



REQUEST FOR PROPOSAL

RFP Number: <u>RFP 19-01</u>	RFP Title: <u>Chamblee Comprehensive Plan Update</u>
RFP Due Date and Time: Local Time: February 15, 2019 @ 2:00pm	

ISSUING DEPARTMENT INFORMATION

Issue Date: January 18, 2019	
<u>City of Chamblee</u> <u>Planning & Development Department</u> <u>3506 Broad Street</u> <u>Chamblee, GA 30341</u>	email: rkeefe@chambleega.gov No calls, please Website: www.chambleega.gov

INSTRUCTIONS TO OFFERORS

Return Proposals to: <u>City of Chamblee</u> <u>Planning & Development Department</u> <u>3506 Broad Street</u> <u>Chamblee, GA 30341</u>	Mark Face of Envelope/Package: RFP Number 19-01 RFP Due Date: February 15, 2019 @ 2:00PM Company Name
Submit five (5) original hard copy submittals and one (1) digital copy on a flash drive. Submittals shall be a <u>maximum of 30 pages</u> (15 sheets) in length.	Other Deadlines: <u>Question Deadline:</u> <u>February 8, 2019 @ 5 PM</u> <u>Pre-bid Conference:</u> <u>City Hall Conference Room</u> <u>January 31, 2019 @ 11 AM</u>

1.0 GENERAL PROVISIONS

1.1 Purpose of Procurement

The City of Chamblee is soliciting proposals from experienced firms to prepare a major update to the City's Comprehensive Plan as described herein.

This document defines the scope of work and the responsibilities of the consultant. It is imperative that the project be managed with the utmost regard to cost, schedule, and quality control by all participants.

1.2 Proposal Certification

Pursuant to the provisions of the Official Code of Georgia Annotated 50-5-67(a), the City of Chamblee certifies the use of competitive sealed bidding will not be practical or advantageous to the City in completing the acquisition described in this RFP. All proposals submitted pursuant to this request will be made in accordance with the provisions of this RFP.

1.3 Restrictions on Communications with Staff

Questions must be directed in writing to:

Rebecca Keefer
rkeefe@chambleega.gov

No questions other than written will be accepted. No response other than written will be binding upon the City.

From the issue date of this RFP until a contractor is selected and the selection is announced, Offerors are not allowed to communicate for any reason with any City staff, elected officials, or other contractors or sub-contractors except through the contact named herein, or during the Offeror's conference, or as provided by existing work agreement(s). The City reserves the right to reject the proposal of any Offeror violating this provision.

1.4 RFP Amendments

The City reserves the right to amend this RFP prior to the proposal due date. All amendments and additional information will be posted to the City website, located at: <https://www.chambleega.com/519/Procurement>. Offerors are encouraged to check this website frequently.

1.5 Mandatory Requirements

To be eligible for consideration, an offeror *must* meet the intent of all mandatory requirements. The City will determine whether an offeror's RFP response complies with the intent of the requirements. RFP responses that do not meet the full intent of all requirements listed in this RFP may be subject to point reductions during the evaluation process or may be deemed non-responsive.

1.6 Opportunity for Discussion/Negotiation and/or Oral Presentation/Product Demonstration

After receipt of all proposals and prior to the determination of the award, the City may initiate discussions with one or more offerors should clarification or negotiation be necessary. Offerors may also be required to make an oral presentation and/or product demonstration to clarify their RFP response or to further define their offer. In either case, offerors should be prepared to send qualified personnel to Chamblee, Georgia to discuss technical and contractual aspects of the proposal. Oral presentations and product demonstrations, if requested, shall be at the offeror's expense.

1.7 Resulting Contract

This RFP and any addenda, the offeror's RFP response, including any amendments, a best and final offer, and any clarification question responses shall be included in any resulting contract. The City's contract contains the contract terms and conditions which will form the basis of any contract between the City and the highest scoring offeror. In the event of a dispute as to the duties and responsibilities of the parties under this contract, the contract, along with any attachments prepared by the City, will govern in the same order of precedence as listed in the contract.

1.8 Proposal Withdrawal

A submitted proposal may be withdrawn prior to the due date by a written request to the Issuing Officer. A request to withdraw a proposal must be signed by an authorized individual.

1.9 Cost for Preparing Proposals

The cost for developing the proposal is the sole responsibility of the Offeror. The City will not provide reimbursement for such costs.

1.10 City's Rights Reserved

While the City has every intention to award a contract as a result of this RFP, issuance of the RFP in no way constitutes a commitment by the City of Chamblee to award and execute a contract. Upon a determination such actions would be in its best interest, the City, in its sole discretion, reserves the right to:

- Cancel or terminate this RFP;
- Reject any or all proposals received in response to this RFP;
- Waive any undesirable, inconsequential, or inconsistent provisions of this RFP which would not have significant impact on any proposal;
- Not award if it is in the best interest of the City not to proceed with contract execution; or
- If awarded, terminate any contract if the City determines adequate City funds are not available.

1.11 Ownership/Use/Copyright

All rights, title and interest in and to the materials shall vest solely in City and, to the extent the materials are copyrightable subject matter, the materials shall be "works made for hire" under the

United States copyright laws (17 U.S.C. § 101 et. Seq.). To the extent the materials are not copyrightable subject matter, or for any reason determined not to be “works made for hire,” or if Offeror shall be deemed to have retained any rights in or to the materials, Offeror hereby irrevocably transfers and assigns to City in perpetuity and without additional consideration, all right, title and interest in and to such Materials.

2.0 PROPOSAL SPECIFICATIONS

2.1 Preparation of Proposal

Each proposal should be prepared simply, sustainably, and economically, avoiding the use of elaborate promotional materials beyond those sufficient to provide a complete presentation.

2.2 Packaging of Proposal

The Offeror's proposal in response to this RFP must be divided into two appropriately labeled and sealed packages - a Technical Proposal and a Financial Proposal.

The contents of each package will include:

1. Technical Proposal
 - Document addressing all requirements in Section 3.0
 - Executed Exhibits A-C from Section 5.0
 - Do not include cost information in the Technical Proposal
2. Financial Proposal
 - The Offeror must use the Financial Proposal form (Exhibit C from Section 5.0)

2.3 Submitting a Proposal

2.3.1 Copies Required and Deadline for Receipt of Proposals

Offerors must submit five (5) original hard copy submittals and one (1) copy on a flash drive. Proposals must be sealed and labeled on the outside of the package. **Proposals must be received at the City of Chamblee Planning & Development Department prior to the deadline outlined on the cover page.**

2.3.2 Page Limitation

Submittals shall be a maximum of 30 pages (15 sheets) in length. This does not include the cover page and tabs for the purpose of organizing the submittal or any supplemental documents required by the city.

3.0 SCOPE OF WORK

3.1 Background/Description

The City of Chamblee is a city in northern DeKalb County, Georgia, northeast of Atlanta. The population was 9,892 at the 2010 census. Multiple annexations since that time and population growth have increased the population of the City to approximately 33,000 people and just under eight (8) square miles.

The City of Chamblee has seen a boom in development over the last several years, and the City's vision is starting to take shape in the built environment. While the current Comprehensive Plan articulates a specific vision, the methodology for assessing which policies, projects, and decisions contribute to the vision is not clear. Additional descriptions and guidelines are necessary, particularly as they relate to character areas and the application of the Comprehensive Plan to individual development reviews.

The City is seeking an updated plan with specific land use and character recommendations, additional guidelines for an infill policies table, and particular attention toward the nuances within each character area (e.g.: distinctions between development character along corridor versus local streets within the same character area). This plan will also include detailed development concepts for several key redevelopment areas identified by the City.

3.2 Purpose:

The purpose of this Request for Proposal (RFP) is to select a highly qualified consultant for the preparation of a major update to the City's comprehensive plan that exceeds the requirements of a five-year update, as required by the Georgia Department of Community Affairs (DCA). This update shall be pursuant to the Rules of Georgia DCA, Chapter 110-12-1, Standards and Procedures for Local Comprehensive Planning, effective October 1, 2018. Consultant firms shall submit a Proposal to the City which will be based on the requirements set forth in this Request for Proposals and will guide the City in its planning, development and zoning decisions for the next several years.

The existing Comprehensive Plan was adopted in 2015 and amended with minor changes again toward the end of 2016. Although the next update of the plan is not required until 2021, the City has determined that changing conditions and the desire for additional clarity necessitate a major update to the Comprehensive Plan in 2019.

3.3 Scope of Work

The Consultant shall assist the City of Chamblee in developing and adopting a major update to the Comprehensive Plan that exceeds the minimum standards for local comprehensive planning as outlined in the most recent version of the Rules of the Georgia Department of Community Affairs (DCA), O.C.G.A. Chapter 110-12-1. The Plan update will be comprised of four major components: (1) Community Participation, (2) Community Goals, (3) Needs and Opportunities, and (4) Community Work Program. The plan should also include the following major elements: Land Use, Transportation (by reference to the transportation plan underway), Broadband Services, Capital Improvements,

Economic Development, and Housing Elements. In addition, the plan should assess the need for updates to the following supplemental elements: Natural Resources, Sustainability, Historic, and Regional Water Plan and Environmental Planning Criteria.

The Comprehensive Planning process contains four major tasks:

Task 1: Community Education Program

The planning process will begin with a community education program, developed in collaboration with the Chamblee Planning & Development Department (The Department). This program should focus on four major areas:

- a) Market/Economic Realities
- b) Demographic Changes and Shifts
- c) New Urbanism/Traditional Neighborhood Design
- d) Principles of Placemaking

Emphasis should be placed on what other communities throughout Metro Atlanta and the nation are doing to remain competitive, including density, town center development, traditional neighborhood design, mixed-use development, context-sensitive design, complete streets, walkability, smart growth, form-based codes, etc. Additional effort will be required to educate the community on the need for different development patterns to help address traffic and other associated consequences of automobile dependent development. This portion of the process should include at least one (1) well-known expert in the field of urban planning that has a proven reputation for engaging and educating the public in their field of expertise. The consultant should include an explanation in their proposal of their intended community education program format including a list of speakers, activities and topics to be addressed. All materials and activities will be developed and provided by the Consultant. The sessions should include interactive components, professional presentations, handouts, etc. and should be targeted to wide range of age groups from school-aged residents to seniors. All materials should be made available on the City's website and one session is to be recorded for viewing via the City's website.

Deliverables:

- Two In-person Meetings with City Staff;
- Draft Meeting Materials (at least 2 weeks prior to each public meeting);
- Final Presentation Materials for Distribution at Public Meetings;
- Sign-in Sheets and Meeting Summaries (no later than 7 days following all meetings);
- One Video Recorded Meeting for Posting on the City's Website; and
- Final Report and Findings for Inclusion in the Comprehensive Plan Appendix.

Task 2: Community Participation Program

In general, the consultant should create a unique and cutting-edge community engagement process. City leadership has an expectation for innovative input efforts that include tactical urbanism, interactive games, combined social events, etc. It is important that the consultant develop a compelling plan to maximize involvement.

- a) Project Manager and Project Management Team. The Department shall serve as the City's project manager. Weekly updates shall be provided via email or over the phone to the project manager. A Project Management Team will be created by The Department. Potential members include other City staff members or representatives from impacted outside groups/agencies. This group shall meet on a monthly basis throughout the planning process. The purpose of the Project Management Team is to provide feedback on the planning process and activities proposed for advisory committee and public meetings.
- b) Citizen Advisory Committee (CAC). The Department will establish a Comprehensive Plan Advisory Committee consisting of community stakeholders. The CAC will serve as a sounding board for the consultant and shall provide feedback about draft public meeting materials and plan recommendations. All materials and communication will be handled by the consultant.
- c) The Initial CAC Meeting shall be used to educate members on their role throughout the planning process, with special emphasis on serving as ambassadors for the plan. In addition, they should fully understand their commitment to attend all meetings and participate in interactive work sessions, etc. as leaders of the planning process. Major Milestone Meetings shall be held throughout the planning process. The consultant should anticipate up to 6 such meetings. All meeting materials, including agendas and presentations, shall be reviewed and approved by The Department at least 7 days prior to the CAC Meeting date.
- d) Tours of other Communities shall be arranged for CAC members. One tour shall occur during the visioning portion of the planning process and the other during the plan development process. The initial tour shall be inspirational, and the follow-up tour should visit places that help the group visualize what the plan recommendations might look like when implemented. The consultant will be responsible for selecting the tour sites, in cooperation with The Department, and arranging all tours, speakers, etc. The Department will arrange transportation for the tours. The tours should be within the Metro Atlanta area.
- e) Other Public Engagement Activities. This following list of other engagement activities is not exhaustive and should be considered the minimum required activities. Consultants are expected to propose creative, cutting-edge methods of engaging the community. The Chamblee City Council highly considers all public input in their decision-making process, so a thorough, effective public engagement program is required. At a minimum, the Consultant should propose the following:
 - i. Survey: A survey shall be distributed at the first public meeting and made available for completion online.
 - ii. Project Website: The Consultant shall develop project website content with information about the planning process and any other necessary information. A feedback tool will be incorporated into the page, and the Consultant will be responsible for analyzing the feedback downloaded from the tool.
 - iii. Workshops: At least two public meetings shall be in a workshop format with interactive sessions. The consultant is expected to develop creative, cutting-edge interactive sessions.
 - iv. Small Group Stakeholder Meetings: The consultant should plan to manage at least 10 small group stakeholder meetings. Examples of stakeholder groups include: The Architectural Review Board, Chamblee Non-Profit Groups, Neighborhood Groups, Development Community, Business Owners, etc. The final list of stakeholder groups shall be developed and approved by The Department.

- v. Individual Stakeholder Interviews: The consultant should be prepared to interview up to 20 individual community stakeholders, including one-on-one interviews with the Mayor and each City Council member. Other stakeholders include: Chamblee Department Directors, Community leaders, school administrators, etc. as determined by The Department.
 - vi. Creative advertising: Efforts should be made to implement creative advertising of meetings and events to ensure maximum participation and to ensure participation from underrepresented individuals. The Consultant shall be prepared to bring a Spanish translator to all public meetings. The Department will be responsible for having copy translated; however, the Consultant shall prepare final versions of all translated materials.
 - vii. Other: Submittals shall propose any additional or alternative public engagement methods that will be effective throughout the planning process.
- f) City Council Updates: The consultant will provide two progress update presentations to City Council during a scheduled City Council Work Session.
 - g) Public Meetings: Public meetings will be held throughout the process and at major milestones. Consultants should explain their approach to public meetings within their proposal and recommend any changes to the draft schedule included in this RFP.
 - h) Draft Plan Open House: An open house shall be utilized at the end of the process to present the draft plan findings prior to the final public hearing required by DCA.

Deliverables: (Note: All materials for CAC and Public Meetings shall be provided at least one week prior to the scheduled activity. Items required as a result of a meeting such as meeting summaries, sign-in sheets, etc. must be provided no later than 7 days following the scheduled activity.)

- Weekly Project Manager Progress Reports;
- Monthly Project Team Meeting Agendas and Meeting Summaries;
- CAC Meeting Agendas, Sign-In Sheets, Meeting Materials, Presentations and Meeting Summaries;
- Email Communication with the CAC;
- Community Tour Itineraries and Summaries with Photos;
- Online Survey and Summary of Survey Results;
- Project Website;
- Detailed Meeting Advertising and Community Promotion Plan;
- Community Workshop Agendas, Meeting Materials, Presentations, Comment Cards, Meeting Summaries and Electronic Copies of any Resulting Sketches, Engagement Exercises, etc.;
- Presentation Materials for Two City Council Work Sessions;
- Stakeholder Interview Schedule, List of Questions and Summary of Findings for Groups and Individuals;
- Public Meeting Agendas, Meeting Materials, Presentations, Meeting Summaries and Electronic Copies of any Resulting Sketches, Engagement Exercises, etc.;
- Preliminary Reports and Project Updates as needed throughout the process; and
- Draft Plan Open House Meeting Materials, Sign-in Sheets, Meeting Summaries and Comment Cards.

Task 3: Comprehensive Plan Development.

The City's current Comprehensive Plan can be difficult to administer. The land use recommendations do not provide enough information to aide staff during the development review process to adequately

carry out the City's vision. Additionally, the vision for several of the character areas has changed since the last amendments made in 2017. While the plan does include a list of potential land uses in each of the City's character areas, it is generally very broad and lacks detail. While visioning and the development of goals is important, the consultant should bring expertise in mapping and design. The final product should include a multitude of illustrative examples and detailed maps to convey the recommendations of the plan visually, including up to six detailed small area plans.

The final plan should meet all state requirements for Comprehensive Plans. The process should begin with a thorough review of existing conditions, plans and policies. The following elements must be included:

1. Community Goals
2. Needs and Opportunities
3. Community Work Program
4. Population
5. Economic Development
5. Land Use
6. Housing
7. Transportation
8. Natural Resources
9. Sustainability
10. Historic and Cultural Resources

The plan shall also include a detailed Implementation Plan with an updated short-term work program with considerations for estimated cost and funding along with a long-term implementation plan.

The Plan vision will be built on the foundation of the City of Chamblee's existing planning documents:

- Comprehensive Plan: <http://www.chambleega.com/index.aspx?nid=159>
- Town Center LCI: <http://www.chambleega.com/index.aspx?nid=385>
- Rail Trail Extension Study: <http://www.chambleega.com/index.aspx?nid=461>
- Buford Highway LCI: <http://www.buhimasterplan.com/>
- Peachtree Road Streetscape and Rail Train Extension Study
<https://www.chambleega.com/503/2017-Peachtree-Road-StreetscapeRail-Trai>
- Chamblee Self-Driving Shuttle Feasibility Study and Concept Plan
<https://www.chambleega.com/520/Chamblee-Self-Driving-Shuttle-Feasibilit>
- Comprehensive Transportation Plan and other mobility planning (underway)
<https://www.chambleega.com/526/Chamblee-Mobility>

Deliverables:

- A complete Draft Plan shall be submitted at least four weeks prior to transmittal to the Atlanta Regional Commission for Project Team review;
- Six rendered small area plans with parcel level detailed recommendations, architectural renderings, etc. that can stand alone as separate guiding documents, if needed;
- All documents shall be submitted in native file and Acrobat Adobe PDF formats;

- All maps shall be created in the latest version of ESRI ArcGIS and GIS shapefiles shall be provided for all newly created or edited data. PDF and JPEG files must also be submitted for each map included in the Final Plan;
- All graphics, renderings, etc. included in the Final Plan shall be submitted in separate printable format (PDF or JPEG); and
- All tables shall be submitted in separate Microsoft Excel format.

Task 4: Agency Reviews and Adoption of the Plan by Chamblee City Council

The Consultant will work with ARC and the DCA during the review process to revise/reconcile any issues or compliance deficiencies. This task must be secured before the Plan is adopted by the City.

- a) **Public Hearings.** Upon completion of the Community Agenda, the document will be made available for public review and public hearings will be scheduled and advertised within the legal requirements of the city. The public hearing(s) will be held prior to the review and adoption. Any comments at the Public Hearing will be addressed.
- b) **Transmittal Resolution.** The draft plan shall be presented to City Council prior to its transmittal to ARC/DCA. A transmittal resolution will be prepared for the elected officials for adoption to transmit the Plan to the ARC and the Georgia DCA for review.
- c) **Regional Compliance Review.** The Consultant will work with ARC and the Georgia DCA during the review process to revise/reconcile any issues or compliance deficiencies. Any regional review hearings that are scheduled by ARC or DCA will be attended by the Consultant.
- d) **Community Agenda Submittal.** The revised Plan will be prepared based on review of its compliance with regional and state requirements and its substance as agreed by the staff, elected officials, and public review.
- e) **Adoption by the City.** The City's elected decision- makers are charged with the responsibility to adopt the Comprehensive Plan. After DCA accepts the Plan, a resolution for adoption will be prepared to adopt the Comprehensive Plan. The Consultant will attend the meeting associated with the adoption process to respond to any questions or comments, and where appropriate, make presentations regarding the Plan. The Consultant shall transmit the Resolution and all required documentation to ARC/DCA within seven (7) days of adoption to remain in compliance with state requirements, unless otherwise indicated by DCA or directed by the City of Chamblee.
- f) **Adopting Resolution.** A resolution will be prepared for the elected officials for adoption of the Plan. The final adopted plan and all requisite materials shall be transmitted by the consultant to ARC/DCA within seven (7) days of Council adoption.
- g) **Documentation.** After adoption of the Comprehensive Plan by the City, the consultant will provide digital and hardcopy of the originals (including all maps, charts, tables, etc.) for the City in addition to five (5) printed and bound copies of the completed plan.

Deliverables:

- Final Draft Community Agenda;
- Public Hearing Presentation Materials;
- City Council Presentation Materials for at least two City Council Meetings;
- Revised Final Draft Community Agenda that addresses and Comments Identified by ARC and DCA;
- Digital Copy (Native file & Acrobat Adobe PDF) of the Complete Final Comprehensive Plan; and
- Five (5) printed and bounded copies of the Complete Final Comprehensive Plan.

4.0 PROPOSAL EVALUATION

4.1 Evaluation Process

The Evaluation Committee will evaluate all responsive proposals and recommend whether to award the contract to the highest scoring offeror or, if necessary, to seek discussion/negotiation or a best and final offer in order to determine the highest scoring offeror. All responsive proposals will be evaluated based on stated evaluation criteria. In scoring against stated criteria, the City may consider such factors as accepted industry standards and a comparative evaluation of all other qualified RFP responses in terms of differing price, quality, and contractual factors. These scores will be used to determine the most advantageous offering to the City.

4.2 Evaluation Specifications

In this phase, the Evaluation Committee will evaluate the quality and completeness of each technical submittal as it addresses each requirement of the RFP. The RFP carries a total weight of 100 points. Technical submittals will be evaluated and scored in categories. Each category is assigned a maximum point value.

The following items are evaluation criteria for all qualifying submittals and will be rated on a point basis by the Evaluation Committee.

- **Technical Experience** (20%)
- **Project Team Qualifications/Project Management** (20%)
- **Project Understanding & Approach** (40%)
- **Sustainability** (10%)
- **Cost Factors** (10%)

Technical Experience

- Qualifications of individual key staff
- Successful firm/team experience of projects of similar scope and complexity.
- Knowledge of City services and service delivery.
- Identification of three (3) similar projects.

Project Team Qualifications/Project Management

- Understanding of project requirements.
- Suitability of proposed services, comprehensiveness of the work processes, and quality assurance.

- Public engagement experience.

Project Understanding & Approach

- Understanding of project requirements.
- Suitability of proposed services, comprehensiveness of the work processes, and quality assurance.
- Proposed public engagement experience.
- Methods proposed to meet the City’s objective.
- Originality of concepts and approach to reach desired objectives.
- Completeness, adequacy, and responsiveness to RFP.
- Schedule.

Sustainability

- Understanding of the City’s preference for sustainable governance, including through the procurement process, project administration, and plan outcomes.

Cost Factors

- Task Cost.
- Fixed Fee for anticipated reimbursable expenses

5.0 REQUIRED FORMS & DOCUMENTS

5.1 Offeror Financial Stability

Offerors shall demonstrate their financial stability to supply, install and support the services specified by: (1) providing financial statements, preferably audited, for the 2 (two) consecutive years immediately preceding the issuance of this RFP, and (2) providing copies of any quarterly financial statements that have been prepared since the end of the period reported by your most recent annual report.

5.2 Insurance

The successful contractor shall carry adequate insurance on workmen and equipment to satisfy any claim filed against the company and hold the City of Chamblee harmless. The following insurance requirements apply:

Commercial General Liability: The successful contractor shall procure and maintain, during the life of this contract, Commercial General Liability Insurance on an “Occurrence Basis” with limits of liability not less than \$1,000,000 per occurrence written on a “Broad” base of coverage. The City of John’s Creek, GA, its elected and appointed officials, employees, volunteers, boards, and authorities shall be named as an “Additional Insured” on this policy.

Workers’ Compensation: The successful contractor shall procure and maintain, during the life of this contract, statutory Workers’ Compensation benefits as required by the State of Georgia, and

Employers' Liability Coverage with limits of liability of not less than \$1,000,000 each accident, and \$1,000,000 each employee for injury by disease.

Motor Vehicle Liability: The successful contractor shall procure and maintain during the life of this contract Motor Vehicle Liability Insurance with liability limits of not less than \$2,000,000 per occurrence, Bodily Injury and Property Damage. The City of Chamblee, GA (as outlined above) shall be named as an "Additional Insured" on this policy.

Professional Liability Insurance: The successful contractor shall procure and maintain Professional Liability Insurance during the life of this contract with limits of liability not less than \$5,000,000 per claim. This policy should extend protection for at least five (5) years after the project is completed. The certificate holder is to be issued to the City.

Proof of Insurance: The awarded contractor will provide a current Certificate of Insurance, reflecting at least all required (minimum) insurance amounts. The Certificate of Insurance should state that coverage provided is primary to any other coverage available to City of Chamblee, GA. The Contractor should provide the Certificate of Insurance to the Project Manager at the same time the contractor provides four signed copies of the agreed upon contract. In addition, the contractor shall list the RFP Pkg. number and the title of the awarded project on the Certificate. The contractor is responsible for assuring that all Sub-Contractors have these minimum limits of insurance, as described above, or else are added as Additional Insureds to their own policies.

EXHIBIT A
CITY OF CHAMBLEE
PROPOSAL FORM
RFP 19-01

The undersigned, as Proposer, hereby declares that this Proposal is in all respects fair and submitted in good faith without collusion or fraud. Proposer represents and warrants to the City that: (i) except as may be disclosed in writing to the City with its Proposal, no officer, employee or agent of the City has any interest, either directly or indirectly, in the business of the Proposer, and that no such person shall have any such interest at any time during the term of the Contract should it be awarded the Contract; and (ii) no gift, gratuity, promise, favor or anything else of value has been given or will be given to any employee or official of the City in connection with the submission of this Proposal or the City's evaluation or consideration thereof.

The Proposer further represents that it has examined or investigated the site conditions if necessary, and informed itself fully in regard to all conditions pertaining to the place where the work is to be done; that it has examined the Contract Documents and has read all Addendum(s) furnished by the City prior to the opening of the Proposals, as acknowledged below, and that it has otherwise fully informed itself regarding the nature, extent, scope and details of the services to be furnished under the Contract.

The Proposer agrees, if this Proposal is accepted, to enter into the written Contract with the City in the form of Contract attached (properly completed in accordance with said Proposal Documents), and the Contract Documents for RFP 19-01, and to furnish the prescribed evidence of a valid business license, insurance, W-9, and all other documents required by these Contract Documents. The Proposer further agrees to commence work and to perform the work specified herein within the time limits set forth in the Contract Documents, which time limits Proposer acknowledges are reasonable.

The undersigned further agrees that, in the case of failure or refusal on its part to execute the said contract, provide evidence of specified insurance, a copy of a valid business or occupational license and all other documents required by these Contract Documents within ten (10) business days after being provided with Notice of Intent to Award the contract (or such earlier time as may be stated elsewhere in these Proposal Documents), the Proposal award may be offered by the City to the next ranked Proposer, or the City may re-advertise for Proposals, and in either case the City shall have the right to recover from the Proposer the City's costs and damages including, without limitation, attorney's fees, to the same extent that the City could recover its costs and expenses from the Proposer.

The Proposer further agrees, if it fails to complete the work according to the Specification within the scheduled time or any authorized extension thereof, that damages may be deducted from the Contract price otherwise payable to the Proposer.

Acknowledgement is hereby made of the following Addendum(s) received since issuance of the Contract Documents (RFP 19-01)

Addendum No.	Date	Addendum No.	Date	Addendum No.	Date
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Company

Name: _____

It shall be the responsibility of each Proposer to visit the City Procurement webpage to determine if addendum(s) were issued and, if so, to obtain such addendum(s). Failure to acknowledge an addendum above shall not relieve the Proposer from its obligation to comply with the provisions of the addendum(s) not acknowledged above.

Work is to commence on or about April 1, 2019.

The City of Chamblee requires pricing to remain firm for the duration of the initial term of the contract. Failure to hold firm pricing for the initial term of the contract will be sufficient cause for the City to declare bid non-responsive.

Termination for Cause: The City may terminate this agreement for cause upon ten days' prior written notice to the Consultant of the Consultant's default in the performance of any term of this agreement. Such termination shall be without prejudice to any of the City's rights or remedies by law.

Termination for Convenience: The City may terminate this agreement for its convenience at any time upon 30 days' written notice to the Consultant. In the event of the City's termination of this agreement for convenience, the Consultant will be paid for those services actually performed. Partially completed performance of the agreement will be compensated based upon a signed statement of completion to be submitted by the Consultant, which shall itemize each element of performance.

Termination for fund appropriation: The City may unilaterally terminate this Agreement due to a lack of funding at any time by written notice to the Consultant. In the event of the City's termination of this Agreement for fund appropriation, the Consultant will be paid for those services actually performed. Partially completed performance of the Agreement will be compensated based upon a signed statement of completion to be submitted by the Service Provider which shall itemize each element of performance.

**EXHIBIT B
CITY OF CHAMBLEE
DISCLOSURE FORM**

This form is for disclosure of campaign contributions and family member relations with City of Chamblee officials/employees.

Please complete this form and return as part of your RFP package when it is submitted.

Name of Offeror _____

Name and the official position of the Chamblee Official to whom the campaign contribution was made. Please use a separate form for each official to whom a contribution has been made in the past two (2) years.

List the dollar amount/value and description of each campaign contribution made over the past two (2) years by the Applicant/Opponent to the named Chamblee Official.

Amount/Value

Description

Please list any family member that is currently (or has been employed within the last 12 months) by the City of Chamblee and your relation:

EXHIBIT C
FINANCIAL PROPOSAL

Offeror Name: _____

TASK I – Community Education Program.....\$_____

TASK II – Community Participation Program.....\$_____

TASK III – Comprehensive Plan Development\$_____

Task IV –Agency Reviews and Adoption.....\$_____

Maximum Fixed Fee Costs for Anticipated
Reimbursable Expenses.....\$_____

Total Fixed Price for All Requirements.....\$_____

Representative Signature_____

Printed Name _____

NOTARY:

Sworn to and subscribed before me this _____ day of _____, 20_____

Notary Public:

My commission expires _____, 20_____