of which is limited by state or federal law. Unless approved in advance in writing or is required to be disclosed by court order, subpoena or by law, neither Contractor nor any of its employees, will disclose, transfer, distribute or allow access to any confidential information of the other party to third parties. These obligations shall survive termination.

**17. ASSIGNMENT AND SUBCONTRACTING.** The Contractor shall not assign this Agreement or any portion of this Agreement, nor shall the Contractor subcontract for goods or completed or substantially completed services purchased hereunder without the prior express written consent of the City. No assignment or subcontract by the Contractor, including any assignment or subcontract to which the City consents, shall in any way relieve the Contractor from complete and punctual performance of this Agreement, including without limitation all of the Contractor's obligations under the warranty provisions of this Agreement.

**18. ATTORNEYS' FEES.** Both parties agree to pay reasonable attorneys' fees to the other party should either party be required to incur attorneys' fees in enforcing the provisions of this Agreement or in the collection of any monies herein required to be paid by the other party.

**19. GOVERNING LAW AND CONSENT TO JURISDICTION.** This Agreement is made and entered into in the State of Georgia, and this Agreement and the rights and obligations of the parties hereto shall be governed by and construed according to the laws of the State of Georgia without giving effect to the principles of conflicts of laws. The jurisdiction for resolution of any disputes arising from this Agreement shall be in the State Courts of DeKalb County, Georgia.

**20. NOTICES.** All notices or other communications required or permitted to be given under this Agreement shall be in writing and shall be deemed to have been duly given when delivered personally in hand, or when mailed by certified or registered mail, return receipt requested with proper postage prepaid, addressed to the appropriate party at the following address or such other address as may be given in writing to the parties:

**If to the City:**

City Manager  
City of Stonecrest  
3120 Stonecrest Blvd.  
Stonecrest, Georgia 30038  
Email: [gscruggs@stonecrestga.gov](mailto:gscruggs@stonecrestga.gov)

With copies to:

City Attorney  
Denmark Ashby Matricardi  
100 Hartsfield Centre Pkwy, Ste. 400  
Atlanta, Georgia 30354  
Email: [wdenmark@fincherdenmark.com](mailto:wdenmark@fincherdenmark.com)

**If to the Contractor:**

**Kleinfelder, Inc.**  
**1200 Abernathy Road, NE**  
**Building 600, Suite 400**  
**Atlanta, Georgia 30328**

**21. NON-WAIVER.** The failure by either party to enforce any provision of this Agreement shall not be construed as a waiver or limitation of that party’s right to subsequently enforce and compel strict performance with every provision of this Agreement.

**22. SEVERABILITY.** If any provision of this Agreement is held to be unenforceable for any reason, the unenforceability thereof shall not affect the remainder of the Agreement, which shall remain in full force and effect, and enforceable in accordance with its terms.

**23. INTERPRETATION.** The Parties acknowledge that this Agreement and all the terms and conditions herein have been fully reviewed and negotiated by the Parties. Having acknowledged the foregoing, the Parties agree that any principle of construction or rule of law that provides that, in the event of any inconsistency or ambiguity, an agreement shall be construed against the drafter of the agreement shall have no application to the terms and conditions of this Agreement.

**24. AMENDMENTS.** Any and all modifications or changes to this Agreement must be in writing and signed by the parties to this Agreement.

25. **COUNTERPARTS.** This Agreement may be executed in multiple counterparts, each of which shall constitute the original, but all of which taken together shall constitute one and the same Agreement. PDF signatures shall constitute original signatures.

26. **ENTIRE AGREEMENT.** This Agreement, which includes the exhibits attached hereto, contains the entire agreement and understanding of the parties with respect to the subject matter hereof, and supersedes and replaces any and all prior discussions, representations and understandings, whether oral or written. In case of conflict between any term of the Contractor’s Bid/Proposal and this Agreement, the terms of this Agreement shall control unless otherwise stated herein.

27. **CAPTIONS.** The captions appearing herein are for convenience of reference only and shall not affect the meaning or interpretation of this Agreement or any clause or provision hereof.

IN WITNESS WHEREOF, said parties have hereunto set their seals the day and year written below.

Executed on behalf of:

**CITY OF STONECREST, GEORGIA,**

BY:

TITLE:

[Seal]

ATTEST (sign here):

Name (print):

DATE:

\_\_\_\_\_

APPROVED AS TO FORM:

\_\_\_\_\_  
City Attorney

**[SIGNATURES CONTINUED ON NEXT PAGE]**

Executed on behalf of:

**KLEINFELDER, INC.**

BY (sign here):



Name (print):

Erik P. Messina, P.E

Title:

Design Service Line Lead - South Division

[Corporate Seal]

ATTEST (sign here):

**Soraya Agudelo**

Digitally signed by Soraya Agudelo  
DN: C=US, E=SAgudelo@Kleinfelder.com,  
CN=Soraya Agudelo  
Date: 2026.02.18 09:04:19-05'00'

Name (print):

Soraya Agudelo

Title:

Project Manager

DATE:

February 18, 2026



## EXHIBIT A SCOPE OF SERVICES

1. Introduction:

The engineering Firm will design sidewalks for Salem Road, Fairington Road (Phase II), Phillips Road, and Iris Drive. The Firm will work with staff in ensuring sidewalks are designed in accordance with Georgia Department of Transportation (GDOT), State and Federal rules and regulations.

2. Scope of Services:

Design services shall include field survey, engineering design, utility coordination, and obtaining Georgia Department of transportation (GDOT) encroachment permit (where applicable). The Firm shall prepare scope of work for construction bid documents, bid schedule, engineering cost estimate, attendance at pre-bid meeting and site visit, responding to questions from potential bidders on construction documents, and responding to requests for information (RFIs) during construction. The City will be providing construction inspection and construction management services.

**Note:** The City reserves the right to exclude the design of a particular location if it is in the best interest of the City.

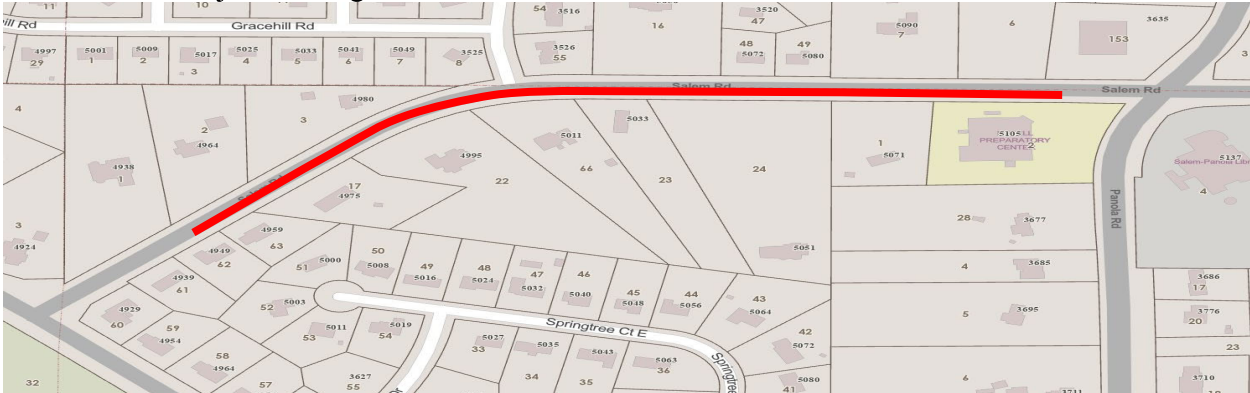
Please refer to the GDOT Design Policy Manual for design guidance, see link below:  
<https://www.dot.ga.gov/partnersmart/designmanuals/designpolicy/gdot-dpm.pdf>

3. Deliverables:

- 1. Construction plans for bid (including plan views, profile views, cross sections, erosion control details, utility plans, and construction details)
- 2. Specifications
- 3. Scope of work for bid document
- 4. Engineering cost estimate
- 5. GDOT Encroachment Permit (where applicable)
- 6. Utility coordination before and during construction

4. SALEM ROAD SIDEWALK

The City of Stonecrest is proposing to construct a sidewalk along a section of the north side of Salem Road. The image below shows an aerial view of the new sidewalk (see red line). Beginning and end of new sidewalks will join exiting sidewalks.



4.1 Sidewalk Specifications:

Sidewalk Length: +/- 1,700 Linear Feet (LF)

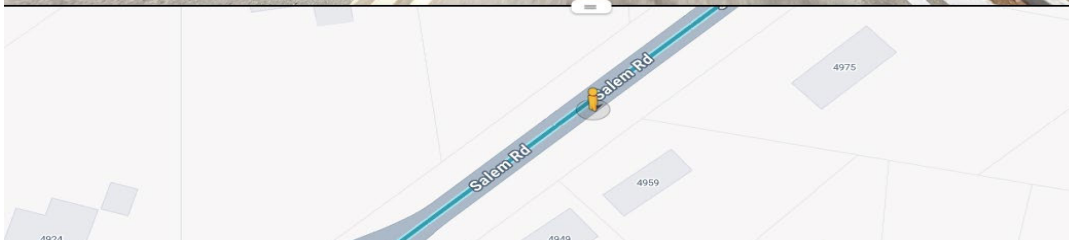
Sidewalk Width: 5 feet - wheelchair accessible with Americans With Disabilities Act (ADA) compliant ramps. Curb and gutter to be extended beside new sidewalk.

Starts: existing sidewalk at 4964 Salem Road

Ends: existing sidewalk at 5116 Salem Road

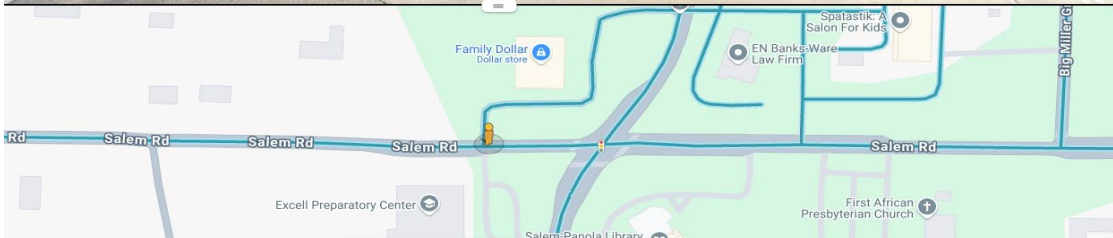
Must meet all GDOT standards on grades, slopes, and offset from edge of existing pavement.

Design should preserve drainage of the roadway shoulder area.



<https://maps.app.goo.gl/RKw6982RGTnpLzoh7>

SIDWALK BEGINS (LEFT SIDE OF ROAD, LOOKING NORTH-EAST)

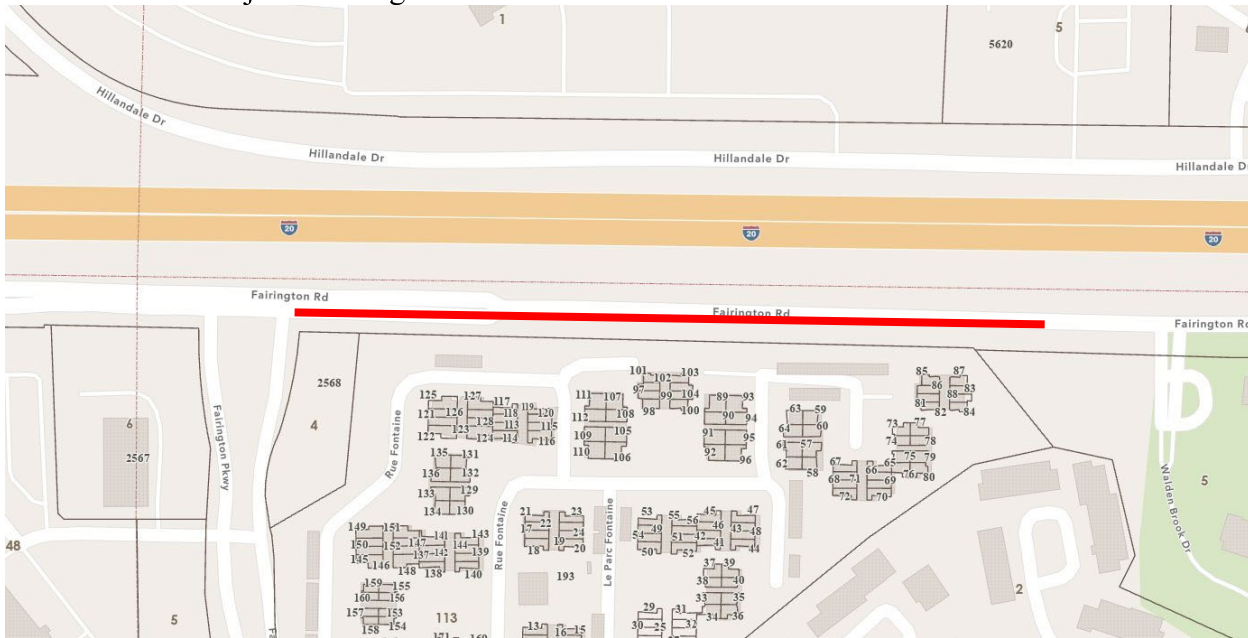


<https://maps.app.goo.gl/LDhpi3prxEHvwyeB6>

SIDWALK ENDS (RIGHT SIDE OF ROAD, LOOKING WEST)

5. Fairington Road Sidewalk Phase II:

The City of Stonecrest is proposing to construct a sidewalk along a section of the south side of Fairington Road. The image below shows an aerial view of the new sidewalk (see red line). End of new sidewalk will join existing sidewalks.



5.1 Sidewalk Specifications:

Sidewalk Length: +/- 1,300 Linear Feet (LF)

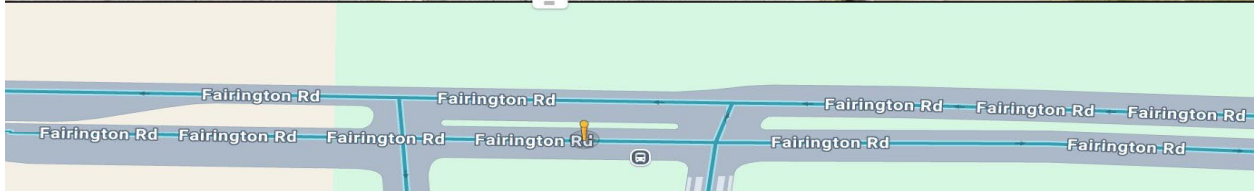
Sidewalk Width: 5 feet - wheelchair accessible with Americans With Disabilities Act (ADA) compliant ramps

Starts: existing sidewalk at 2568 Fairington Road

Ends: existing sidewalk at 5665 Fairington Road

Must meet all GDOT standards on grades, slopes, and offset from edge of existing pavement.

Design should preserve drainage of the roadway shoulder area.



<https://maps.app.goo.gl/x3RqGDA8qphzekXQ7>

SIDWALK BEGINS (RIGHT SIDE OF ROAD, LOOKING EAST)

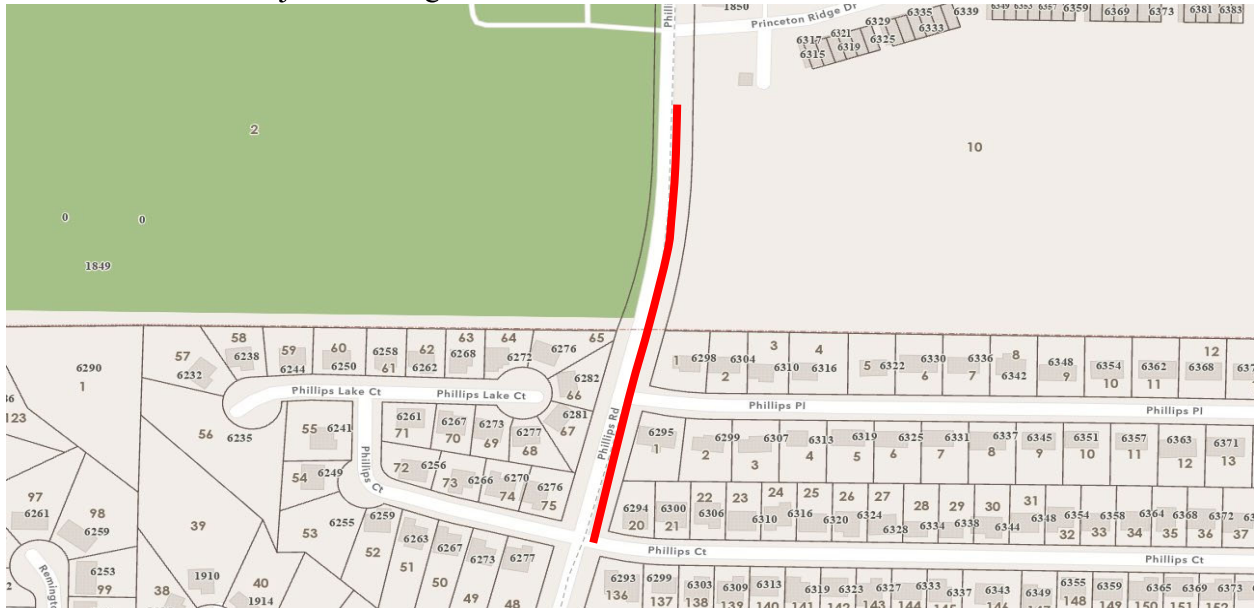


<https://maps.app.goo.gl/7Y3bWAJDdYPtgASd9>

SIDWALK ENDS (RIGHT SIDE OF ROAD, LOOKING EAST)

6. Phillips Road Sidewalk:

The City of Stonecrest is proposing to construct a sidewalk along a section of the east side of Phillips Road. The image below shows an aerial view of the new sidewalk (see red line). Beginning and end of new sidewalk will join existing sidewalks.



6.1 Sidewalk Specifications:

Sidewalk Length: +/- 700 Linear Feet (LF)

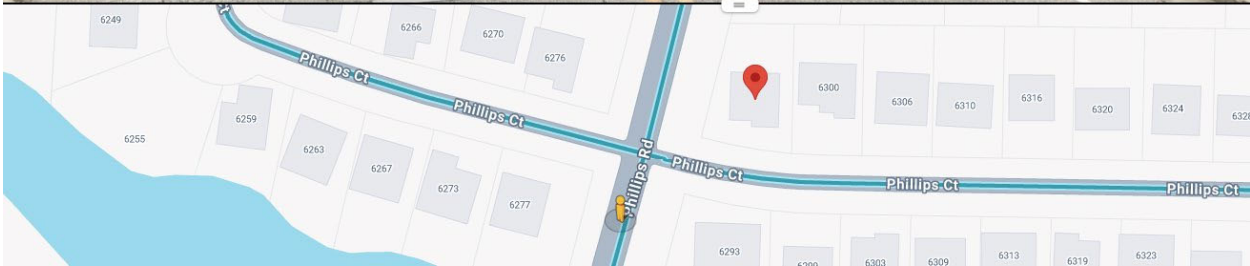
Sidewalk Width: 5 feet - wheelchair accessible with Americans With Disabilities Act (ADA) compliant ramps

Starts: existing sidewalk at 6294 Phillips Court

Ends: existing sidewalk at 1850 Phillips Road

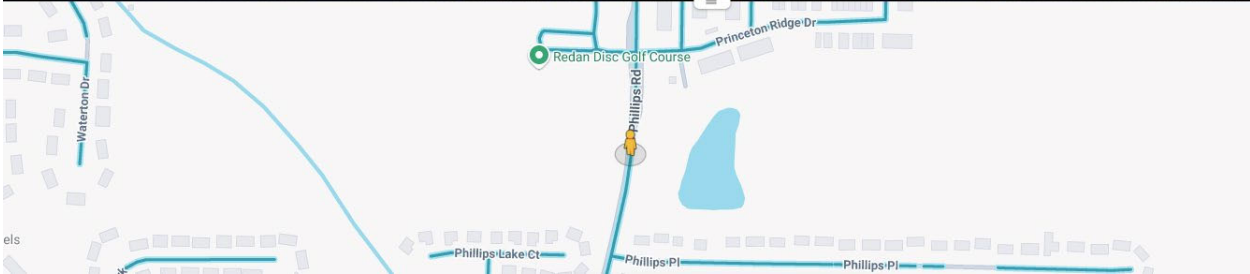
Must meet all GDOT standards on grades, slopes, and offset from edge of existing pavement.

Design should preserve drainage of the roadway shoulder area.



<https://maps.app.goo.gl/ZSnG28gijmdTeQcm6>

SIDWALK BEGINS (RIGHT SIDE OF ROAD, LOOKING NORTH)

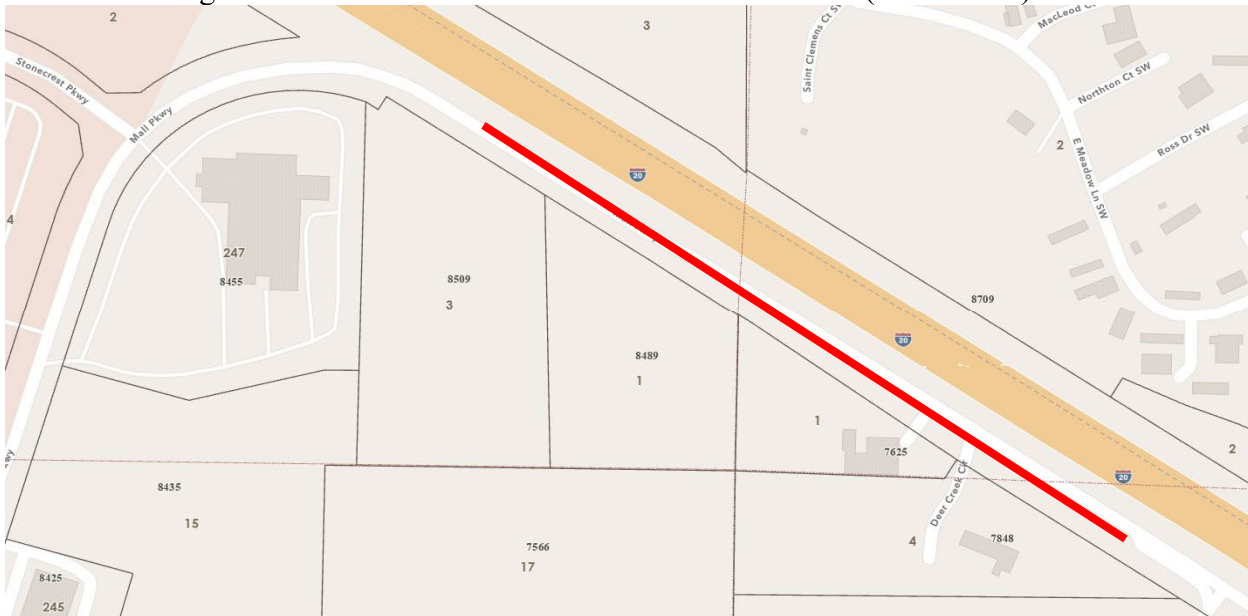


<https://maps.app.goo.gl/45aWntrP3cSbYB6L7>

SIDWALK ENDS (RIGHT SIDE OF ROAD, LOOKING NORTH)

7. Iris Drive Sidewalk:

The City of Stonecrest is proposing to construct a sidewalk along a section of the south side of Iris Drive. The image below shows an aerial view of the new sidewalk (see red line).



7.1 Sidewalk Specifications:

Sidewalk Length: +/- 1,300 Linear Feet (LF)

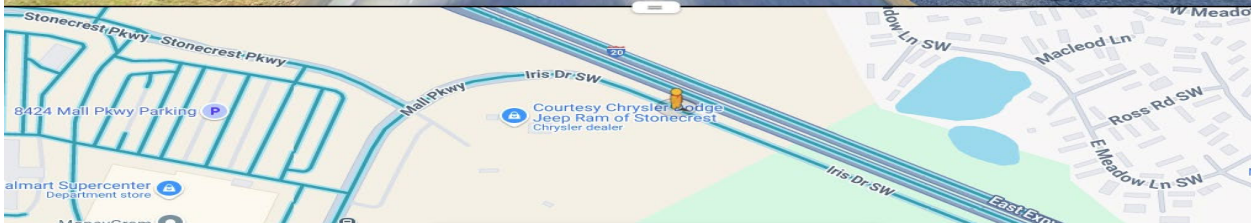
Sidewalk Width: 5 feet - wheelchair accessible with Americans With Disabilities Act (ADA) compliant ramps

Starts: 8489 I-20 East Access Road, Lithonia, GA 30038 (AKA Iris Drive SW)

Ends: 7848 I 20 East Access Road Lithonia, GA 30038 (AKA Iris Drive SW)

Must meet all GDOT standards on grades, slopes, and offset from edge of existing pavement.

Design should preserve drainage of the roadway shoulder area.



<https://maps.app.goo.gl/RKw6982RGTnpLzoh7>

(map link has old photography and does not show current building at location)

SIDWALK BEGINS (RIGHT SIDE OF ROAD, LOOKING SOUTH-EAST)



Photo at left accurately shows the start of the new sidewalk in front of existing storage facility



<https://maps.app.goo.gl/64eP8HiHer45hjAm9>

SIDWALK ENDS (RIGHT SIDE OF ROAD, LOOKING SOUTHEAST)

## EXHIBIT B COST PROPOSAL

This section of the Proposal should contain all pricing information related to performing design services as described in this Request for Proposal (RFP).

Cost shall include staffing rates, all required, equipment, tools, machines, software, and out-of-pocket expenses as defined in the Scope of Services. Expenses are considered job overhead costs and are not billable.

SALEM ROAD SIDEWALK DESIGN PROJECT: Sidewalk Length – 1700 ft	
DELIVERABLES	TOTAL COST
1. Construction Plans for Bid (Including plan views, profile views, cross sections, erosion control details, utility plans, and construction details & Topography Survey)	\$ 15,770
2. Specifications	\$ 2,500
3. Scope of Work of Bid & Bidding Support	\$ 2,450
4. Engineering Cost Estimate	\$ 1,930
5. GDOT Encroachment Permit (where applicable)	\$ N/A
6. Utility Coordination before and during construction & Limited Construction	\$ 4,050
<b>TOTAL COST:</b> \$26,700	

B-2

RFP-0010-25  
Sidewalk Design Services  
PROJECT NO. 1 – SALEM ROAD

This section of the Proposal should contain all pricing information related to performing design services as described in this Request for Proposal (RFP).

Cost shall include staffing rates, all required equipment, tools, machines, software, and out-of-pocket expenses as defined in the Scope of Services. Expenses are considered job overhead costs and are not billable.

FAIRINGTON ROAD (PHASE II) SIDEWALK DESIGN PROJECT: Sidewalk Length – 1300 ft	
DELIVERABLES	TOTAL COST
1. Construction Plans for Bid (Including plan views, profile views, cross sections, erosion control details, utility plans, and construction details & Topography Survey)	\$14,370
2. Specifications	\$2,050
3. Scope of Work of Bid & Bidding Support	\$3,400
4. Engineering Cost Estimate	\$1,480
5. GDOT Encroachment Permit (where applicable)	\$ N/A
6. Utility Coordination before and during construction & Limited Construction	\$3,600
<b>TOTAL COST:</b> \$24,900	

B-2

RFP-0010-25  
 Sidewalk Design Services  
 PROJECT NO. 2 – FAIRINGTON ROAD (PHASE II)

This section of the Proposal should contain all pricing information related to performing design services as described in this Request for Proposal (RFP).

Costs shall include staffing rates, all required equipment, tools, machines, software, and out-of-pocket expenses as defined in the Scope of Services. Expenses are considered job overhead costs and are not billable.

PHILLIPS ROAD SIDEWALK DESIGN PROJECT: Sidewalk Length – 700 ft	
DELIVERABLES	TOTAL COST
1. Construction Plans for Bid (Including plan views, profile views, cross sections, erosion control details, utility plans, and construction details & Topography Survey	\$11,890
2. Specifications	\$1,730
3. Scope of Work of Bid & Bidding Support	\$2,580
4. Engineering Cost Estimate	\$1,200
5. GDOT Encroachment Permit (where applicable)	\$ N/A
6. Utility Coordination before and during construction & Limited Construction	\$2,900
<b>TOTAL COST:</b> \$20,300	

B-2

RFP-0010-25  
 Sidewalk Design Services  
 PROJECT NO. 3 – PHILLIPS ROAD

This section of the Proposal should contain all pricing information related to performing design services as described in this Request for Proposal (RFP).  
Costs shall include staffing rates, all required equipment, tools, machines, software, and out-of-pocket expenses as defined in the Scope of Services. Expenses are considered job overhead costs and are not billable.

IRIS DRIVE SIDEWALK DESIGN PROJECT: Sidewalk Length – 1300 ft	
DELIVERABLES	TOTAL COST
1. Construction Plans for Bid (Including plan views, profile views, cross sections, erosion control details, utility plans, and construction details & Topography Survey	\$12,520
2. Specifications	\$2,230
3. Scope of Work of Bid & Bidding Support	\$2,750
4. Engineering Cost Estimate	\$1,600
5. GDOT Encroachment Permit (where applicable)	\$10,200
6. Utility Coordination before and during construction & Limited Construction	\$3,700
<b>TOTAL COST:</b> \$33,000	

B-2

RFP-0010-25  
Sidewalk Design Services  
PROJECT NO. 4 – IRIS DRIVE

## EXHIBIT C

### RISK MANAGEMENT REQUIREMENTS

The Contractor shall provide minimum insurance coverage and limits as per the following: The Contractor shall file with the City Certificates of Insurance, certifying the required insurance coverage and stating that each policy has been endorsed to provide thirty (30) day notice to the City in the event that coverage is cancelled, non-renewed or the types of coverage or limits of liability are reduced below those required. All bonds and insurance coverage must be placed with an insurance company approved by City Management, admitted to do business in the State of Georgia, and rated Secure (“B+” or better) by A.M. Best Company in the latest edition of Property and Casualty Ratings, or rated by Standard & Poors Insurance Ratings, latest edition as Secure (“BBB” or better). Worker’s Compensation self-insurance for individual Contractors must be approved by the Worker’s Compensation Board, State of Georgia and/or Self-Insurance pools approved by the Insurance Commissioner, State of Georgia.

Insurance requirements shall be consistent with the Department of Administrative Services, SPD-SP048, as amended. The successful Bidder entering a resulting contract with the City shall provide, pay for and maintain in full force and affect at all times during the services to be performed insurance as set forth below: **(Proof of insurability must be submitted with bid submittal)**.

#### Commercial General Liability

Coverage must be afforded under a Commercial General Liability policy with limits not less than:

- \$1,000,000 each occurrence
- \$2,000,000 annual aggregate for Bodily Injury, Personal Injury, and Advertising Injury
- \$1,000,000 per occurrence for Property Damage
- \$1,000,000 each occurrence and \$2,000,000 project aggregate for Products and Completed Operations

Policy must include coverage for Contractual Liability and Service Providers.

#### Professional Liability Insurance (Errors and Omissions):

Coverage must be afforded for Wrongful Acts in an amount not less than \$1,000,000 each occurrence, and \$2,000,000 annual aggregate.

#### Business Automobile Liability

Coverage must be afforded for all Owned, Hired, Scheduled, and Non-Owned vehicles for Bodily Injury and Property Damage in an amount not less than \$1,000,000 combined single limit each accident.

If the Contractor does not own vehicles, the Contractor shall maintain coverage for Hired and Non-Owned Auto Liability, which may be satisfied by way of endorsement to the Commercial General Liability policy or separate Business Auto Liability policy.

### Workers' Compensation and Employer's Liability

Coverage must be afforded per the Worker's Compensation Act in the State of Georgia, Official Code of Georgia Annotated (O.C.G.A.) Title 34, Chapter 9) as amended. Any Contractor performing work on behalf of the City must provide Workers' Compensation insurance in the amount not less than \$100,000 per accident. Exceptions and exemptions will be allowed in accordance with the Department of Administrative Services (SPD-SP048, as amended).

The Contractor and its insurance carrier waives all subrogation rights against the City, a Georgia Municipal Corporation, its officials, employees, and volunteers for all losses or damages. The City requires the policy to be endorsed with proper designated code associated with "Waiver of our Right to Recover" from others or equivalent in accordance with Official Code of Georgia (O.C.G.A.) Annotated §34-9-9-8 and 34-9-11.1.

Contractor must be in compliance with all applicable State and federal workers' compensation laws, including the U.S. Longshore and Harbor Workers' Compensation Act or Jones Act, if applicable.

For any Contractor who has exempt status as an individual, the City requires proof of Workers' Compensation insurance coverage for that Contractor's employees, leased employees, volunteers, and any workers performing work in execution of this Contract.

If the Contractor has applied for a workers' compensation exemption, the City does not recognize this exemption to extend to the employees of the Contractor. The Contractor is required to provide proof of coverage for their employees, leased employees, volunteers and any workers performing work in execution of this Contract. This applies to all Contractors including but not limited to the construction industry.

### Contractors Pollution Liability Coverage

For sudden and gradual occurrences and in an amount not less than \$1,000,000 per claim arising out of this Contract, including but not limited to, all hazardous materials identified under the Contract.

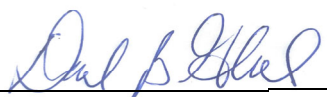
**EXHIBIT D**

**DRUG FREE WORKPLACE**

I hereby certify that I am a principal and duly authorized representative of Kleinfelder, Inc., (“Contractor”), whose address is 1200 Abernathy Road, Building 600, Suite 400, Atlanta, GA 30328, and I further certify that:

- (1) The provisions of Section 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; and
- (2) A drug-free workplace will be provided for Contractor’s employees during the performance of the Agreement; and
- (3) Each Subcontractor hired by Contractor shall be required to ensure that the subcontractor’s employees are provided a drug-free workplace. Contractor shall secure from that subcontractor the following written certification: “As part of the subcontracting agreement with Contractor, Kleinfelder, Inc. certifies to Contractor that a drug-free workplace will be provided for the Subcontractor’s employees during the performance of this Agreement pursuant to paragraph (7) of subsection (b) of the Official Code of Georgia Annotated, Section 50-24-3”; and
- (4) The undersigned will not engage in unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana during the performance of the Agreement.

✓ CONTRACTOR: Kleinfelder, Inc.

  
BY: Authorized Officer or Agent  
(Contractor Signature)

February 17, 2026  
Date

—Executive Vice President, South Division Director—  
Title of Authorized Officer or Agent of Contractor

David B. Goershel, PG, PMP  
Printed Name of Authorized Officer or Agent

**EXHIBIT E**  
**PURCHASING POLICY ADDENDUM**

I, David B. Goershel, PG, PMP, hereby certify that I have received a copy of the City of Stonecrest, GA, Financial Management Policies Purchasing Policy and agree to comply with all requirements of the City of Stonecrest, GA Financial Management Policies Purchasing Policy to the extent the policy is applicable to the undersigned.



\_\_\_\_\_  
BY: Authorized Officer or Agent Date  
(Contractor Signature)

\_\_\_\_\_  
Executive Vice President, South Division Director  
Title of Authorized Officer or Agent of Contractor

David B. Goershel, PG, PMP  
Printed Name of Authorized Officer or Agent

February 17, 2026  
Date

**EXHIBIT F**

**GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT**

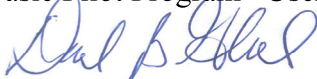
Name: Kleinfelder, Inc.

By executing this affidavit, the undersigned person or entity verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm, or corporation has registered with, is authorized to participate in, and is participating in the federal work authorization program commonly known as E-Verify\* in accordance with the applicable provisions and deadlines.

The undersigned person or entity further agrees that it will continue to use the federal work authorization program throughout the contract period, and it will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the undersigned with the information required by O.C.G.A. § 13-10-91(b).

The undersigned person or entity further agrees to maintain records of such compliance and provide a copy of each such verification to the City of Stonecrest within five (5) business days after any subcontractor(s) is/are retained to perform such service.

No. 1374923 Date issued: April 4, 2008  
EEV/Basic Pilot Program\* User Identification Number



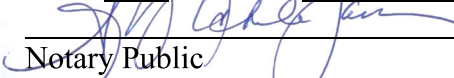
BY: Authorized Officer or Agent  
(Contractor Name)

February 17, 2026  
Date

Executive Vice President, South Division Director  
Title of Authorized Officer or Agent of Contractor

David B. Goershel, PG, PMP  
Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON  
THIS 17th DAY OF February, 2026

  
Notary Public  
My Commission Expires: July 12, 2029

\* As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the "EEV/Basic Pilot Program" operated by the U. S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).