

DeKalb County Department of Purchasing and Contracting

May 25, 2020

REQUEST FOR PROPOSALS (RFP) NO. 20-500543

Consultant Services for Unified 2050 Comprehensive Transportation Plan (CTP) and Comprehensive Plan Update (Comp Plan)

Procurement Agent: Charles N. Smith Phone: (404) 371-2333

Email: <u>cnsmith1@dekalbcountyga.gov</u>

Mandatory DeKalb First LSBE Meeting:

(Bidders must attend 1 meeting on either of the

dates listed.)

Wednesday, June 3rd or Wednesday, June 10th,

2020

(Meetings are held at 10:00 a.m. and 2:00 p.m.) Video Conference: Utilize the link supplied on our webpage labeled "DeKalb First

LSBE Video Meeting"

Mandatory Pre-Proposal Conference: Tuesday, June 9, 2020 at 10:00 AM

Via Zoom Video Conference:

https://dekalbcountyga.zoom.us/j/2474456385

Deadline for Submission of Questions: June 17, 2020, 5:00 PM

Deadline for Receipt of Proposals: July 1, 2020, 3:00 PM

THE RESPONSIBILITY FOR SUBMITTING A RESPONSE TO THIS RFP TO THE DEPARTMENT OF PURCHASING AND CONTRACTING OF DEKALB COUNTY GOVERNMENT ON OR BEFORE THE STATED DATE AND TIME WILL BE SOLELY AND STRICTLY THE RESPONSIBILITY OF THE RESPONDER.



TABLE OF CONTENTS

Sectio	n Title	Page
I.	Purpose	3
II.	Introduction	
III.	Statement of Work.	
IV.	Proposal Format	
	A. Cost Proposal	
	B. Technical Proposal	
	C. Local Small Business Enterprise Ordinance	
	D. Federal Work Authorization Program	
V.	Criteria for Evaluation	
VI.	Contract Administration.	
	A. Standard County Contract	
	B. Submittal Instructions	
	C. Pre-Proposal Conference and Site Visit	
	D. Questions	
	E. Acknowledgement of Addenda	
	F. Proposal Duration	
	G. Project Director/Contract Manager	
	H. Expenses of Preparing Responses to this RFP	
	I. Georgia Open Records Act	
	J. First Source Jobs Ordinance	
	K. Business License	23
VII.	Award of Contract	24
	Attachment A. Cost Proposal	26
	Attachment B. Proposal Cover Sheet	29
	Attachment C. Contractor Reference and Release Form	30
	Attachment D. Subcontractor Reference and Release Form	31
	Attachment E. LSBE Opportunity Tracking Form	32
	Attachment F. Sample County Contract	40
	Attachment G. Responder Affidavit	53
	Attachment H. First Source Jobs Ordinance Information & Exhibits	58
	Attachment I. Preferred Employee Tracking Form	63

DeKalb County Department of Purchasing and Contracting

Maloof Administration Building, 1300 Commerce Drive, 2nd Floor, Decatur, Georgia 30030

I. PURPOSE

The purpose of this plan is to create a 2050 Unified Comprehensive Transportation Plan (CTP) and Comprehensive Plan also referred to as the 2050 Unified Plan to ensure the transportation infrastructure has a positive impact on strengthening the Atlanta Region's economy and communities at both the local and regional levels. The plan is to address current/future transportation and comprehensive planning needs, support future economic development, sustainable communities, forestry, water quality arena, energy conservation and the vision for the region. The area of study for the plan development is defined, but not limited to, the DeKalb County jurisdictional boundary, including the municipalities. Coordination with adjacent jurisdictions within an area three to five miles outside DeKalb County is also required in order to promote coordinated long-range transportation planning efforts across jurisdictional boundaries. The plan will also serve as the foundation for regional planning efforts led by the Atlanta Regional Commission. Key elements of this update include:

- Education to Stakeholders and Public Involvement are priority elements.
- Soliciting input from elected officials and the general public to identify 2050 Unified Plan needs;
- Reexamining the vision, goals and objectives of the 2014 Comprehensive Transportation Plan (CTP), including consistency with PLAN 2040, and the 2035 Comprehensive Plan
- Coordinate Smart Corridors with Activities Centers;
- Review, evaluation and incorporation of recent planning efforts within the study area and elaborating further on first/last mile connectivity and pedestrian needs;
- Incorporate Innovative Technology Advancements

The 2050 Unified Plan will consider current trends, challenges and emerging issues to develop a wide range of strategies, develop a vision and community goals. Major problem areas and corridors will be identified and targeted for appropriate transportation improvements.

II. INTRODUCTION

Overview

DeKalb County is Georgia's third largest County with an approximate population of 722,161 and is Georgia's most culturally diverse County with over 64 spoken languages. DeKalb County cities include: Avondale Estates, Chamblee, Clarkston, Decatur, Doraville, Dunwoody, Lithonia, Pine Lake, Stone Mountain, Clarkston, Brookhaven, Stonecrest, and Tucker.

The DeKalb County Planning & Sustainability Department is seeking proposals from qualified firms to provide consultant services for the development of a five-year full update to the 2014 Comprehensive Transportation Plan (CTP) and 2035 Comprehensive Plan (Comp Plan) that shall be referred to as the 2050

Unified Plan. A team may include two or more firms working together as a joint venture or in a prime-sub contractor relationship. The Consultant must be prequalified with GDOT in Area Class: 1.01, 1.02, 1.04, 1.07, 1.09, 1.10, 1.12, 1.13, 3.02, 3.06, 3.07, and 3.13. Experiences must also be in Transportation Planning and the Comprehensive Plan and in compliance with Federal, State, and County requirements per Department of Community Affair's (DCA) and Atlanta Regional Commission (ARC). The main scheduling consideration for development of the DeKalb County COMPREHENSIVE PLAN is to align its completion with that of the state-mandated comprehensive planning requirements.

All work and services required under this subgrant agreement shall be completed on or before **October 31**, **2021**. Anticipate submittal of the Comprehensive Plan no later than 60 days prior than the previously mentioned date. Note that a 40-day review period is required by GA DCA. Appropriate terms and conditions of the ARC agreement with DeKalb County apply to this agreement.

The DeKalb County Board of Commissioners cannot adopt the Comprehensive Plan until DCA has reviewed and verified the plan for compliance.

ARC, GDOT and USDOT are "Concerned Funding Agencies" and, as such, have unrestricted rights to utilize the work products from this study.

The identified priorities will also form the basis for future funding requests during the Transportation Improvements Program (TIP) and Regional Transportation Plan (RTP) and future SPLOST Project selections.

The 2050 Unified Plan will validate and build upon policies, programs, and strategies as identified. The following Required Documents Checklist includes a list of attachments which **must** be completed and returned with Responder's technical proposal:

Required Documents	Attachment
Cost Proposal Form (1 copy, separate &	A
sealed)	
Proposal Cover Sheet	В
Contractor Reference and Release Form	C
Subcontractor Reference and Release Form	D
(make additional copies as needed)	
LSBE Documents – Exhibits A and B	E
Responder Affidavit	G
First Source Jobs Ordinance (with Exhibits	H
(1-4)	
New Employee Tracking Form	I
Exceptions to the Standard County	
Contract, if any	

III. SCOPE OF WORK

This scope of work outlines the required work to be completed.

A comprehensive progress reports detailing progress on each task will be submitted with each invoice. The 2050 Unified Plan update shall improve the quality of life, enhance first/last mile connectivity, create a vision that describes the future of the community to include smart corridors, protecting single family neighborhoods, supporting economic development, support and making the future development of the county predictable on where it should occur.

Following the award of the RFP, the County and the Consultant will determine the final scope of work and prioritize it to delineate the Consultant's specific responsibilities, the deliverable products and schedule for completion. A general description of each task is outlined in this section. The proposal should include the number of work hours anticipated to accomplish each task.

Activities described below should be included but not necessarily limited to:

TASK 1 PROJECT MANAGEMENT

The purpose of Task 1 is to ensure that the 2050 Unified Plan begins with a clear understanding of the project's processes, schedule, and desired outcomes. Task 1 establishes an effective working relationship among County staff, the Project Management Team, and the Stakeholder Committee. The Consultant Firm project team will review existing information sources and work with the DeKalb County GIS department to outline the base mapping needed to support the project. A "kick off day" will serve as a means of collecting information and building relationships between the consulting team and the County.

Involvement from the Atlanta Regional Commission, DeKalb County staff, appointed officials, and elected officials is imperative to a successful planning process. It will be expected to have continual and ongoing communications with County Staff. Interactions with staff will include bi-monthly phone and email communications between the Consultant Project Team and the County staff project manager. It is also expected that County Staff will periodically provide updates to various boards and commissions at their regular meetings to keep them apprised of the process and from time to time seek feedback on a particular topic or question. Over the course of the project, the consultant firm will be expected to attend, present and participate in a total of ten (10) Community Council, Planning Commissions and Board of Commissioner's work sessions and/or meetings.

1.1 Project Management Plan

A Project Management Plan (PMP) shall be developed indicating dates for work task milestones, overall 2050 Unified Plan timeline, receipt of deliverables and key decision-making points. The PMP will drive the 2050 Unified Plan work schedule for the duration of the project; therefore, it is critical that the plan provides overview of the study process, the goals of the study, key dates, opportunity for public input, solicit opinions and goals and objectives of the study, stakeholder needs, strengths, weaknesses, opportunities and threats in the study area, review of preliminary findings, present draft and gather comments, seek approval of final plan documents and concepts of deliverables. The most current Georgia Department of Community Affairs requirements for "Minimum Standards and Procedures for Local Comprehensive Planning" shall be used as a guiding resource in development of this document. When finalized, a copy of this document will be posted on the project website.

The Consultant Firm will collect and review existing information about DeKalb County. The scope of work assumes that background information will be compiled by DeKalb County Staff. Information to be supplied includes but is not limited to:

- 2014 DeKalb County CTP
- 2019 DeKalb County Transit Vision Plan
- DeKalb County and DeKalb Municipalities comprehensive plans
- Economic development plans, broadband accessibility plans, and housing affordability plans (to the extent they exist and are relevant)
- Federal and regional planning objectives
- The Atlanta Region's Plan Policy Framework
- The Atlanta Region's Plan RTP
- Modal studies conducted by agencies within the study area
- Livable Centers Initiative (LCI) plans within the study area
- I-20 East TOD Study Initiative
- Airport Master Plan
- Parks Master Plan
- Memorial Drive Redevelopment Plan
- DeKalb County Master Active Living Plans
- DeKalb County requirements set forth by DCA.
- All amendments made to the current Comprehensive Plan.
- Any market studies and demographic analysis undertaken since completion of the 2017 Comprehensive Plan.
- Zoning ordinance, subdivision regulations and any other land use controls used to implement the Comprehensive Plan.
- Update of Land Use Policies and Strategy
- Sustainability Plan
- Other applicable information

DeKalb County will host a project kickoff meeting with the Project Management Team (PMT) to review major transportation issues facing DeKalb County, clarify agency roles, define priorities, and identify relationships to other local and regional planning efforts. A preliminary outline of the Project Management Plan (PMP) will be presented for discussion and feedback. The kickoff session will also include a review of the prior CTP's vision, goals and objectives.

Task 1.2 Stakeholder/Public Involvement Plan

An aggressive process to ensure a high level of input from the general public and stakeholders is critical to the success of this plan. It is intended that results of this plan reflect the priorities of the citizens and stakeholders of DeKalb; therefore, outreach should reflect traditional and nontraditional methods by which interested parties and follow and participate in each task of this plan.

The study's vision, goals, objectives, and investment strategies will be reevaluated at the onset of the planning process to confirm their appropriateness within the present context. Stakeholder and public involvement will be defined in an associated Stakeholder Involvement Plan that details interactions with entities such as federal, state and local governments, transit agencies, development community representatives, and the public. The following should be included in the Stakeholder/Public Involvement Plan:

Task 1.3 Initial Kickoff Meetings/Workshops/Community Tour

The consultant team will be responsible for one (1) internal (1) Community Tour and at least two (2) external

kickoff meetings/workshops which can be virtual or digital engagements. The overall purpose of these meetings is to raise community awareness of this study, soliciting participation from key individuals and stakeholders; and refining the goals of this study.

The Consultant will organize and conduct a partial day long work session in DeKalb County to "kick off" the project. The purpose of this task is to undertake as many start-up activities as possible in a concentrated manner. This approach helps to get the planning process off to an effective start and to accelerate the consulting team process of understanding present day unincorporated DeKalb County.

The Meetings and Workshops shall include boards and information on the existing 2019 DeKalb County Transit Vision Plan.

The kick off day will include the following activities:

Internal Meeting/Workshop with County Staff

The consultant team will facilitate dialogue of internal representatives representing key areas impacted by the 2050 Unified Plan. The purpose of this meeting is to review goals and priorities established in the previous plans to ensure they reflect the needs of the County's various departments. Input from this meeting will be used to develop a 2050 Unified Plan that includes smart corridors, first/last mile connectivity, land use, housing and economic development, assessment of trails and open space etc.

Conduct Community Tour

County staff will lead a community tour to give the Consultant project team an orientation to Unincorporated DeKalb County. A tour provides the consulting team with valuable context to the issues that are discussed over the course of the kick-off day. The Consultant will also use the tour to begin compilation of a photo inventory for internal team use.

Internal Meeting/Workshop:

The consultant team will facilitate dialogue during a called meeting of internal representatives representing key areas impacted by the transportation network. The purpose of this meeting is to review goals and priorities established in the previous CTP to ensure they reflect the needs of the County's various departments. Input from this meeting will be used to develop a 2050 Unified Plan that includes smart corridors, first/last mile connectivity, land use, housing and economic development, assessment of trails and open space etc.

External Meeting(s)/Workshop(s):

The consultant team will facilitate two external kickoff meetings. The purpose of these meetings is to review of goals and priorities established in the previous CTP and Comp Plan to ensure they represent the needs and values of citizens, agencies and the DeKalb business community.

Input from this meeting will be used to develop a 2050 Unified Plan that includes smart corridors, first/last mile connectivity, land use, housing and economic development, assessment of trails and open space etc. Development of the 2050 Unified Plan vision for DeKalb County will draw from many existing planning sources, including but not limited to:

- DeKalb County 2014 Transportation Plan
- DeKalb County 2035 Comprehensive Plan
- City and county comprehensive plans
- DeKalb County master plans (i.e. Parks & Rec, PDK, SWMP, etc.)
- DeKalb Strategic Economic Development Plan (SEDP), and housing consolidation plan (to the extent they exist and are relevant)

- DeKalb Workforce Housing Report
- The Atlanta Region's Plan Policy Framework
- Livable Centers Initiative (LCI) plans within the study area
- Master Active Living Plans (MALP)
- DeKalb County Code of Ordinances Chapter 27 Zoning
- Model Plans (i.e. Plan OKC [Oklahoma City])
- Affordable Housing Report (Dr. Rich)
- DeKalb Commission District Profile Reports

The Consultant will review these sources and refine the current 2014 Transportation Plan and 2035 Comprehensive Plan's existing vision, goals and objectives input as necessary to incorporate into the 2050 Unified Plan. Input obtained from the Project Management Team, Stakeholder Committee and the public will also be considered in this process.

Task 1 – Consultant Project Team Deliverables

- Notes from kick-off day meetings for internal use.
- Project Management Plan

TASK 2 - Engagement/Public Involvement which may also include virtual meetings and/or digital engagement activities

Task 2.1 Public Involvement Plan

The project shall include robust public engagement and participation throughout the process. The portfolio of techniques employed will be designed to maximize the potential for a broad range of the public to participate and add value to the planning process.

Stakeholder and public involvement will be defined in an associated Public Participation Plan that details interactions with entities such as federal, state and local governments, transit agencies, development community representatives, and the public. The plan will be guided by ARC's Regional Community Engagement Plan.

The Consultant shall host sufficient public meetings to accommodate the needs and expectations of municipalities within the study area. Representatives of regional and state agencies will be invited to participate at public meetings and other outreach efforts as appropriate. A minimum of three (3) public engagement activities, in a format determined by the project team, following topics/milestones should be covered by the public engagement activities (at a minimum). Per the state-mandated local comprehensive planning requirements, the first round of meeting must be a public hearing at the inception of the planning process, the purpose of which is to is to brief the community on the process to be used to develop the plan, opportunities for public participation in development of the plan, and to obtain input on the proposed planning process.

The second meeting will take place following the release of the draft Needs Assessment Report, per the state-mandated local comprehensive planning requirements.

The third meeting must be a public hearing and will occur following development of the draft Recommendations Document; the purpose of this hearing is to brief the community on the contents of the plan, provide an opportunity for residents to make final suggestions, additions or revisions, and notify the community of when the plan will be submitted to the Regional Commission for review.

Task 2.2 Additional Public Engagement Activities (not covered in state regulations)

The Consultant will conduct additional engagement opportunities such as supplemental public meetings, community workshops/charrettes, online surveys, social media groups, participation at local festivals and other public gatherings, or other methods of soliciting community input. Creativity in reaching communities which are traditionally not well represented in the planning process, including minorities, low income individuals, people with limited English proficiency, and students, will be essential to the overall success of this effort.

In collaboration with County staff, The Consultant will assemble a community engagement/public involvement strategy summarized in a technical memorandum that:

- Utilizes effective communication tools accessible to a broad and diverse audience.
- Seeks to engage community leaders and underserved populations.
- Aligns outreach strategies with the sequence of project tasks so that input gathered can meaningfully inform the work products that are developed, including key decision points.
- Includes community-based events and activities in locales where DeKalb residents and businesspersons typically congregate.
- Incorporates the use of online community engagement platforms by County staff including but not limited to social media and the County website.
- Specifically identifies a list of no less than four outreach efforts that will occur during the project
 with a focus on land use, transportation, housing, open space and economic development but also
 featuring other elements of the plan as applicable.
- Multi-lingual services and public outreach

Task 2.3 Community Charrette

One of the key recommendations is to consider the establishment of the county in select locations throughout the community to create more pedestrian friendly living environments. The Consultant team will explore opportunities through a one-day charrette involving members of the consulting team and County staff. The charrette will accelerate the planning process by creating a highly creative, interactive environment for participants to work efficiently together. Importantly, it will also provide an opportunity to achieve consensus on some of the worthiest ideas that emerge from the discussion. The charrette will identify areas in the community that have the potential to evolve into denser, community and environments over time.

The Consultant shall anticipate and allow for review of any materials to be released to the public to have adequate review time by the PMT within the schedule.

Task 2.4 Stakeholders Committee

A Stakeholder Committee will be formed and consulted regularly to represent the public's interests throughout the Comprehensive Plan update process. The composition of the Stakeholders Committee may include Mayors, City Council members, and staff from GDOT, neighborhood groups, advocacy organizations, Community Improvement Districts, transit operators, local engineering and planning departments, economic development entities, housing authorities and other stakeholders integral to satisfying both the CTP planning requirements and the state-mandated comprehensive planning requirements. The PMT will approve the membership and methods of engaging with the committee. In order to satisfy the state-mandated local comprehensive planning requirements, the Stakeholder Committee must include, at a minimum, a member(s) of the local elected/governing authority, a local economic

development practitioner(s), and local government staff.

The Stakeholder Committee will be convened periodically throughout the project according to the Public Participation Plan. All significant findings and recommendations of the 2050 Unified Plan will be presented to the committee for review and feedback. The committee helps to shape the plan by providing input to the needs assessment and project recommendations, including policy recommendations where a consensus can be reached.

An early deliverable of engagement activities will be to define the desired long-term outcomes which implementation of the 2050 Unified Plan will help support. These outcomes must support the regionally defined vision of world-class infrastructure, a competitive economy, and healthy & livable communities, as outlined in The Atlanta Region's Plan Policy Framework. The regional vision will be scaled and interpreted as appropriate to be more directly applicable and responsive to the unique characteristics of DeKalb County.

Task 2.5 Project Website, Outreach Tools and Social Media

The Consultant will develop and maintain content for a project website that will serve as a vital public face for the 2050 Unified Plan Update and provide a clearinghouse for all project-related documents, maps, findings, schedules and contact information. The website should include interactive maps for soliciting public input and for viewing recommendations.

This task includes preparation of the project website, establishing parameters for electronic outreach materials (graphic look, file formats, and typical page quantities) and the methodology for use of social media. Related to land use, transportation, housing and economic development, the Consultant project team will provide materials in electronic form for use by DeKalb staff in the posting and distribution of information on the project website, email blasts and social media.

Task 2 - Consultant Project Team Deliverables

- Public Participation Plan
- Public meeting materials and summary documentation (conducted as part of Tasks 4 and 5)
- Revised vision, goals and objectives
- Project website materials (prepared throughout update)
- Stakeholder Committee meeting materials and summary documentation (conducted throughout update)
- PMT meeting summary notes (conducted throughout update)

TASK 3 – INVENTORY

With the previous CTP and Comprehensive Plan as a foundation, this task will include an inventory of the study area's transportation network and its performance, including existing conditions and the identification of specific focus areas.

- Report of Accomplishments / Status of 2014 Plan Projects and Policy Recommendations
- A review of traffic growth since the last CTP update compared to projections and where the growth has occurred
- Inventory of existing plans
- Inventory of core elements (required for all CTPs)
 - State of Good Repair
 - Roadways
 - Transit

- Active Transportation
- Freight and Goods Movement
- Human Services Transportation (HST)
- Transportation Demand Management Programs
- Intelligent Transportation Systems / Technology
- Asset Management / Resiliency / Emergency Preparedness Planning
- System Performance Monitoring and Reporting Program
- High priority roadway corridors, development of smart city
- Technology and data recommendations
- Emerging transformative mobility options.

The following describes the work to be performed by the Consultant Firm. Consultant Firm (project team for DeKalb County) to update the Comprehensive Plan portion of the 2050 Unified Plan. This update will substantially maintain the format of the current comprehensive plan document and will include the redline of desired edits, replacement of certain sections that have been updated or altered, and inclusion of new elements that are intended to be added; all related to the land use, housing and economic development of the current plan. For these elements, the plan update will meet the required components of Department of Community of Affairs (DCA). Specifically, the plan will address the required land use density and affordable housing goals and updates based on DCA requirements.

This task will include an inventory of the following elements:

- Report of Accomplishments / Status of 2017-2021Plan Projects new and revised Community Work Program (CWP) activities for 2021-2026. Coordinate with DeKalb County staff to provide this element of the plan. (as required by GA DCA Chapter 110-12-1 Minimal Standards and Procedures for Local Comprehensive Planning).
- Required and Optional Plan Elements (Transportation Nexus)
 - o Inventory of core elements (as required by GA DCA Chapter 110-12-1 Minimal Standards and Procedures for Local Comprehensive Planning)
 - o Inventory of existing plans and studies
- Land Use (Transportation Nexus)
 - o Land Use (Character Area) acreage analysis and assessment
 - o Add New and / or revise Activity Centers / Corridor Uses If transportation analysis supports a change in existing character areas or the creation of new character areas.
 - o Core intensities of existing and / or new activity centers.
 - o Population for all activity centers
 - o Load capacity bearing analysis for service levels in activity centers.
 - o Growth management analysis
 - o Identify countywide brownfield areas.
 - o Small Area Plans Evaluate recommendations (which are mostly adopted studies for LCI, etc.) and update as needed.
 - O Development Guidelines Provide policy recommendation and illustrated examples for areas within activity centers, that is unique to each community.
 - Anticipated zoning amendments

o Graphic Illustration – Provide 3-D mass modeling of activity centers that show desired development.

• Housing Market and Demand Study (Transportation Nexus)

- Challenges and findings from comp plan
- Supply and Demand context
- Gentrification determination
- o Suburban Poverty analysis within unincorporated DeKalb
- Vacant and Foreclosure assessment
- o Mixed-Income assessment within activity centers
- Workforce Housing
- o Personal Care Home assessment
- o Forecast in Areas of Development and single-family residential communities
- o Implementation Plan and Policy Recommendation

• Arts and Culture Placemaking Plan

- Existing Conditions (preservation, community appearance, urban landscape, heritage and culture, urban design)
- Assessment (festivals, statues, landmarks, livability, districts, digital entertainment, gateways)
- o Initiatives (branding, creation of festivals, art and cultural districts, and digital entertainment)
- Economic Impact on Arts & Culture (define economic impact, non-profits, volunteerism, regional and national comparisons, and tourism dollars.)

• Health and Wellness

- Health Impact Assessment
- o Review Master Active Living Plan (MALP)
- Methodology
- Identification of food deserts
- o Growth Scenario Alternatives
- Land Use Assessments
- o Identification of high-risk communities
- o Implementation of new policies and action plan

• Public Safety and Facilities

- o Identification of existing public facilities and service areas/districts;
- o Capacity, people served and response times, and forecasting for EMS, fire and police.
- o Crime prevention assessment, initiatives, action plan, and recommendation.
- o Creation of defensible space initiatives in areas in vulnerable communities.

• Sustainability and Resiliency

- Background and Climate Hazards
- Vulnerability and Risk Assessment
- o Resilience Strategies and Recommendations

• Retail Plan (Transportation Nexus)

- o Retail conditions of activity centers and mixed-use corridors
- o Assessment of retail in all activity centers and mixed-use corridors
- o Retail policy framework

o Future retail demand and target areas

• Annexation Plan

- Coordinate with DeKalb Municipalities
- o Impact analysis on to DeKalb based on future incorporations

All inventoried items must be mapped digitally and converted to a standard shapefile (.shp), as applicable, for future use. Adequate data will be collected to allow a thorough assessment that identifies and addresses potential issues and solutions. Data collected may include (and is not limited to) location, facility type (functional classification), conditions, crash data, average daily travel volumes, and TIP/RTP programs and projects, land use, study boundaries, infrastructure service areas, police service areas, population and demographic information. As appropriate, the consultant will access and collect data from each defined municipality within the study area.

The inventory of the roadway network shall attempt to identify the volume of traffic that is used for internal trips within the study area as well as trips that have neither an origin or destination within the study area. ARC and other members of the PMT will make all readily accessible documents, data summaries and GIS files associated with previous planning initiatives available to the consultant as identified and needed.

Task 3 Inventory Deliverables:

- Inventory of Existing Conditions Report
- GIS Files
- Project website materials (prepared throughout update)
- Stakeholders Committee meeting materials and summary documentation (conducted throughout update)
- PMT meetings summary notes (conducted throughout update)

TASK 4 – TRANSPORTATION NEXUS ASSESSMENT

Task 4 will take the inventory of core elements from Task 3 and identify existing and future gaps and needs in the transportation system of DeKalb County. Transportation facilities should be assessed at approximately five to ten-year intervals through a horizon year of 2050.

The Consultant will utilize various resources, including the ARC Travel Demand Model and other technical tools, to accomplish this task. The assessment shall provide an analysis of needs relative to the existing Comprehensive Plan character areas or local future land use plans and the region's Unified Growth Policy Map. To the extent practical to address state-mandated comprehensive planning requirements, the impacts of broadband access, economic development initiatives and strategies, and housing affordability and availability on transportation patterns shall also be considered.

Building on the visioning and goals effort, the consultant will follow a project evaluation framework which will be designed and tightly integrated with the overall CTP planning process to support decision-making, project selection and periodic re-evaluation and reviews. The framework will be based on data that is both qualitative and quantitative. Emphasis will be placed on ensuring that the framework is flexible, captures detailed datasets, and allows for adjustments. The evaluation framework will be developed with the intended use of determining which strategies and projects (identified in Task 5) are of the highest priority. The evaluation framework will also reflect a performance-based planning approach required for MPO plans, which establishes that regions must set forth appropriate performance targets and show progress toward

achieving the targets. The Consultant will then develop a set of performance measures for evaluation and

ranking projects. Because of the difference in the order of magnitude of potential measures, a scoring system will be developed that converts the measures to a common scale so that projects can be equally evaluated against each other. The scoring system allows for a more accurate evaluation and ranking on a common level and provides the level of transparency and depth of information required to achieve the strategic goals and objectives.

The complexity of DeKalb County's mobility needs means it is likely that a single type of prioritization approach will prove insufficient to provide decision makers with the information they need to make difficult and politically sensitive trade-offs between projects. Therefore, the Subgrantee will develop an evaluation framework that will allow project portfolios to be analyzed through different lenses. This will help provide credibility to decision-makers and demonstrate the trade-off analysis executed as part of the project evaluation process. This evaluation framework will be used when prioritizing project during the subsequent Task 5.

Task 4 Inventory Deliverables:

- Evaluation framework documentation
- Short-Range and Long-Range Needs Assessment Report (including maps, text and tables)
- Project website materials (prepared throughout update)
- Stakeholders Committee meeting materials and summary documentation (conducted throughout update)
- PMT meetings summary notes (conducted throughout update)

TASK 5 – RECOMMENDATIONS (see TASK 7 for additional recommendations to be paid by local funds)

Recommendations may take a variety of forms and the precise outcomes will be dictated by the level of emphasis placed on each CTP element. Regardless of the unique needs and priorities of the jurisdiction, the following general outcomes must be achieved:

- Prioritized list of transportation investments, policies and action steps necessary to support the visions for economic development and strong communities established by the community. The project list associated with this vision does not have to be fiscally constrained.
- Five to ten year fiscally constrained action plan which reflects currently available funding sources and feasible policy actions that can be taken at the city/county level. The action plan should reflect projects and programs being funded via existing SPLOSTs and any other dedicated revenue sources. It may assume the near-term continuation of those resources if that assumption is determined to be a reasonable possibility through the local outreach and engagement process. The action plan must also satisfy the required community work program element of the state-mandated comprehensive planning process, integrating relevant supplemental information without a direct transportation nexus which is to be provided by DeKalb County staff. Included in the state-mandated community work program element is a report of accomplishments that describes the current status of each activity in the previous community work program (See TASK 7).
- Recommendations that have been vetted through a robust community engagement process and formally adopted by local government policy officials.
- Recommendations that leverage and complement regional facilities, services and programs to address local needs and priorities.

• Recommendations that knit together previous plans and projects identified at the community level through Livable Centers Initiative (LCI) studies, county/city Capital Improvement Programs (CIP), corridor studies, and other initiatives previously undertaken within the study area, including economic development plans, broadband accessibility plans, and housing affordability plans (to the extent they exist and are relevant).

Task 5 Inventory Deliverables:

- Draft recommendations report(s)
- Project website materials (prepared throughout update)
- Stakeholders Committee meeting materials and summary documentation (conducted throughout update)
- PMT meetings summary notes (conducted throughout update)

TASK 6 – DOCUMENTATIONS

The Consultant will prepare final study documentation and the use of innovative and creative approaches to documentation is encouraged. For any deliverables for which printing is determined please provide 10 copies and 4 Jump Drives.

The Consultant will organize all previously produced interim documents and use them in development of the final CTP Report. These documents include:

- Project Management Strategy
- Public Participation Plan
- Inventory of Existing Conditions Report
- Short-Range and Long-Range Transportation Needs Assessment Report

While key findings, observations and conclusions of the interim deliverables will be integrated into the final plan document(s), the contents of those interim deliverables do not need to be replicated in their entirety. They may be included in the final document(s) by reference if desired. The final document should be succinct and rely heavily on charts, maps, infographics and other methods, and less on dense narrative, to convey information in a user-friendly manner.

The following information on recommended short-range transportation projects must be developed and included in the final documentation:

- Type of project (road capacity, road safety, transit, active transportation, etc.)
- Short description of the project
- Location and/or termini
- Responsible implementation agency
- Planning level cost estimates
- Likely funding source(s)
- Feasible implementation schedule

The final unified document(s) shall be structured in a manner which also satisfies state-mandated

comprehensive planning requirements, integrating material provided by DeKalb County staff for any elements without a direct transportation nexus. DeKalb County may elect to produce either a singular document meeting both the CTP and state-mandated comprehensive planning requirements, or multiple independent documents.

To the extent possible, system inventory and assessment data, as well as the final project recommendations, should be mapped in ArcGIS. Relevant shapefiles will be provided to ARC and DeKalb County upon completion of the CTP. Mapped information developed in other software, whether conceptual in nature or geographically accurate, will also be provided, in either the original source format or exported into an intermediate format usable by ARC and DeKalb County.

Task 6 Inventory Deliverables:

- Compiled set of interim deliverables (if not already provided at key milestones)
- Final CTP documentation
- GIS shapefiles
- Copy of county approval resolution (and any city approvals, as applicable)
- Project website materials (prepared throughout update)
- Stakeholders Committee meeting materials and summary documentation (conducted throughout update)
- PMT meetings summary notes (conducted throughout update)

TASK 7 – ADDITIONAL RECOMMENDATIONS AND DOCUMENTATIONS (To be paid by local funds)

Recommendations may take a variety of forms and the precise outcomes will be dictated by the level of emphasis placed on each Comprehensive Plan element. Regardless of the unique needs and priorities of the jurisdiction, the following general outcomes must be achieved:

- State Required Plan Elements Recommendations. Refer to the GA Department of Community Affairs, Minimum Standards and Procedures, Chapter 110-12-1-.03 Plan Elements.
- Land Use Recommendations
- Housing Market and Demand Recommendations
- Arts and Culture Recommendations
- Health and Wellness Recommendations
- Public Safety and Facilities Recommendations: Leverage and complement local facilities, services and programs to address local needs and priorities. This should include, but not be limited to: police, fire, libraries, schools, and water distribution.
- Sustainability and Resiliency Recommendations
- Retail Plan Recommendations
- Recommendations that have been vetted through a robust community engagement process and formally adopted by local government policy officials.
- Incorporation and Annexation Impact Assessment

The Comprehensive Plan of Required Elements – This documentation will be submitted to the Atlanta

Regional Commission and the GA Department of Community Affairs for official review. Refer to the GA Department of Community Affairs, Minimum Standards and Procedures, Chapter 110-12-1-.03 Plan Elements for details. This document should include, but not be limited to the following:

- Report of Accomplishments 2017-2021 (Required 5-year update)
- Community Work Plan 2021-2026
- Community Goals
- Needs and Opportunities
- Economic Development
- Land Use
- Transportation
- Community Engagement
- Housing
- Summary of the optional and non-required elements in the "Comprehensive Development Framework" (listed below).

Recommendations that knit together previous plans and projects identified at the community level through Livable Centers Initiative (LCI) studies, corridor studies, economic development plan, and other initiatives previously undertaken within the study area, including economic development plans, broadband accessibility plans, and housing affordability plans (to the extent they exist and are relevant). To the extent possible, system inventory and assessment data, as well as the final project recommendations,

should be mapped in ArcGIS. Relevant shapefiles will be provided to ARC and DeKalb County Planning and Sustainability upon completion of the COMPREHENSIVE PLAN. Mapped information developed in other software, whether conceptual in nature or geographically accurate, will also be provided, in either the original source format or exported into an intermediate format usable by ARC.

The final unified document(s) shall be structured in a manner which also satisfies state-mandated comprehensive planning requirements, integrating material provided by DeKalb County staff for any elements without a direct transportation nexus. DeKalb County may elect to produce either a singular document meeting both the CTP and state-mandated comprehensive planning requirements, or two independent documents.

Task 7 Inventory Deliverables:

- Draft recommendations report(s)
- Project website materials (prepared throughout update)
- Stakeholders Committee meeting materials and summary documentation (conducted throughout update)
- PMT meetings summary notes (conducted throughout update)

IV. PROPOSAL FORMAT

Responders are required to submit their proposals in the following format:

Cost Proposal

- 1. The cost proposal must be submitted in a separate, sealed envelope with the responder's name and "Cost Proposal for Request for Proposals No. RFP No. 20-500543 for Consulting Services for Unified Plan 2050 on the outside of the envelope
- 2. The sealed envelope containing the cost proposal is requested to be included in the sealed package containing the technical proposal
- 3. DO NOT INCLUDE FEES OR COSTS IN ANY AREA OUTSIDE OF THIS COST PROPOSAL. Including fees in any area outside of the Cost Proposal in its separate, sealed envelope shall result in Responder's proposal being deemed non-responsive
- 4. Responders are required to submit their costs on Attachment A, Cost Proposal Form. Responder shall not alter the cost proposal form

DO NOT INCLUDE ANY COSTS OF ANY KIND IN THE TECHNICAL PROPOSAL OR ON THE FLASH DRIVES CONTAINING THE TECHNICAL PROPOSAL.

- 1. Technical Proposals must be submitted in a sealed envelope(s) or box(es) with the responder's: Name and "Request for Proposals, RFP No. 20-500543 for Consulting Services for Unified Plan 2050" on the outside of each envelope or box.
- 2. Responder shall complete Attachment B, *Proposal Cover Sheet*, and include this as the first page of the technical proposal.
- 3. Technical Approach: (20 points)
 - a. Responders are required to describe the procedures and methods that will achieve the required outcome of the project as specified herein;
 - b.Include a listing of the County's responsibilities and the Responder's responsibilities required to complete the project;
 - c. Provide a project schedule at the task level starting with the receipt of the Notice to Proceed and ending with project completion.
- 4. Project Management: (10 points)
 - a. Describe how the project will be organized and managed;
 - b. Describe progress reporting procedures for the project;
 - c. Include the anticipated use of subcontractors or vendors; and
 - d. Describe the resources necessary to accomplish the purpose of the project.

5. Experience of Consultants: (20 points)

- a. Identify the individuals who will be part of the project team;
- b. Include any outside personnel, such as subcontractors; and
- c. Provide detailed resumes of team members and subcontractors who will be directly working on the project, and copies of all certifications.

6. Qualifications of Staff/Management: (15 points)

- a. Describe Responder's experience, capabilities and other qualifications for this project;
- b. How many years has Responder operated under current company name?
- c. Has Responder ever been debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency from doing business with the Federal Government?

7. Financial Responsibility: (5 points)

Responder must provide financial statements for the last three (3) years that evidences the responder's financial capabilities to perform the scope of work. (Audited statements are preferable but a minimum of balance sheet, income statement and cash flow statement may be accepted.) Provide year of incorporation (if applicable).

8. References: (10 points)

- a. Responder shall provide three (3) references for projects similar in size and scope to the project specified herein using the *Reference and Release Form* attached hereto as Attachment C.
- b. Provide three (3) references for each subcontractor proposed as a part of the project team. The references shall be for the same or similar types of services to be performed by the subcontractor (including LSBE-DeKalb and LSBE-MSA firms) on projects similar in size and scope to the project outlined in this RFP. Use Attachment D, Subcontractor Reference and Release Form. Make additional copies as needed.

A. DeKalb First Ordinance

- 1. It is the objective of the Chief Executive Officer and Board of Commissioners of DeKalb County to provide a maximum practicable opportunity for all businesses to participate in the performance of government contracts. The current DeKalb County List of Certified Vendors may be found on the County website at http://www.DeKalbCountyga.gov/purchasing/pdf/supplierList.pdf.
- 2. It is required that all responding Responders attend the mandatory LSBE meeting within two-weeks of the solicitation's advertisement, and comply, complete and submit all LSBE forms with the Responder's response to remain responsive. Attendance can be in person, via video conference and teleconference. Video conferencing is available through Skype/Lync. Instructions for attendance via video conference can be found on

the County's website at https://www.DeKalbCountyga.gov/purchasing-contracting/DeKalb-first-lsbe-program.

3. For further details regarding the DeKalb First Local Small Business Enterprise Ordinance, contact the LSBE Program representative, Korita Slaton, kvslaton@dekalbcountyga.gov or (404) 687-3478.

4.

B. Federal Work Authorization Program Contractor and Subcontractor Evidence of Compliance

All qualifying contractors and subcontractors performing work with DeKalb County, Georgia must register and participate in the federal work authorization program to verify the work eligibility information of new employees. Successful responder(s) shall be required to register and participate in the federal work authorization program which is a part of Attachment F, *Sample County Contract*. In order for a Proposal to be considered, it is **mandatory** that the *Responder Affidavit*, Attachment G, be completed and submitted with responder's proposal.

I. CRITERIA FOR EVALUATION

The following evaluation criteria and the maximum points stated below will be used as the basis for the evaluation of proposals.

A.	Cost	10 points
B.	Technical Approach to the Project	20 points
C.	Project Management	10 points
D.	Experience of Consultants	20 points
E.	Qualification of Staff/Management	15 points
F.	Financial Responsibility	5 points
G.	References	10 points
H.	Local Small Business Enterprise Participation	10 points
T	Ontional Interview 10 naints) hopes	

I. Optional Interview 10 points) - bonus

II. CONTRACT ADMINISTRATION

A. Standard County Contract

The attached sample contract is the County's standard contract document (see Attachment F), which specifically outlines the contractual responsibilities. All responders should thoroughly review the document prior to submitting a proposal. Any proposed revisions to the terms or language of this document must be submitted in writing with the responder's response to the request for proposals. Since proposed revisions may result in a proposal

being rejected if the revisions are unacceptable to the County, responders should review any proposed revisions with an officer of the firm having authority to execute the contract. No alterations can be made in the contract after award by the Board of Commissioners.

B. Submittal Instructions

One (1) original Technical Proposal stamped "Original" and six (6) compact USB Thumb drive with each drive containing an identical copy of the Technical Proposal (do not include the Cost Proposal on the drives); and one (1) original Cost Proposal (see Section III.A. for additional instructions regarding submittal of Cost Proposal) must be submitted to the following address no later than 3:00 p.m. on July 1, 2020. DeKalb County Department of Purchasing and Contracting

The Maloof Center, 2nd Floor 1300 Commerce Drive Decatur, Georgia 30030

Proposals must be clearly identified on the outside of the packaging with the responder's name and "Request for Proposals No. 20-500543 for Consulting Services 2050 Unified Plan (One Year Contract with One Option to Renew on the outside of the envelope(s) or box(es).

It is the responsibility of each Responder to ensure that its submission is received by 3:00 p.m. on the bid due date. The time/date stamp clock located in the Department of Purchasing & Contracting shall serve as the official authority to determine lateness of any response. The RFP opening time shall be strictly observed. Be aware that visitors to our offices will go through a security screening process upon entering the building. Responders should plan enough time to ensure that they will be able to deliver their submission prior to our deadline. Late submissions, for whatever reason, will not be evaluated. Responders should plan their deliveries accordingly. Telephone or fax bids will not be accepted.

C. Mandatory Pre-Proposal Conference and Site Visit

A pre-proposal conference and site visit will be held. Interested responders are <u>required</u> to attend and participate in the pre-proposal conference Via Zoom Video Conference: https://dekalbcountyga.zoom.us/j/2474456385

For information regarding the pre-proposal conference, please contact Charles N. Smith at (404) 371-2333 or cnsmith1@dekalbcountyga.gov,

D. Ouestions

All questions concerning the Project and requests for interpretation of the Contract may be asked and answered at the pre-bid conference; however, oral answers are not authoritative. Questions must be submitted to Charles N. Smith, via email to

cnsmith1@dekalbcountyga.gov, no later than 5:00 PM on June 17, 2020. Questions and requests for interpretation received by the Department of Purchasing and Contracting after this date will not receive a response or be the subject of addenda.

E. Acknowledgment of Addenda

Addenda may be issued in response to changes in the RFP. It is the responsibility of the responder to ensure awareness of all addenda issued for this solicitation. Please acknowledge the addenda and submit to the Department of Purchasing and Contracting as requested. Responder may call Charles N. Smith at (404) 371-2333 or send an email to cnsmith1@dekalbcountyga.gov to verify the number of addenda prior to submission. Addenda issued for this project may be found on DeKalb County's website, https://www.DeKalbCountyga.gov/purchasing-contracting/bids-itb-rfps.

F. Proposal Duration

Proposals submitted in response to this RFP must be valid for a period of One Hundred Twenty (120) days from proposal submission deadline and must be so marked.

G. Project Director/Contract Manager

The County will designate a Project Director/Contract Manager to coordinate this project for the County. The successful responder will perform all work required pursuant to the contract under the direction of and subject to the approval of the designated Project Director/Contract Manager. All issues including, payment issues, shall be submitted to the Project Director/Contract Manager for resolution.

H. Expenses of Preparing Responses to this RFP

The County accepts no responsibility for any expenses incurred by the responders to this RFP. Such expenses are to be borne exclusively by the responders.

I. Georgia Open Records Act

Without regard to any designation made by the person or entity making a submission, DeKalb County considers all information submitted in response to this invitation or request to be a public record that will be disclosed upon request pursuant to the Georgia Open Records Act, O.C.G.A. §50-18-70 et seq., without consulting or contacting the person or entity making the submission, unless a court order is presented with the submission. You may wish to consult an attorney or obtain legal advice prior to making a submission.

J. First Source Jobs Ordinance

The DeKalb County First Source Jobs Ordinance requires contractors or beneficiaries entering into any type of agreement with the County, including purchase orders, regardless of what they may be called, for the procurement or disposal of supplies, services, construction projects, professional or consultant services, which is funded in whole or part with County funds or County administered funds in which the contractor is to receive \$50,000 or more in County expenditures or committed expenditures and recipient of urban redevelopment action grants or community development block funds administered in the amount of \$50,000 or more make a good faith effort to hire DeKalb County residents for at least 50% of jobs using the First Source Registry (candidate database). The work to be performed under this contract is subject to the provisions of the DeKalb County First Source Jobs Ordinance. Please complete the First Source Jobs Ordinance Acknowledgement and New Employee Tracking Form included in Attachment H, First Source Jobs Ordinance (with Exhibits 1-4) and submit with the responder's proposal.

For more information on the First Source Jobs Ordinance requirement, please contact WorkSource DeKalb at www.worksourceDeKalb.org or 404-687-3400.

K. Business License

Responder shall submit a copy of its current, valid business license with its proposal or upon award. If the responder is a Georgia corporation, responder shall submit a valid County or city business license. If the responder is not a Georgia corporation, responder shall submit a certificate of authority to transact business in the state of Georgia and a copy of its valid business license issued by its home jurisdiction. If responder holds a professional certification which is licensed by the state of Georgia, then responder shall submit a copy of its valid professional license. Any license submitted in response to this requirement shall be maintained by the responder for the duration of the contract.

L. Ethics Rules

Bidders are subject to the Ethics provision within the DeKalb County Purchasing Policy; the Organizational Act, Section 22A, the Code of DeKalb County; and the rules of Executive Order 2014-4. Any violations will be addressed, pursuant to these policies and rules.

To the extent that the Organizational Act, Section 22A, the Code of DeKalb County, and the rules of Executive Order 2014-4 allow a gift, meal, travel expense, ticket, or anything else of value to be purchased for a CEO employee by a contractor doing business with the County, the contractor must provide written disclosure, quarterly, of the exact nature and value of the purchase to the Chief Integrity Officer, if created, or the Finance Director or his/her designee. Every contractor conducting business with the County will receive a copy of these ethical rules at the time of execution of the contract.

M. Right to Audit

The County shall have the right to audit all books and records, including electronic records, relating or pertaining to this contract or agreement, including but not limited to all financial and performance related records, property, and equipment purchased in whole or in part with County funds and any documents or materials which support those records, kept under the control of the Contractor, including but not limited to those kept by the Contractor's employees, agents, assigns, successors and subcontractors. The County also has the right to communicate with Contractor's employees related to the audited records.

The Contractor shall maintain such books and records, together with such supporting or underlying documents and materials, for the duration of this contract and for seven (7) years after termination or expiration, including any and all renewals thereof. The books and records, together with supporting documents and materials shall be made available, upon request to the County or its designee, during normal business hours at the Contractor's office or place of business. In the event that no such location is available, then the books, records, and supporting documents shall be made available for audit at a time and location which is convenient for the County.

N. Cooperative Procurement

The County through the Department of Purchasing and Contracting may permit piggybacks to this contract from other city, County, local authority, agency, or board of education if the vendor will extend the same prices, terms, and conditions to the city. Piggybacking shall only be available where competition was used to secure the contract and only for a period of 12-months following entry, renewal or extension of the contract. This provision shall not apply to any contract where otherwise prohibited or mandated by state law.

III. AWARD OF CONTRACT

An evaluation committee will review and rate all proposals and shall determine if interviews are necessary.

If interviews are conducted, firms will be scheduled for an oral presentation to the evaluation committee, not to exceed one hour's duration, to respond to questions from the evaluation committee relevant to the firm's proposal.

The evaluation committee will make its recommendation for award to the DeKalb County Board of Commissioners, who will make the final decision as to award of contract.

THE COUNTY RESERVES THE RIGHT TO REJECT ANY AND ALL PROPOSALS, TO WAIVE INFORMALITIES, AND TO RE-ADVERTISE.

Sincerely,

Charles N. Smith Procurement Agent

Purchasing and Contracting

Exhibit I Sub Agreement Attachment A Cost Proposal

Attachment B Proposal Cover Sheet

Attachment C Contractor Reference and Release Form
Attachment D Subcontrator Reference and Release Form

Attachment E LSBE Opportunity Tracking Form

Attachment F Sample County Contract Attachment G Responder Affidavit

Attachment H First Source Jobs Ordinance Information with Exhibits 1-4

Attachment I Preferred Employee Tracking Form

ATTACHMENT A

COST PROPOSAL FORM

(consisting of 2 pages)

CONSULTING SERVICES FOR 2050 UNIFIED PLAN

Responder: Please complete the attached pages of the Cost Proposal Form, and return them with this cover page. The cost proposal must be submitted in a separate, sealed envelope with the Responder's name and "Request for Proposals No. 20-500497, Consulting Services for 2050 Unified Plan" clearly identified on the outside of the envelope.

By signing this page, Responder acknowledges that he has carefully examined and fully understands the Contract, Scope of Work, and other attached documents, and hereby agrees that if his proposal is accepted, he will contract with DeKalb County according to the Request for Proposal documents.

Please provide the following information:	
Name of Firm:	
Address:	
Contact Person Submitting Proposal:	
Title of Contact Person:	
Telephone Number:	
Fax Number:	
E-mail Address:	
	Signature of Contact Person
	Title of Contact Person

ATTACHMENT A

COST PROPOSAL FORM

Responder: State a FIRM FIXED LUMP SUM for all costs, direct and indirect, administrative costs, and all things necessary for Consulting Services for 2050 Unified Plan that includes all direct cost, indirect costs, travel cost and things necessary to Federal and State advisory services.

DO NOT INCLUDE FEES OR COSTS IN ANY AREA OUTSIDE OF THIS COST PROPOSAL.

Comprehensive Transportation Plan (CTP)

Description	Total Project Cost
Project Management	
Engagement	
Inventory	
Transportation Assessment	
Recommendations	
Documentation	
Total Cost	\$

Comprehensive Plan Update (Comp Plan)

Description	Total Project Cost
Project Management	
Engagement	
Inventory	
Transportation Assessment	
Recommendations	
Documentation	
Total Cost	\$

ATTACHMENT B

PROPOSAL COVER SHEET

NOTE: Read all instructions, conditions and specifications in detail before completing this Request for Proposal.

Please complete and include this cover sheet with you	ur technical p	oroposal.	
Company Name		Federal Tax ID#	
Complete Primary Address	County	City	Zip Code
Mailing Address (if different)	City	State	Zip Code
Contact Person Name and Title	Telephone code)	Number (in	clude area
Email Address	Fax Number	er (include a	rea code)
Company Website Address	Type of Or	ganization (check one)
	☐ Corpora		int Venture overnment
Proposals for RFP No. 18-500543, Implementation o will be received in the Purchasing & Contracting Department, 1300 Commerce Drive, Decatur, Georgia 30 (EST). Proposals shall be marked in accordance with CAUTION: The Decatur Postmaster will not deliver specific addresses within DeKalb County Government sensitive documents, you may want to consider a counaddresses.	artment, Roo 030 on July on the RFP, So certified or So at. When send	om 2 nd Floor, 1, 2020 un ection V.B. Special Deliveding bids or	The Maloof til 3:00 p.m. very Mail to time
Proposal Cover Sheet should be signed by a representative of Proposer with the authority to bind Proposer to all terms, conditions, services, and financial responsibilities in the submitted Proposal.			
Authorized Representative Signature(s)	Т	Title(s)	
Type or Print Name(s)	Γ	Date	

ATTACHMENT C CONTRACTOR REFERENCE AND RELEASE FORM

List below at least three (3) references, including company name, contact name, address, email address, telephone numbers and contract period who can verify your experience and ability to perform the type of service listed in the solicitation.

Company Name	Contract	Period	
Contact Person Name and Title	Telephone Number (include area code)		
Complete Primary Address	City	State	Zip Code
Email Address	Fax Number (include area code)		
Project Name			
Company Name	Contract	Period	
Contact Person Name and Title	Telephone Number (include area code)		
Complete Primary Address	City	State	Zip Code
Email Address	Fax Number (include area code)		
Project Name			
Company Name	Contract	Period	
Contact Person Name and Title	Telephone Number (include area code)		
Complete Primary Address	City	State	Zip Code
Email Address	Fax Num	nber (include a	area code)
Project Name			
REFERENCE CHECK RE			· DED
You are authorized to contact the references provious Signed	led above for p Title	ourposes of the	IS KFP.
(Authorized Signature of Proposer)	11110		
Company Name	D	ate	

ATTACHMENT D SUBCONTRACTOR REFERENCE AND RELEASE FORM

List below at least three (3) references, including company name, contact name, address, email address, telephone numbers and contract period who can verify your experience and ability to perform the type of service listed in the solicitation.

Company Name	Contract Period		
Contact Person Name and Title	Telephone Number (include area code)		
Complete Primary Address	City	State	Zip Code
Email Address	Fax Number (include area cod		
Project Name			
Company Name	Contract	Period	
Contact Person Name and Title	Telephone Number (include area code)		
Complete Primary Address	City	State	Zip Code
Email Address	Fax Number (include area code)		
Project Name			
Company Name	Contract	Period	
Contact Person Name and Title	Telephor	ne Number (in	clude area code)
Complete Primary Address	City	State	Zip Code
Email Address	Fax Num	ber (include a	area code)
Project Name			
REFERENCE CHECK RE			' DED
You are authorized to contact the references provious Signed	ded above for p Title	ourposes of the	IS RFP.
(Authorized Signature of Proposer)	11110		
Company Name	Da	ate	

ATTACHMENT E DEKALB FIRST LSBE INFORMATION WITH EXHIBITS A – B

SCHEDULE OF LOCAL SMALL BUSINESS ENTERPRISE PARTICIPATION OPPORTUNITY TRACKING FORM

The Chief Executive Officer and the Board of Commissioners of DeKalb County believe that it is important to encourage the participation of small and local businesses in the continuing business of County government; and that the participation of these types of businesses in procurement will strengthen the overall economic fabric of DeKalb County, contribute to the County's economy and tax base, and provide employment to local residents. Therefore, the Chief Executive Officer and the Board of Commissioners have made the success of local small businesses a permanent goal of DeKalb County by implementing the DeKalb First Local Small Business Enterprise Ordinance.

PROVISIONS OF DEKALB FIRST LOCAL SMALL BUSINESS ENTERPRISE (LSBE) ORDINANCE

Percentage of LSBE Participation Required	
20% of Total Award	

Certification Designation	Request For Proposals	
	(RFP)	
LSBE Within DeKalb (LSBE-	Ten (10) Preference	
DeKalb)	Points	
LSBE Outside DeKalb (LSBE-	Five (5) Preference	
MSA)	Points	
Demonstrated GFE	Two (2) Preference	
	Points	

Certified Local Small Business Enterprises (LSBEs) located within DeKalb County and prime contractors utilizing LSBEs that are locally-based inside DeKalb County shall receive ten (10) points in the initial evaluation of their response to any Request for Proposal. Certified LSBEs located outside of DeKalb County but within the nine (9) County Metropolitan Statistical Area (MSA) consisting of Cherokee, Clayton, Cobb, Douglas, Fayette, Fulton, Gwinnett, Henry and Rockdale Counties shall receive five (5) points in the initial evaluation of their response to any Request for Proposal. Prime Contractors who demonstrate sufficient good faith efforts in accordance with the requirements of the ordinance shall be granted two (2) points in their initial evaluation of responses to any Request for Proposal. Pro-rated points shall be granted where a mixture of LSBE-DeKalb and LSBE MSA firms are utilized. Utilization of each firm shall be based upon the terms of the qualified sealed solicitation.

Prime Contractor(s) deemed responsible and remains responsive to an Invitation to Bid (ITB) because they are either a certified LSBE-DeKalb or LSBE-MSA firm or has obtained 20% participation of an LSBE-DeKalb or LSBE-MSA firm, submits the lowest bid price shall be deemed the lowest, responsive and responsible bidder.

Prime Contractor(s) deemed responsible and remains responsive to an Invitation to Bid (ITB) and documented good faith efforts, submits a lower bid price than a Prime Contractor that achieved 20% LSBE participation, or otherwise required benchmark, then the Prime Contractor who actually met the benchmark will be given the opportunity to match the lowest bid price of the Prime Contractor who only made good faith efforts. Prime Contractor(s) who choose <u>not</u> to match the lowest bid price, then the Prime Contractor who made the good faith efforts will be deemed the lowest, responsive and responsible bidder.

For all qualified sealed solicitations, the Director of Purchasing and Contracting, DeKalb County Government, shall determine if the bidder/proposer has included written documentation showing that at least twenty percent (20%) of the total contract award will be performed by a certified LSBE. This written documentation shall be in the form of a notarized Schedule of LSBE Participation (Attached hereto as "Exhibit A".) For all contracts, a signed letter of intent from all certified LSBEs describing the work, material, equipment and/or services to be performed or provided by the LSBE(s) and the agreed upon percentage shall be due with the bid or proposal documents and included with "Exhibit A". The certified vendor list establishes the group of Certified LSBE's from which the bidder/proposer must solicit subcontractors for LSBE participation. This list can be found on our website http://www.DeKalbCountyga.gov/purchasing-contracting/about-purchasing-and-contracting or obtained from the Special Projects LSBE Program team.

Prime Contractors failing to meet the LSBE benchmark must document and demonstrate Good Faith Efforts in accordance with the attached "Checklist for Good Faith Efforts" portion of "Exhibit A." The notarized Schedule of LSBE Participation shall be due and submitted with each bid or proposal. Failure to achieve the LSBE benchmark or demonstrate good faith efforts shall result in a bid or proposal being rejected. Prime Contractors that fail to attend the mandatory LSBE meeting in person or via video conference shall mean that the Prime Contractor has not demonstrated sufficient good faith efforts and its bid or proposal if submitted, shall be deemed non-responsive without any further review.

Upon award, Prime Contractors are required to submit a report detailing LSBE Sub-Contractor usage with each request for payment and not less than on a monthly basis. Prime Contractors shall ensure that all LSBE sub-contractors have been paid within seven (7) days of the Prime's receipt of payment from the County. Failure to provide requested reports/documentation shall constitute a material breach of contract, entitling the County to terminate the Contract for default or pursue other remedies. LSBE sub-contractors must confirm payments received from the Prime(s) for each County contract they participate in.

For eligible bids/proposals valued over \$5,000,000.00, the Mentor-Protégé provision of the Ordinance shall apply. Prime Contractors must agree to become mentors and take on an LSBE protégé in an effort to enhance the potential of future LSBEs. Qualifying projects shall be performed by both Mentor and Protégé through a subcontract between both parties. This requirement is in addition to all other applicable sections of the DeKalb First Ordinance. Please review the ordinance, section 2-214 or contact the LSBE Program Representative for detailed information regarding this initiative.

EXHIBIT A

SCHEDULE OF DEKALB FIRST LOCAL SMALL BUSINESS ENTERPRISE PARTICIPATION OPPORTUNITY TRACKING FORM

As specified, Bidders and Proposers are to present the details of LSBE participation below:

•	1	1 1	
PRIN BIDI	ME DER/PROPOSER		
SOL	ICITATION NUMBER: RFP No. 20-500543		
TITL	LE OF UNIT OF WORK – of 2050 Unified Plan	1	
1.	My firm, as the prime bidder/proposer on this apply):LSBE-DeKalbLSBE-MSA	s unit of work, is a certified (check all that	
2.	If you are a Certified LSBE-DeKalb or MSA, please indicate below the percentage of that your firm will carry out directly:		
3.	If the prime bidder/proposer is a joint venture, please describe below the nature of the join venture and level of work and percentage of participation to be provided by the LSBE DeKalb or MSA joint venture firm.		
4.	List the LSBE-DeKalb or MSA subcontract utilized in of this contract, if awarded. No chabelow without the prior written approval of intent from all certified LSBEs describing the performed and/or provided and the agreed utilities the letter of Intent form is attached hereto as "Extended to the latest terms of the letter of Intent form is attached hereto as "Extended to the latest terms of the letter of Intent form is attached hereto as "Extended to the latest terms of the latest te	anges can be made in the subcontractors listed the County. Please attach a signed letter of work, materials, equipment or services to be pon percentage of work to be performed. A	
	Name of Company		
	Address		
	Telephone		
	Fax		
	Contact Person		
	Indicate certification status and attach		
	proof of certification:		
	LSBE-DeKalb/LSBE-MSA		
	Description of services to be performed		

Percentage of work to be performed	
Name of Company	
Address	
Telephone	
Fax	
Contact Person	
Indicate certification status and attach	
proof of certification:	
LSBE-DeKalb/LSBE-MSA	
Description of services to be performed	
Percentage of work to be performed	
Name of Company	
Address	
Telephone	
Fax	
Contact Person	
Indicate certification status and attach	
proof of certification:	
LSBE-DeKalb/LSBE-MSA	
Description of services to be performed	
Percentage of work to be performed	
Name of Company	
Address	
Telephone	
Fax	
Contact Person	
Indicate certification status and attach	
proof of certification:	
LSBE-DeKalb/LSBE-MSA	
Description of services to be performed	
Percentage of work to be performed	

Please attach additional pages, if necessary.

EXHIBIT A, CONT'D

DEKALB COUNTY CHECKLIST FOR GOOD FAITH EFFORTS

A bidder/proposer that does not meet the County's LSBE participation benchmark is required to submit documentation to support all "Yes" responses as proof of "good faith efforts." Please indicate whether or not any of these actions were taken:

	Yes	No	Description of Actions
1.			Prime Contractors shall attend a MANDATORY LSBE Meeting in
			person or via video conference within two-weeks of advertisement
			of the solicitation.
2.			Provide a contact log showing the company's name, contact person,
			address, email and contact number (phone or fax) used to contact the
			proposed certified subcontractors, nature of work requested for
			quote, date of contact, the name and title of the person making the
3.			effort, response date and the percentage of work.
3.			Provide interested LSBEs via email, of any new relevant information, if any, at least 5 business days prior to submission of
			the bid or proposal.
4.			Efforts made to divide the work for LSBE subcontracting areas likely
			to be successful and to identify portions of work available to LSBEs
			consistent with their availability. Include a list of divisions of work
			not subcontracted and the corresponding reasons for not including
			them. The ability or desire of a bidder/proposer to perform the
			contract work with its own organization does not relieve it of the
			responsibility to make good faith efforts on all scopes of work subject
			to subcontracting.
5.			Efforts were made to assist potential LSBE subcontractors meet
			bonding, insurance, or other governmental contracting requirements.
			Where feasible, facilitating the leasing of supplies or equipment when they are of such a specialized nature that the LSBE could not
			readily and economically obtain them in the marketplace.
6.			Communication via email or phone with DeKalb First Program Staff
			seeking assistance in identifying available LSBEs. Provide DeKalb
			First Program Staff representative name and title, and date of contact.
7.			For all contracts, a signed letter of intent from all certified LSBEs
			describing the work, materials, equipment or services to be
			performed or provided by the LSBE(s) and the agreed upon LSBE
			participation percentage shall be due with the bid or proposal
			documents.
8.			Other Actions, to include Mentor/Protégé commitment for
			solicitations \$5M and above (specify):

Please explain all "no" answers above (by number):

-	

This list is a guideline and by no means exhaustive. The County will review these efforts, along with attached supporting documents, to assess the bidder/proposer's efforts to meet the County's LSBE Participation benchmark. If you require assistance in identifying certified, bona fide LSBEs, please contact the Purchasing and Contracting Department - DeKalb First Program, Korita Slaton, Procurement Agent at 404-687-3478.

EXHIBIT A, CONT'D

DEKALB FIRST LOCAL SMALL BUSINESS ENTERPRISE SCHEDULE OF PARTICIPATION OPPORTUNITY TRACKING FORM

Bidder/Proposer Statement of Compliance

Bidder(s)/Proposer(s) hereby state that they have read and understand the requirements and conditions as set forth in the objectives and that reasonable effort were made to support the County in providing the maximum practicable opportunity for the utilization of LSBEs consistent with the efficient and economical performance of this contract. The Bidder and any subcontractors shall file compliance reports at reasonable times and intervals with the County in the form and to the extent prescribed by the Director of DeKalb County Purchasing and Purchasing and Contracting Department. Compliance reports filed at such times as directed shall contain information as to the employment practices, policies, programs and statistics of Contractors and their subcontractors.

1. **Non-Discrimination Policy**

- During the performance of this agreement, Contractor agrees to conform to the following Non-Discrimination Policy adopted by the County.
- b. Contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, or disability. The Contractor will take action to ensure that applicants are employed, and the employees are treated during employment without regard to their race, color, religion, sex, national origin, or disability. Such action shall include, but not be limited to, the following:
 - (1) Employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Contractor agrees to post in conspicuous places available to employees and applicants for employment, notices to be provided setting forth provisions of this non-discrimination clause.
 - (2) Contractor shall, in all solicitations or advertisements for employees placed by or on behalf of Contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, or disability.
- c. Without limiting the foregoing, Contractor shall not discriminate on the basis of disability in the admission or access to, or treatment or employment in, the programs and activities, which form the subject of the contract. The Contractor will take action to ensure that applicants for participation in such programs and activities are considered without regard to disability. Such action shall include, but not be limited to, the following:
 - (1) Contractor agrees to post in conspicuous places available to participants in its programs and activities notices to be provided setting forth the provisions of this non-discrimination clause.

(2) Contractor shall, in all solicitations or advertisements for programs or activities, which are the subject of the contract, state that all qualified applicants will receive consideration for participation without regard to disability.

2. Commitment

The undersigned certifies that he/she has read, understands, and agrees to be bound by the bid specifications, including the accompanying Exhibits and other terms and conditions of the Invitation to Bid and/or Request for Proposal regarding LSBE utilization. The undersigned further certifies that he/she is legally authorized by the bidder or responder to make the statements and representations in Exhibit A and that said statements and representations are true and correct to the best of his/her knowledge and belief. The undersigned will enter into formal agreement(s) with the LSBE(s) listed in this Exhibit A, which are deemed by the owner to be legitimate and responsible LSBEs. Said agreement(s) shall be for the work and contract with the Prime Contractor. The undersigned understands and agrees that if any of the statements and representations are made by the Bidder knowing them to be false, or if there is a failure of the successful Bidder (i.e., Contractor) to implement any of the stated agreements, intentions, objectives, goals and commitments set forth herein without prior approval of the County, then in any such events the contractor's act or failure to act, as the case may be, shall constitute a material breach of contract, entitling the County to terminate the Contract for default. The right to so terminate shall be in addition to, and not in lieu of, any other rights and remedies the County may have for other defaults under the Contract. Additionally, the Contractor will be subject to the loss of any future contract awards by the County for a period of one year.

Firm Name (Please Print):	
Firm's Officer:	
(Authorized Signature and Title Required)	Date
Sworn to and Subscribed to before me this day of	, 201
Notary Public My Commission Expires:	

EXHIBIT B

LETTER OF INTENT TO PERFORM AS A SUBCONTRACTOR PROVIDING MATERIALS OR SERVICES

Instructions:		
 Complete the form in its entirety and Attach a copy of the LSBE's current 		
То:		
(Name of Prime Contractor Firm)		
From:		Υ LSBE –
(Name of Subcontractor Firm)	(Check all that apply)	
RFP Number: 20-500543		
Project Name: Consulting Services 2050	Unified Plan	
The undersigned subcontractor is prepare materials or services in connection with the items, materials, or services to be perform	he above project (specify in detail particu	
Description of Materials or Services	Project/Task Assignment	% of Contract Award
Prime Contractor	Sub-contractor	
Signature:Signature:		
Title:		
Date: Date:	_	

ATTACHMENT F SAMPLE COUNTY CONTRACT

DEKALB COUNTY

STANDARD FORM NO. 2B

AGREEMENT FOR PROVISION OF PROFESSIONAL SERVICES

C. THIS AGREEMENT made as of this day of,
20, (hereinafter called the "execution date") by and between DEKALB
COUNTY, a political subdivision of the State of Georgia (hereinafter referred to as
the "County"), and, (hereinafter referred to as "Contractor"), shall
constitute the terms and conditions under which the Contractor shall provide -
to theof DeKalb County,
Georgia.
D. WITNESSETH: That for and in consideration of the mutual
covenants and agreements herein set forth, the County and the Contractor hereby
agree as follows:
ARTICLE I. CONTRACT TIME
E. The Contractor shall commence the Work under this Contract within
Ten (10) days from the execution date. Contractor shall fully complete the Work
within () years. The Contract Time may be extended only by
Change Order approved and executed by the DeKalb County Chief Executive
Officer or his/her designee and the Contractor in accordance with the terms of this
Contract.

ARTICLE II. CONTRACT TERM

The Contractor shall commence the Work under this Contract within ten (10) days from the execution date. As required by O.C.G.A §36-60-13, this Contract shall (i) terminate without further obligation on the part of the County each and every December 31st, as required by O.C.G.A. § 36-60-13, as amended, unless terminated earlier in accordance with the termination provisions of this Contract; (ii) automatically renew on each January 1st, unless terminated in accordance with the termination provisions of this Contract; and (iii) terminate absolutely, with no further

renewals, on December 31, 20___, unless extended by Change Order adopted and approved by the DeKalb County Governing Authority and the Contractor in accordance with the terms of this Contract.

ARTICLE III. PAYMENT

As full payment for the faithful performance of this Contract, the County shall pay the
Contractor, the Contract Price, which is an amount not to exceed
unless changed by written Change Order in accordance with the terms of this Contract. The term
"Change Order" includes the term "amendment" and shall mean a written order authorizing a
change in the Work, and an adjustment in Contract Price to Contractor or the Contract Term, as
adopted and approved by the Contractor and the DeKalb County Governing Authority, or the
Chief Executive Officer, if exempted from Governing Authority adoption and approval in
accordance with the express terms of this Contract. The Chief Executive Officer or his/her
designee shall have the authority to approve and execute a Change Order lowering the Contract
Price or increasing the Contract Price up to twenty percent (20%) of the original Contract Price,
provided that the total amount of the increase authorized by such Change Order is less than
\$100,000.00. If the original Contract or Purchase Order Price does not exceed \$100,000.00, but
the Change Order will make the total Contract Price exceed \$100,000.00, then the Change Order
will require approval by official action of the Governing Authority. Any other increase of the
Contract Price shall be by Change Order adopted and approved by the DeKalb County
Governing Authority and the Contractor in accordance with the terms of this Contract. Amounts
paid to the Contractor shall comply with and not exceed Attachment A, the Contractor's Cost
Proposal, consisting of page(s) attached hereto and incorporated herein by
reference. Payment is to be made no later than thirty (30) days after submittal of undisputed
invoice.
Invoice(s) must be submitted as follows:
Invoice(s) must be submitted as follows:
A. Original invoice(s) must be submitted to:
(insert User Department information here)
Attention:

F. B. Upon award, Prime Contractor(s) with Local Small Business Enterprise (LSBE) Subcontractor(s) shall enter utilization reports electronically at www.dekalblsbe.info. Proof of payment to the LSBE Subcontractor must be uploaded and submitted. LSBE Subcontractors shall confirm receipt of payment from the Prime, electronically also, at www.dekalblsbe.info

ARTICLE IV. SCOPE OF WORK

G.

A. The term "Work" means all ______ services identified in the Scope of Work, attached hereto as Attachment A and incorporated herein by reference and all other services and things necessary to provide the County with _____ services as required by law and the Scope of Work. The Contractor agrees to complete the Work in a good, firm, substantial and workmanlike manner in strict conformity with this Contract. Unless otherwise stipulated, the Contractor shall furnish all of the Work in accordance with applicable law and the Contract, and all incidental work necessary to complete the Work in an acceptable manner.

н.

I. ARTICLE V. GENERAL CONDITIONS

- A. <u>Accuracy of Work</u> The Contractor shall be responsible for the accuracy of the Work and any error and/or omission made by the Contractor in any phase of the Work under this Agreement.
- B. Additional Work The County shall in no way be held liable for any work performed under this section which has not first been approved in writing by the County in the manner required by applicable law and/or the terms of this Contract. The County may at any time order changes within the scope of the Work without invalidating the Contract upon seven (7) days written notice to the Contractor. The Contractor shall proceed with the performance of any changes in the Work so ordered by the County unless such change entitles the Contractor to a change in Contract Price, and/or Contract Term, in which event the Contractor shall give the County written notice thereof within fifteen (15) days after the receipt of the ordered change, and the Contractor shall not execute such changes until it receives an executed Change Order from the County. No extra cost or extension of time shall be allowed unless approved by the County and authorized by

execution of a Change Order. The parties' execution of any Change Order constitutes a final settlement of all matters relating to the change in the Work which is the subject of the Change Order. The County shall not be liable for payment for any work performed under this section which has not first been approved in writing by the County in the manner required by applicable law and/or the terms of this Contract.

- C. <u>Ownership of Documents</u> All documents, including drawings, estimates, specifications, and data are and remain the property of the County. The Contractor agrees that the County may reuse any and all plans, specifications, drawings, estimates, or any other data or documents described herein in its sole discretion without first obtaining permission of the Contractor and without any payment of any monies to the Contractor therefore. However, any reuse of the documents by the County on a different site shall be at its risk and the Contractor shall have no liability where such documents are reused.
- D. <u>Right to Audit</u> The County shall have the right to audit all books and records, including electronic records, relating or pertaining to this contract or agreement, including but not limited to all financial and performance related records, property, and equipment purchased in whole or in part with County funds and any documents or materials which support those records, kept under the control of the Contractor, including but not limited to those kept by the Contractor's employees, agents, assigns, successors and subcontractors. The County also has the right to communicate with Contractor's employees related to the audited records.

The Contractor shall maintain such books and records, together with such supporting or underlying documents and materials, for the duration of this contract and for seven (7) years after termination or expiration, including any and all renewals thereof. The books and records, together with supporting documents and materials shall be made available, upon request to the County or its designee, during normal business hours at the Contractor's office or place of business. In the event that no such location is available, then the books, records, and supporting documents shall be made available for audit at a time and location which is convenient for the County.

E. <u>Successors and Assigns</u> The Contractor agrees it shall not sublet, assign, transfer, pledge, convey, sell, or otherwise dispose of the whole or any part of this Contract or his right, title, or interest therein to any person, firm, or corporation without the previous written consent of the County. If the County consents to any such assignment or transfer, then the Contractor binds itself, its partners, successors and assigns to all covenants of this Contract. Nothing contained in this

Contract shall create, nor be interpreted to create privity, or any other relationship whatsoever, between the County and any person, or entity or than Contractor.

- F. <u>Reviews and Acceptance</u> Work performed by the Contractor shall be subject to review and acceptance in stages as required by the County. Acceptance shall not relieve the Contractor of its professional obligation to correct, at his own expense, any errors in the Work.
- G. Termination of Agreement The Contractor understands and agrees that the date of the beginning of Work, rate of progress, and time for completion of the Work are essential conditions of this Contract. The County may, for its own convenience and at its sole option, without cause and without prejudice to any other right or remedy of County, elect to terminate the Contract by delivering to the Contractor, at the address listed in the Notices article of this Contract, a written notice of termination specifying the effective date of termination. Such notice shall be delivered to Contractor at least thirty (30) days prior to the effective date of termination. If Contractor's services are terminated by the County, the termination will not affect any rights or remedies of the County then existing or which may thereafter accrue against Contractor or its surety. In case of termination of this Contract before completion of the Work, Contractor will be paid only for the portion of the Work satisfactorily performed through the effective date of termination as determined by the County. Neither party shall be entitled to recover lost profits, special, consequential or punitive damages, attorney's fees or costs from the other party to this Contract for any reason whatsoever. This Contract shall not be deemed to provide any third-party with any remedy, claim, right of action, or other right. The parties' obligations pursuant to this Section shall survive any acceptance of Work, or termination or expiration of this Contract.
- H. <u>Indemnification Agreement</u> The Contractor shall be responsible from the execution date or from the time of the beginning of the Work, whichever shall be the earlier, for all injury or damage of any kind resulting from the Work, to persons or property, including employees and property of the County. The Contractor shall exonerate, indemnify, and save harmless the County, its elected officials, officers, employees, agents and servants, hereinafter collectively referred to in this Section as "the County Indemnitees," from and against all claims or actions based upon or arising out of any damage or injury (including without limitation any injury or death to persons and any damage to property) caused by or sustained in connection with the performance of this Contract or by conditions created thereby or arising out of or any way connected with Work performed under this Contract, as well as all expenses incidental to the defense of any such claims,

litigation, and actions. Furthermore, Contractor shall assume and pay for, without cost to the County Indemnitees, the defense of any and all claims, litigation, and actions suffered through any act or omission of the Contractor, or any Subcontractor, or anyone directly or indirectly employed by or under the supervision of any of them. Notwithstanding any language or provision in this Contract, Contractor shall not be required to indemnify any County Indemnitee against claims, actions, or expenses based upon or arising out of the County Indemnitee's sole negligence. As between the County Indemnitees and the Contractor as the other party, the Contractor shall assume responsibility and liability for any damage, loss, or injury, including death, of any kind or nature whatever to person or property, resulting from any kind of claim made by Contractor's employees, agents, vendors, Suppliers or Subcontractors caused by or resulting from the performance of Work under this Contract, or caused by or resulting from any error, omission, or the negligent or intentional act of the Contractor, vendors, Suppliers, or Subcontractors, or any of their officers, agents, servants, or employees. The Contractor shall defend, indemnify, and hold harmless the County Indemnitees from and against any and all claims, loss, damage, charge, or expense to which they or any of them may be put or subjected by reason of any such damage, loss, or injury. The Contractor expressly agrees to provide a full and complete defense against any claims brought or actions filed against the County Indemnitees, where such claim or action involves, in whole or in part, the subject of the indemnity contained in this Contract, whether such claims or actions are rightfully or wrongfully brought or filed. The County has the sole discretion to choose the counsel who will provide the defense. No provision of this Contract and nothing herein shall be construed as creating any individual or personal liability on the part of any elected official, officer, employee, agent or servant of the County, nor shall the Contract be construed as giving any rights or benefits hereunder to anyone other than the parties to this Contract. The parties' obligations pursuant to this Section shall survive any acceptance of Work, or termination or expiration of this Contract.

H. Georgia Laws Govern The laws of the State of Georgia shall govern the construction of this Contract without regard for conflicts of laws. Should any provision of this Contract require judicial interpretation, it is agreed that the court interpreting or construing the same shall not apply a presumption that the terms hereof shall be more strictly construed against one party, by reason of the rule of construction, that a document is to be construed more strictly against the party who itself or through its agent prepared same; it being agreed that the agents of all parties have participated in the preparation hereof, and all parties have had an adequate opportunity to consult

with legal counsel. In interpreting this Contract in its entirety, the printed provisions of this Contract, and any additions written or typed hereon, shall be given equal weight, and there shall be no inference by operation of law or otherwise; that any provision of this Contract shall be construed against either party hereto.

- I. <u>Venue</u> This Agreement shall be deemed to have been made and performed in DeKalb County, Georgia. For the purposes of venue, all suits or causes of action arising out of this Agreement shall be brought in the courts of DeKalb County, Georgia.
- J. Contractor and Subcontractor Evidence of Compliance; Federal Work Authorization Pursuant to O.C.G.A. §13-10-91, the County cannot enter into a contract for the physical performance of services unless the Contractor, its Subcontractor(s) and sub-subcontractor(s), as that term is defined by state law, register and participate in the Federal Work Authorization Program to verify specific information on all new employees. Contractor certifies that it has complied and will continue to comply throughout the Contract Term with O.C.G.A. §13-10-91 and any related and applicable Georgia Department of Labor Rule. Contractor agrees to sign an affidavit evidencing its compliance with O.C.G.A. §13-10-91. The signed affidavit is attached to this Contract as Attachment B. Contractor agrees that in the event it employs or contracts with any Subcontractor(s) in connection with this Contract, Contractor will secure from each Subcontractor an affidavit that certifies the Subcontractor's current and continuing compliance with O.C.G.A. §13-10-91 throughout the Contract Term. Any signed Subcontractor affidavit(s) obtained in connection with this Contract shall be attached hereto as Attachment C. Each Subcontractor agrees that in the event it employs or contracts with any sub-subcontractor(s), each Subcontractor will secure from each sub-subcontractor an affidavit that certifies the subsubcontractor's current and continuing compliance with O.C.G.A. §13-10-91 throughout the Contract Term. Any signed sub-subcontractor affidavit(s) obtained in connection with this Contract shall be attached hereto as Attachment D.
- K. <u>County Representative</u> The County may designate a representative through whom the Contractor will contact the County. In the event of such designation, said representative shall be consulted and his written recommendation obtained before any request for extra work is presented to the County. Payments to the Contractor shall be made only upon itemized bill submitted to and approved by said representative.
 - L. Contractor's Status The Contractor will supervise and direct the Work, including the

Work of all Subcontractors. Only persons skilled in the type of work which they are to perform shall be employed. The Contractor shall, at all times, maintain discipline and good order among his employees, and shall not employ any unfit person or persons or anyone unskilled in the work assigned him. The relationship between the County and the Contractor shall be that of owner and independent contractor. Other than the consideration set forth herein, the Contractor, its officers, agents, servants, employees, and any Subcontractors shall not be entitled to any County employee benefits including, but not limited to social security, insurance, paid annual leave, sick leave, worker's compensation, free parking or retirement benefits. All services provided by Contractor shall be by employees of Contractor or its Subcontractors and subject to supervision by Contractor. No officer or employee of Contractor or any Subcontractor shall be deemed an officer or employee of the County. Personnel policies, tax responsibilities, social security payments, health insurance, employee benefits and other administrative policies, procedures or requirements applicable to the Work or services rendered under this Contract shall be those of the Contractor, not the County.

- M. <u>Georgia Open Records Act</u> Contractor shall comply with the applicable provisions of the Georgia Open Records Act, O.C.G.A. §50-18-70 *et seq*.
- N. <u>First Source Jobs Ordinance and Preferred Employees</u> The Contractor is required to comply with the DeKalb County First Source Jobs Ordinance, Code of DeKalb County as Revised 1988, section 2-231 *et seq.*, and among other things, is required to make a good faith effort to hire DeKalb County residents for at least fifty percent 50% of all jobs created by an Eligible Project, as that term is defined in the First Source Ordinance, using the First Source Registry. Contractors, subcontractors, and independent contractors bidding on this contract will be encouraged by DeKalb County to have 25% or more of their labor forces for this project consist of Preferred Employees selected from the First Source Registry. The First Source Registry has Preferred Employees trained by U.S. Department of Labor registered apprenticeship programs and other partners. For information on Preferred Employees, please contact the DeKalb County Workforce Development by telephone at 404-687-3417 or 404-687-7171or in person at 320 Church Street, Decatur, GA 30030.
- O. <u>Business License</u> Contractor shall submit a copy of its current, valid business license with this Contract if required. If the Contractor is a Georgia corporation, Contractor shall submit a valid county or city business license. If Contractor is a joint venture, Contractor shall submit valid business licenses for each member of the joint venture. If the Contractor is not a Georgia

corporation, Contractor shall submit a certificate of authority to transact business in the state of Georgia and a copy of its current, valid business license issued by its home jurisdiction. If Contractor holds a professional license, then Contractor shall submit a copy of the valid professional license. Failure to provide the business license, certificate of authority, or professional license required by this section, may result in the Contract being terminated. Contractor shall ensure that any insurance, license, permit or certificate submitted in response to the County's RFP or as part of the Contract shall be current and valid when submitted, and shall remain valid, current and maintained in good standing for the Contract Term.

- P. <u>Sole Agreement</u> This Contract constitutes the sole contract between the County and the Contractor. The terms, conditions, and requirements of this Contract may not be modified, except by Change Order. No verbal agreement or conversation with any officer, agent, or employee of the County, either before or after the execution of the Contract, shall affect or modify any of the terms or obligations herein contained. No representations, oral or written, shall be binding on the parties unless expressly incorporated herein. No Change Order shall be enforceable unless approved by official action of the County as provided by law or in this Contract.
- Q. <u>Attachments and Appendices</u> This Contract includes the following Attachments and Appendices all of which are incorporated herein by reference: Attachment A, Scope of Work.
- R. <u>Severability</u> If any provision of this Contract or the application thereof to any person or circumstance shall to any extent be held invalid, then the remainder of this Contract or the application of such provision to persons or circumstances, other than those as to which it is held invalid, shall not be affected thereby, and each provision of this Contract shall be valid and enforced to the fullest extent permitted by law.
- S. <u>Notices</u> Any notice or consent required to be given by or on behalf of any party hereto to any other party hereto shall be in writing and shall be sent to the County's Chief Executive Officer and the Executive Assistant or to the Contractor or his authorized representative on the work site by (a) registered or certified United States mail, return receipt requested, postage prepaid, (b) personal delivery, or (c) overnight courier service. All notices sent to the addresses listed below shall be binding unless said address is changed in writing no less than fourteen days before such notice is sent. Future changes in address shall be effective upon written notice being given by the Contractor to the County's Executive Assistant or by the County to the Contractor's authorized representative via certified first class U.S. mail, return receipt requested. Such notices will be

addressed as follows:	
If to the County:	
	Chief Executive Officer 1300 Commerce Drive, 6 th Floor Decatur, GA 30030
	and
	Executive Assistant 1300 Commerce Drive, 6 th Floor Decatur, Georgia 30030
With a copy to:	Acting Chief Procurement Officer of the Department of Purchasing and Contracting 1300 Commerce Drive, 2 nd Floor Decatur, Georgia 30030
With a copy to:	Director of the Planning and Sustainability Department
If to the Contractor:	

With a copy to:

T. <u>Counterparts</u> This Contract may be executed in several counterparts, each of which shall be deemed an original, and all such counterparts together shall constitute one and the same Contract.

J. [SIGNATURES CONTINUE ON NEXT PAGE]

K. IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed in three counterparts, each to be considered as an original by their authorized representative.

	DEKALB COUNTY, GEORGIA			
By:	by by			
(SEAL) Signature	<u>Dir.</u> (SEAL) MICHAEL L. THURMOND Chief Executive Officer DeKalb County, Georgia			
Name (Typed or Printed)				
Title	Date			
Federal Tax I.D. Number	_			
Date				
ATTEST:	ATTEST:			
Signature	BARBARA H. SANDERS, CCC Clerk of the Chief Executive Officer and Board of Commissioners of			
Name (Typed or Printed)	DeKalb County, Georgia			
Title	_			
APPROVED AS TO SUBSTANCE:	APPROVED AS TO FORM:			
Department Director	County Attorney Signature			
	County Attorney Name (Typed or Printed)			

ATTACHMENT A

Scope of Work

The Contractor	agrees to	perform th	e following	services	for	the	Department	in	accordance	with	the
specifications he	erein.										

ATTACHMENT B

Contractor Affidavit under O.C.G.A. §13-10-91

By executing this affidavit, the undersigned Contractor verifies its compliance with O.C.G.A. §13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of DEKALB COUNTY has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. §13-10-91. Furthermore, the undersigned Contractor will continue to use the federal work authorization program throughout the Contract Term and the undersigned Contractor will contract for the physical performance of services in satisfaction of such contract only with Subcontractors who present an affidavit to the Contractor with the information required by O.C.G.A. §13-10-91. Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification	ication Number	
Date of Authorization		
Name of Contractor		
Name of Project		
Name of Public Employer		
I hereby declare under penalty of perjury	that the foregoing is	true and correct.
Executed on, 20 in	(city),	(state).
By:		
By: Signature of Authorized Officer or Agent	i	
Printed Name and Title of Authorized Of	ficer or Agent	
Subscribed and Sworn before m on this tl	he	
day of, 20		
NOTARY PUBLIC		
My Commission Expires:		

ATTACHMENT C Subcontractor Affidavit under O.C.G.A. § 13-10-91

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 (insert name						
of Contractor) on behalf of DEKALB COUNTY, GEORGIA 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. 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						
Traine of Subcontractor						
Name of Project						
Name of Public Employer						
* *						
I hereby declare under penalty of perjury that the foregoing is true and correct.						
Executed on, 20 in(city),(state).						
P _V .						
By: Signature of Authorized Officer or Agent						
Signature of Authorized Officer of Agent						
Distance of the state of the st						
Printed Name and Title of Authorized Officer or Agent						
Subscribed and Sworn before me on this the						
day of, 20						

NOTARY PUBLIC
My Commission Expires:

ATTACHMENT D

Sub-subcontractor Affidavit under O.C.G.A. § 13-10-91

By executing this affidavit, the undersigned sub-subcontractor verifies its compliance wi	
O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engage	
in the physical performance of services under a contract for (nan	
of subcontractor or sub-subcontractor with whom such sub-subcontractor has privity of contractor	
and (name of Contractor) on behalf of DEKALB COUNT	
GEORGIA has registered with, is authorized to use and uses the federal work authorization progra	m
commonly known as E-Verify, or any subsequent replacement program, in accordance with the	ne
applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the	ne
undersigned sub-subcontractor will continue to use the federal work authorization progra	
throughout the contract period and the undersigned sub-subcontractor will contract for the physic	
performance of services in satisfaction of such contract only with sub-subcontractors who prese	
an affidavit to the sub-subcontractor with the information required by O.C.G.A. § 13-10-91(b). The	
undersigned sub-subcontractor shall submit, at the time of such contract, this affidavit	
(name of Subcontractor or sub-subcontractor with whom such	
sub-subcontractor has privity of contract). Additionally, the undersigned sub-subcontractor w	
1	
(name of Subcontractor or sub-subcontractor with whom such su	
subcontractor has privity of contract). Sub-subcontractor hereby attests that its federal wo	rk
authorization user identification number and date of authorization are as follows:	
Federal Work Authorization User Identification Number	
Date of Authorization	
Name of Sub-subcontractor	
Name of Project	
·	
Name of Public Employer	
I hereby declare under penalty of perjury that the foregoing is true and correct.	
F (1) (1)	
Executed on, 20 in(city),(state).	
By: Signature of Authorized Officer or Agent	
Signature of Authorized Officer or Agent	
Printed Name and Title of Authorized Officer or Agent	
Subscribed and Sworn before me on this the	
day of, 20	
NOTARY PUBLIC	
My Commission Expires:	
THE COMMISSION LAWING.	

ATTACHMENT E CERTIFICATE OF CORPORATE RESOLUTION

I,, certi				ify the following:			
-	Γhat I am the duly elected	d and author	rized Secretary of _		(hereinafter referred to as		
the "	"), an	organize	ed and incorporated	d to do busi	ness under the laws of the		
State of	;						
-	That said corporation h	as, through	lawful resolution	of the Bo	oard of Directors of the		
corporat	tion, duly authorized a	nd directed	l		, in his official		
capacity	as		of the corpora	tion, to en	ter into and execute the		
followin	ng described agreement v	vith DeKalb	County, a politica	l subdivisio	n of the State of Georgia:		
	;						
-	That the foregoing Reso	ution of the	e Board of Directo	rs has not b	been rescinded, modified,		
amende	d, or otherwise changed	n any way s	since the adoption t	thereof, and	is in full force and effect		
on the d	ate hereof.						
1	N WITNESS WHEREO	F, I have se	t my hand and corp	orate seal;			
-	This the day of	f	, 20	·			
					(CORPORATE		
					SEAL)		
			(Se	cretary)			

ATTACHMENT G

RESPONDER AFFIDAVIT

By executing this affidavit, the undersigned verifies its compliance with O.C.G.A. § 13-10-91, as amended, stating affirmatively that the responder submitting a bid to DEKALB COUNTY, GA, a political subdivision of the State of Georgia, has registered with and is participating in a federal work authorization program* [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States 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], in accordance with the applicability provisions and deadlines established in O.C.G.A. § 13-10-91, as amended].

Responder's Name	Federal Work Authorization Enrollment Date
BY: Authorized Officer or Agent	_
Title of Authorized Officer or Agent of Bidder	Identification Number
Printed Name of Authorized Officer or Agent	_
Address (*do not include a post office box)	<u> </u>
SUBSCRIBED AND SWORN BEFORE ME ON THIS THE	
DAY OF, 20	
Notary Public My Commission Expires:	

ATTACHMENT H FIRST SOURCE JOBS ORDINANCE INFORMATION (WITH EXHIBITS 1 – 4)

EXHIBIT 1 FIRST SOURCE JOBS ORDINANCE ACKNOWLEDGEMENT

The DeKalb County First Source Ordinance requires contractors or beneficiaries of eligible projects entering into any type of agreement with the County, including purchase orders, regardless of what they may be called, for the procurement or disposal of supplies, services, construction projects, professional or consultant services, which is funded in whole or part with County funds or County administered funds in which the contractor is to receive \$50,000 or more in County expenditures or committed expenditures and recipient of urban redevelopment action grants or community development block funds administered in the amount of \$50,000 or more to make a good faith effort to hire DeKalb County residents for at least 50% of jobs created using the First Source Registry (candidate database) within one hundred twenty (120) days of contract execution. The work to be performed under this contract is subject to the provisions of the DeKalb County First Source Jobs Ordinance. All contractors will be asked to submit an *Employment Roster* and/or copies of active payroll registers on a monthly basis to verify compliance. The undersigned acknowledges and agrees to comply with the provisions of the DeKalb County First Source Jobs Ordinance.

CONTRACTOR OR BENEFICIARY INFORMATION:

Contractor or Beneficiary Name (Signature)
Contractor or Beneficiary Name (Printed)
Title
Telephone
Email
Name of Business
Please answer the following questions:
1. How many job openings do you anticipate filling related to this contract?
2. How many incumbents/existing employees will retain jobs due to this contract? DeKalb Residents: Non-DeKalb Residents:
3. How many work hours per week constitutes Full Time employment?
Please return this form to WorkSource DeKalb, fax (404) 687-4099 or email to FirstSourceJobs@DeKalbCountyga.gov. WorkSource DeKalb 774 Jordan Lane Building #4 Decetur, GA 30033 (404) 687-3400

WorkSource DeKalb 7/4 Jordan Lane, Building #4, Decatur, GA 30033 (404) 687-3400
www.worksourceDeKalb.org

Equal Opportunity Employer/Program and auxiliary aids and services are available upon requirements.

An Equal Opportunity Employer/Program and auxiliary aids and services are available upon request to individuals with disabilities.

FIRST SOURCE JOBS ORDINANCE INFORMATION EXHIBIT 2

NEW EMPLOYEE TRACKING FORM

Name			of
Bidder			
Address			
<u>E-</u>			
Mail			
Phone			
Number			
Fax			
Number			
Do you anticipate hiring from the First So		stry? Y or N (Circle one)	
If so, the approximate number of employees	you anticipate hiring:		
Type of Position (s) you anticipate	The number you	Timeline	
hiring:	anticipate hiring:		
(List position title, one position per line)			
Attach job description per job title:			

Please return this form to WorkSource DeKalb, fax (404) 687-4099 or email to FirstSourceJobs@DeKalbCountyga.gov.

FIRST SOURCE JOBS ORDINANCE INFORMATION <u>EXHIBIT 3</u>

BUSINESS S	SERVICE REQUEST FORM
note: We need one form completed for each p	oosition that you have available.
FI	EDERAL TAX ID:
COMPANY NAME:	WEBSITE:
ADDRESS:	
(WORKSITE ADDRESS IF DIFFERI	ENT):
CONTACT NAME:	
CONTACT PHONE:	CONTACT FAX:
CONTACT E-MAIL ADDRESS:	
Are you a private employment agency	or staffing agency? YES NO
JOB DESCRIPTION: (PLEASE INCI	LUDE A COPY OF JOB DESCRIPTION)
POSITION TITLE:	
NUMBER OF POSITIONS AVAILAB	BLE: TARGET START DATE:
WEEKLY WORK HOURS: 20-30	hours
SPECIFIC WORK SCHEDULE:	
SALARY RATE (OR RANGE):	
PERM TEMP TEMP	P-TO-PERM SEASONAL SEASONAL
PUBLIC TRANSPORTATION ACCE	ESSIBILITY YES NO NO
IF SCREENINGS ARE REQUIRED, □CREDIT □DRUG □MVR □I	
Please return form to: Business Solution 774 Jordan La Decatur, Ga. 3 Phone: (404) 6	nne Bldg. #4 30033

FirstSourceJobs@DeKalbCountyga.gov

$\frac{\textbf{FIRST SOURCE JOBS ORDINANCE INFORMATION}}{\underline{\textbf{EXHIBIT 4}}}$

EMPLOYMENT ROSTER DeKalb County

Contract Number:								
Project Name:								
Contractor:				Date:				
Name	Position:	Start Date	Hourly Rate of Pay	Hired for this Project? (yes/no)	Anticipated Length of Employment (Months)	% of Time Dedicated to the Project	Full or Part Time? (No. of Hours)	Georgia County of Residency

ATTACHMENT I

PREFERRED EMPLOYEE TRACKING FORM

Name of Proposer:				
Address:				
Email:				
Phone Number:				
Fax Number:				
Do you anticipate hiring from the WorkSource DeKalb Preference Registry: Yes or No (Circle which applies)	erred Employee Candidate			
If so, approximate number of employees you anticipate hirin	g:			
Type of Employee(s) or Position(s) you anticipate hiring:	The # you anticipate hiring:			