



ON CALL - Professional Consulting Services for CORE MPO Task Orders

Chatham County – Savannah Metropolitan Planning Commission

110 East State Street, P. O. Box 8246
Savannah, Georgia 31412-8246
Phone 912-651-1440

www.thempc.org

Date: September 4, 2026

REQUEST FOR QUALIFICATIONS RFQ NO. 2026-01	Qualified Consultants are invited to submit sealed submittal qualification responses, subject to conditions and instructions as specified, for the furnishing of: On Call - Professional Consulting Services for CORE MPO Task Orders
GENERAL SCOPE	The Chatham County – Savannah Metropolitan Planning Commission (MPC) on behalf of the Coastal Region Metropolitan Planning Organization (CORE MPO) is issuing a Request for Qualifications for staff augmentation through On-Call Professional Consulting Services for CORE MPO Task Orders for the CORE MPO Metropolitan Planning Area.
DUE DATE	October 2, 2026 - 12:00 PM (Eastern) Responsive packets must be received, and date/time stamped on or before the due date by the MPC, located at 110 East State Street, Savannah, Georgia, 31401. Late submissions shall not be accepted.
INSTRUCTIONS TO OBTAIN RFQ SPECIFICATIONS	<u>THIS SHEET DOES NOT REPRESENT RFQ SPECIFICATIONS</u> If interested in receiving a complete copy of the specifications, please go to our website at https://www.thempc.org/Core/Rfp2026 . To receive RFQ specifications by mail, please complete the information below and mail to MPC, Attn: Kieron Coffield, Administrative Assistant. FedEx Acct# _____ UPS Acct# _____ _____ Company Name Attention of: _____ Complete Mailing or Delivery Address _____ Email Phone Number Fax Number Specifications may also be picked up from the MPC's offices between 8:30 AM – 5:00 PM, Monday – Friday.



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COMMUNICATION ONCE AN RFQ HAS BEEN ISSUED

All questions, clarifications and communication concerning this solicitation shall be submitted in writing via e-mail to the Executive Director & CEO of the MPC (hereafter referenced as Executive Director & CEO). MPC will not orally or telephonically address any question or clarification regarding specifications or procedures. If a Consultant visits or calls MPC with such questions, he or she will be instructed to submit the questions in writing.

All contact concerning this solicitation unless otherwise directed shall be made through the Executive Director & CEO. Consultants shall not contact department heads, Board members, or staff persons with questions about the solicitation. You must submit the written questions to the Executive Director & CEO through Kieron Coffield at coffieldk@thempc.org. If it is necessary that a technical question be addressed, the Executive Director & CEO will place an addendum containing all questions and written responses on the MPC's website, <https://www.thempc.org/Core/Rfp2026>. The Executive Director & CEO will not respond individually to questions.

If it becomes necessary to revise any part of this solicitation, a written addendum will be posted on the MPC website. It is the responsibility of each Consultant to review the MPC website for any new information that is posted.

The MPC is not bound by any oral representations, clarifications, or changes made to the written specifications by MPC staff, unless such clarification or change is provided in a written addendum posted on the website from the Executive Director & CEO.

Any request by Consultants after a solicitation has been received must also be submitted in writing to the Executive Director & CEO. Please note that in accordance with the Georgia Open Records Act, no RFQ response can be shared until after project award.



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**CHATHAM COUNTY – SAVANNAH
METROPOLITAN PLANNING COMMISSION
QUESTIONS/CLARIFICATION FORM**

DATE: _____

TO: Executive Director & CEO, through
Kieron Coffield, Administrative Assistant
Email coffieldk@thempc.org

RE: **RFQ NO. 2026-01**
On-Call Professional Consulting for CORE MPO Task Orders

.....
I have the following concerns/questions about the specifications:

(Add additional pages as necessary)

From:

Company Name Website

Representative Email Address

Complete Address City State Zip Code

Telephone Number Fax Number



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CHATHAM COUNTY – SAVANNAH METROPOLITAN PLANNING COMMISSION GENERAL PROVISIONS FOR REQUEST FOR QUALIFICATIONS

ON-CALL PROFESSIONAL CONSULTING SERVICES FOR CORE MPO TASK ORDERS

The Chatham County – Savannah Metropolitan Planning Commission (MPC) on behalf of the Coastal Region Metropolitan Planning Organization (CORE MPO) is seeking Requests for Qualifications for staff augmentation through On-Call Professional Consulting Services for CORE MPO Task Orders.

The MPC intends to award on-call contracts for work by the end of October 2026 for an eight-month contract (November 1, 2026 - June 30, 2027) with one-year optional renewal periods. The MPC anticipates that available funds for the project will come from the FY 2027 Highway Planning (PL) funds and FY 2027 Transit Planning (Section 5303) grants included in the FY 2027 CORE MPO Unified Planning Work Program (UPWP). Any contract award for this project is contingent upon MPC receiving the adequate reimbursement funds from GDOT. This is a Request for Qualifications only; pricing is not required at this time and shall not be included with the RFQ submission.

A. SUBMITTAL DATE:

All Consultant services will be procured using a Request for Qualifications process. **THE SEALED RFQ responses ARE DUE at the location below on: October 2, 2026, NO LATER THAN 12:00 PM (Eastern Time).** *Submit five (5) paper copies of the Qualifications and one (1) electronic copy in PDF format on a flash drive.* For proper identification, the Consultant's complete name and address shall appear on the exterior of the submittal package.

The Consultant's response shall be hand delivered or mailed to the following address:

The Chatham County – Savannah Metropolitan Planning Commission
RE: RFQ NO. 2026-01, On-Call Professional Consulting Services for
CORE MPO Task Orders

Mail: P.O. Box 8246
Savannah, Georgia 31412-8246

Delivery: 110 East State Street
Savannah, Georgia 31401



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If the requested information does not reach the MPC on or before October 2, 2026, at 12:00 PM, the packet shall not be considered and shall be returned to the Consultant unopened. It is the Consultant's responsibility to ensure the RFQ response is mailed or delivered and received by the due date and time. The MPC shall not be held responsible for any RFQ response delayed by the US Mail or any other courier.

The MPC shall not be held liable for any expenses incurred by the Consultant in preparing and submitting its RFQ response and/or attendance at any presentations, final contract negotiations or applicable site visits. **The MPC reserves the right to award this project or to reject any and all RFQs, whichever is in the best interest of the MPC.**

B. RECEIPT OF RESPONSES:

Unless otherwise stated in the technical specifications of the RFQ, the MPC will accept one, and only one, RFQ response per Consultant. In the event a team of Consultants is entering into a joint venture to respond to the RFQ, one Consultant shall be named the prime contractor, and the RFQ response shall be submitted in the name of the prime contractor. All correspondence concerning the RFQ will be between MPC and the prime contractor.

C. SUBCONTRACTING:

Should the Consultant intend to subcontract all, or any part, of the work specified, name(s) and address(es) of subcontractor(s) must be provided in the proposal response. The Consultant shall be responsible for all subcontractors' full compliance with the requirements of the RFQ specifications. If awarded the contract, payments will only be made to the Consultant submitting the proposal. **The MPC shall not be responsible for payments to subcontractors.**

D. QUESTIONS ABOUT THE RFQ:

Communication concerning any RFQ currently advertised must take place in writing and addressed to the Executive Director & CEO. For more information, please see page titled "COMMUNICATION ONCE AN RFQ HAS BEEN ISSUED" within this solicitation package.

E. PUBLIC INFORMATION:

All information and materials submitted will become the property of the MPC and shall be subject to the provisions of the Georgia Open Records Law. If awarded the contract, applicable sections of the submission will be included as part of the contract documents and filed, as public record, with the MPC.



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F. ADDENDA:

The Consultant shall include acknowledgment of receipt of addenda (if any) in their RFQ response. The Consultant should include an initialed copy of each addendum in the RFQ response package. It is the Consultant's responsibility to contact MPC for copies of addenda if they receive the proposal document from any source other than the MPC.

G. SELECTION PROCESS:

The members of the MPC Review Committee shall evaluate all qualification packages received based upon the criteria stated in the RFQ. The Proposal Review Committee will consist of the MPC Assistant Executive Director Compliance & Operations, the MPC Director of Transportation Administration, and three members from the CORE MPO Technical Coordinating Committee. Each Committee member shall grade each submitted RFQ response based upon the evaluation criteria. The Review Committee may recommend at least the three (3) highest ranked Consultants to the Executive Director & CEO to be invited to submit cost proposals and make presentations. The Proposal Review Committee will evaluate the Consultants' cost proposals and presentations and provide a final ranking and recommendation to the Executive Director & CEO.

H. NEGOTIATION:

After the Consultant's Qualifications have been evaluated, pricing may be requested from the highest-ranked Consultants. To facilitate negotiations, the Consultants may be asked to submit detailed scope and fee proposals or hourly rates at the request of the Proposal Review Committee. The Executive Director & CEO shall consider the estimated value, scope, and complexity of the nature of the services required. The Executive Director & CEO will negotiate a contract price with the highest-ranking Consultants. Should such negotiations fail to reach an agreement, the Executive Director & CEO will close those negotiations and open negotiations with the next highest-ranked Consultant. Should this process not yield an agreement, the Executive Director & CEO will begin negotiations with the third Consultant in order of their ranking. The Executive Director & CEO shall continue negotiations in accordance with this section until an agreement is reached with a qualified Consultant. If negotiations with the third Consultant does not yield an agreement, the Executive Director & CEO has the option to cancel the solicitation and reopen the RFQ process.

I. CONTRACT AWARD:

Qualification information is received with the understanding that an acceptance in writing by the Executive Director & CEO of the offer to furnish any or all of the services and materials described may constitute an offer to enter into a contract between the Consultant and the MPC. The negotiated contract shall bind the Consultant to furnish and deliver the



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services and materials quoted, at the prices stated and in accordance with the terms of said contract. The contract files contain all negotiation results and the basis on which the award is made.

After negotiations have resulted in an agreement with the highest ranked Consultants, contracts based on the negotiated terms will be drafted and submitted to the MPC's Planning Commission for approval and execution by all necessary parties.

It is agreed that the successful Consultants will not assign, transfer, convey or otherwise dispose of the contract or its right, title or interest in or to the same, or any part thereof, without previous written consent of the Executive Director & CEO.

J. NON-COLLUSION:

The Consultant affirms that the RFQ response has not been made in connection with any other Consultant submitting a response for the same commodity or commodities, and that the proposal is bona fide and is in all respects fair and without collusion or fraud.

K. INDEMNITY:

The successful Consultant agrees, by entering into a contract, to defend, indemnify and hold MPC harmless from any and all claims, liability, losses and causes of action arising from or under the contract.

The successful Consultant hereby agrees to indemnify, hold free and harmless the MPC, it's agents, servants, employees, officers, directors and elected officials or any other person(s) against any loss or expense including attorneys' fees, by reason of any liability imposed by law upon MPC, except in cases of MPC's sole gross negligence, for damage because of bodily injury, including death at any time during the term of the contract sustained by any person or persons, on or account of damage to property arising out of or in the work performed under the contract. It is further understood and agreed that the Consultant shall (at the option of the MPC) defend the MPC with appropriate counsel and shall further bear all costs and expenses, including expenses of counsel, in the defense of any suit or legal action arising hereunder.

L. SPECIFICATION DESCRIPTIONS:

The specifications detailed herein represent the quality of the services required by the MPC. Whenever in this solicitation any particular process, service or equipment is indicated or specified by patent, proprietary or brand name of manufacturer/developer/inventor, such wording will be deemed to be used for the purpose of facilitating descriptions of the process, service or equipment desired by the MPC. It is not meant to eliminate offerors or restrict competition in any RFQ process. Proposals that are equivalent



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or surpass stated specifications will be considered. Determination of equivalency shall rest solely with the MPC.

M. TAXES:

The MPC is exempt from State Retail Tax. The costs proposed for the RFQ shall be exclusive of taxes. Tax Exemption No. 6541648-IV, GA Code Sec. 48-8-3, Federal ID No. 586005252.

N. DRUG-FREE WORKPLACE:

In compliance with Federal and State Drug Free Workplace Acts, the MPC has adopted a drug free Workplace Policy. Consequently, any Consultant providing goods or services to the MPC must comply with all applicable Federal and State Drug Free Workplace Acts.

O. FEDERAL, STATE, LOCAL LAWS:

All Consultants shall comply with all Federal, State and Local laws, ordinances, rules, and regulations relative to conducting business in Savannah, Georgia and performing the prescribed service. Ignorance on the part of the Consultant shall not, in any way, relieve the Consultant from responsibility for compliance with said laws and regulations or any of the provisions of these documents.

P. INSURANCE:

All Consultants shall maintain, and if requested, show proof of insurance applicable for services described in these specifications under “General Requirements, Section II, Insurance” of this RFQ.

Q. TERMINATION OF CONTRACT:

- 1. Default:** If the Consultant refuses or fails to perform any of the provisions of the contract with such diligence as will ensure its completion within the time specified, or any extension thereof, or otherwise fails to timely satisfy the contract provisions, or commits any other substantial breach of the contract, the MPC may notify the Consultant in writing of the delay or nonperformance and if not cured within **ten (10) days** or any longer time specified in writing, the MPC may terminate the contract or such part of the contract as to which there has been delay or a failure to properly perform.

In the event of termination in whole or in part, MPC may procure similar supplies or services, from other sources, in a manner and upon terms deemed appropriate by MPC. The Consultant will continue performance of the contract to the extent it is



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not terminated and will be liable for excess costs incurred in procuring similar goods or services.

2. **Compensation:** Payment for completed supplies or services delivered and accepted by the MPC will be at the contract price. The MPC may withhold from amounts due the Consultant such sums as the MPC deems to be necessary to protect it against loss because of outstanding liens or claims of former lien holders and to reimburse MPC for the excess costs incurred in procuring similar goods and services.
3. **Excuse for Nonperformance or Delayed Performance:** Except with respect to defaults of subcontractors, the Consultant may not be held to in default by reason of any failure in performance of the contract in accordance with its terms (including any failure by the Consultant to make progress in the prosecution of the work thereunder which endangers such performance) if the Consultant has notified the Executive Director & CEO within fifteen (15) days after the cause of the delay and the failure arises out of causes such as: acts of God; acts of public enemy; acts of the MPC and any other governmental entity in its sovereign or contractual capacity; fires; floods; epidemics; quarantine restrictions; strikes or other labor disputes; freight embargoes; or unusually severe weather. If the failure to perform is caused by the failure of a subcontractor to perform or to make progress, and if such failure arises out of causes similar to those set forth above, the Consultant may not be deemed to be in default, unless the supplies or services to be furnished by the subcontractor was reasonably obtainable from other sources in sufficient time to permit the contractor to meet the contract requirements.

Upon request of the Consultant, the MPC shall ascertain the facts and extent of such failure, and, if the MPC determines that any failure to perform was occasioned by anyone or more of the excusable causes, and that, but for the excusable cause, the Consultant's progress and performance would have met the terms of the contract, the delivery schedule may be revised accordingly.

R. TIME FOR CONSIDERATION:

Due to the evaluation process, proposals must remain in effect for at least ninety (90) days after date of receipt.

S. REQUEST FOR EVALUATION RESULTS:

In compliance with the Georgia Open Records Act, proposals submitted, and evaluation results cannot be disclosed until after the award of the contract. After contract award, Consultants desiring to review documents relevant to the RFQ evaluation results will be afforded an opportunity to do so by appointment.

NOTICE TO CONSULTANTS

The MPC prohibits any business owned by any member of the Planning Commission, employs a Planning Commission member, or staff, or any business in which any member of the Planning Commission has a substantial financial interest from submitting a proposal for goods or services to the MPC.

Likewise, no business which is owned by any member of any board, authority or commission, subordinate or independent entity, or any business in which any member of any board, authority or commission, subordinate or independent entity has substantial pecuniary interest may submit a proposal to MPC if such proposal pertains to the board, authority, or commission.



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REQUEST FOR PROPOSALS ON-CALL PROFESSIONAL CONSULTING SERVICES FOR CORE MPO Task Orders RFQ NO. 2026-01

1. PURPOSE

The purpose of this RFQ is to request proposals for professional consulting services for CORE MPO On-Call task orders in support of performing work elements of the CORE MPO FY 2027 Unified Planning Work Program (UPWP).

The preferred qualifications of the Consultant, in order of priority is previous experience working with MPOs in Georgia, previous experience preparing reports required by FHWA and GDOT from MPOs, and qualifications of the project team.

For the purposes of this contract and project, CORE MPO must comply with funding rules and regulations of the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA) and the Georgia Department of Transportation (GDOT) as well as other federal, state and local funding sources. The CORE MPO is an Equal Opportunity Employer.

The proposed work is for the services of professional consulting firms to perform various work elements in CORE MPO's FY 2027 UPWP with up to two optional one-year extensions.

Regional Context and Existing Conditions

The Coastal Region Metropolitan Planning Organization (CORE MPO) is the designated MPO for the Savannah Urban Area, a Census-designated area that includes the City of Savannah as well as surrounding Census blocks with at least 500 people per square mile. CORE MPO includes Chatham County and portions of Bryan County and Effingham County. The CORE MPO Metropolitan Planning Area (MPA) boundary was adopted by the CORE MPO Board in February 2024 and approved by the Governor of Georgia in April 2024.

CORE MPO Functions:

- Establish a setting for effective decision-making
- Identify & evaluate transportation improvements
- Prepare & maintain a Metropolitan Transportation Plan (MTP)
- Develop and maintain a Transportation Improvement Program (TIP)
- Identify performance targets & monitor achievements
- Involve the public (Title VI & Participation Plan)
- Develop a Congestion Management Process (CMP)



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Objective

The Fiscal Year 2027 Unified Planning Work Program (UPWP) for the Coastal Regional Metropolitan Planning Organization (CORE MPO) describes the transportation planning activities supporting the development and update of the Metropolitan Transportation Plan (MTP) and the Transportation Improvement Program (TIP) to be performed from July 1, 2026 to June 30, 2027. Primary funding for the FY 2027 UPWP activities will be grants from the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA).

Scope of Work and Tasks

The Chatham County – Savannah Metropolitan Planning Commission (The MPC), as the management entity for CORE MPO, seeks to augment its staff efforts in performing work tasks in carrying out CORE MPO’s Metropolitan Transportation Planning Process as outlined in Titles 23 and 49, and further detailed in the MPO’s 2024 Memorandum of Understanding, as amended. The staff augmentation will be managed through task work orders executed by the Executive Director & CEO and the selected consultant.

The Coastal Region Metropolitan Planning Organization (CORE MPO), staffed by the MPC, provides a forum for local decision-making regarding federal transportation funds for the Savannah urbanized area. The CORE MPO Board sets regional, long-term transportation policy; prioritizes projects; and approves the long-range plan, short-range TIP, and other required documents.

The MPO maintains a long-range Metropolitan Transportation Plan (MTP), a short-range Transportation Improvement Program (TIP), a Participation Plan, a Title VI Plan, and a Unified Planning Work Program (UPWP), among other State and/or Federally mandated documents.

The CORE MPO staff manage and provide support to the following board and advisory committees - CORE MPO Board, Technical Coordinating Committee (TCC), Economic Development and Freight Advisory Committee (EDFAC), Bicycle and Pedestrian Advisory Committee (BPAC), and Community Opportunities and Public Involvement Committee (COPIC).

Examples of the tasks associated with this RFQ are listed below.

- Complete the Non-Motorized Transportation Plan Update
- Complete the Throughfare Plan Update
- Manage the transit/paratransit planning process of CORE MPO



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- Assist the Director of Transportation Administration in the RFP and project development process of 2055 Metropolitan Transportation Plan and Regional Freight Transportation Plan Update
- Assist the Director of Transportation Administration in the amendments to the FY 2027 – 2030 Transportation Improvement Program and deployment of the TIP Database Management Tools
- Manage the CORE MPO BPAC and COPIC
- Prepare grant applications as needed
- Manage the following special studies and see through their completion in March 2027.
 - Bicycle and Pedestrian Facility Study
 - Urban Flood Model Phase II
- Manage the two new special studies that will kick off in October 2026
 - Ferguson Avenue from Diamond Causeway to Skidaway Road
 - Bay Street Microsimulation Modelling
- Collect and compile Census and GIS data in support of the CORE MPO functions
- Conduct GIS analysis
- Perform other tasks as needed

The selected Consultant needs to be on the GDOT pre-qualification list. The GDOT Pre-qualification categories may include the following:

Area 1 – Transportation Planning

- 1.02 Urban Area & Regional Transportation Planning
- 1.05 Alternate System & Corridor Location Planning
- 1.07 Attitude, Opinion & Community Value Studies
- 1.10 Traffic Studies
- 1.12 Major Investment Studies
- 1.13 Non-Motorized Transportation Planning

Area 2 – Mass Transit Operations

- 2.02 Mass Transit Feasibility and Technical Studies

Area 3 – Highway Design Roadway

- 3.13 Facilities for Bicycles and Pedestrians

The Consultant will demonstrate experience and proficiency in performing all tasks assigned by Task Work order in fulfillment of CORE MPO's contractual requirements under the Highway Planning (PL) and Transit Planning (Section 5303) funds in the event of the optional contract extensions provided for herein.

2. WORK ACTIVITIES AND DELIVERABLES

Specific work to be performed by the Consultants and deliverables may include the following:

- Meeting attendance
- Coordination with federal, state and local planning partners
- Staff reports



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- Presentations
- Review of study deliverables and comments
- Public involvement
- Project management
- Scope development
- RFP, RFQ, contracting
- Plan and program development and amendments
- Completion of projects by the deadline
- Others as needed

3. MEETINGS

The Consultants shall participate in meetings as requested by CORE MPO. Coordination meetings by way of teleconference calls and on-site business assessment shall be held throughout the period of the contract

4. PRODUCTS / DELIVERABLES

The Consultants shall provide Quality Assurance on all products and deliverables as defined in the Scope of Work.

5. GRANT REQUIREMENTS

The selected Firms agree to comply with all applicable state, and local laws, rules and regulations, all as amended, in the performance of its contract with CORE MPO. The selected Consultants acknowledge and agree that the contract by and between the CORE MPO and the selected Consultant shall include certain contract provisions required by the CORE MPO, Georgia Department of Transportation and Federal Highway Administration, Federal Transit Administration, Code of Federal Regulations, all as amended. Such contracts shall be construed under, governed by, and enforced in accordance with law without regard to conflict of law or choice of law principles.

GENERAL REQUIREMENTS

I. CONSULTANT QUALIFICATIONS

This RFQ is for performing the work elements of the CORE MPO FY 2027 UPWP. CORE MPO has the right to increase or decrease the Consultant's assignment and/or areas of operation within the scope of the resulting contracts.

The proposal should provide a detailed outline of how work will be accomplished. At a minimum the proposal should include the following information:

- Organizational Chart
- Information describing company's technical and analytical capabilities
- Training and experience (list all certifications)



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- Resumes of personnel who will work on project
- At least three references on similar projects
- Other unique services your company can provide

Include any pertinent information needed to determine the Proposer's experience and ability to perform the anticipated work.

PAST PERFORMANCE

The Proposers shall include a list of consulting services similar to the Statement of Work specified in the RFQ currently in place or completed within the past five (5) years. Include any pertinent information needed to determine the Proposer's past performance.

The proposal will address how the Proposers have previously managed tracking the information required in the scope of work. For each of the above items the Proposers shall include details of the project such as the public agency, their contact, all pertinent phone numbers and dollar amounts. The Proposers shall provide information necessary to investigate the work with the public or private agency.

II. INSURANCE

The Consultant shall provide a Certificate of Insurance for each category listed below and carry each in force if awarded this Contract for the duration of the project:

- (1) General liability property damage insurance
- (2) General liability bodily injury insurance
- (3) Automotive/truck insurance covering all owned, hired, and non-owned vehicles used in the project
- (4) Workman's compensation insurance
- (5) Employer's liability insurance
- (6) Professional Liability Insurance (\$1,500,000 per occurrence)

III. INDEPENDENT CONTRACTOR

The Consultant shall be an independent contractor and not an employee of MPC.

IV. PREPARATION AND SUBMISSION

The complete proposal shall contain the following information and shall be submitted in the order shown below. **Please address each section in your proposal submission and divide each section of your proposal with identifying tabs.**



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A Consultant who submits a response that does not address each of the sections specified below will be deemed non-responsive, and the proposal submission deemed incomplete.

REQUIREMENTS FOR RFQ RESPONSE

Section 1: Transmittal Letter (1 page)

Transmittal letter on company letterhead shall introduce the Consultant, provide a brief history, describe the ownership, include complete address, phone, and fax numbers, and include the name and email address of contact person (s) during this RFQ process. An authorized agent must sign the transmittal letter.

Section 2: Consultant's Qualifications/Experience of Key Personnel (4 pages)

Submit statements or evidence that demonstrate the knowledge and experience of the Consultant. The proposed project personnel should have similar experience, preferably as a team. An organizational chart displaying duties of team members shall be included.

Section 3: Project Understanding (7 pages)

Provide a written description of how your company proposes to argument the CORE MPO's staff.

The Project Understanding section should not exceed seven (7) pages in length, including any illustrations, and should include an overview of how the Consultant proposes to complete the project. The Project Understanding section should outline the project tasks or elements and a time schedule for completion of each task and the entire project.

Section 4: Insurance and Certification (2 pages)

Provide proof of insurance as per "General Requirements, Section II, Insurance" and complete attached affidavit found in Appendix I indicating that the Consultant is qualified to do work in Georgia and not debarred from working on a Federally funded contract.

Section 5: References (2 pages)

The Consultant shall provide a list of at least five (5) client references for which similar services have been performed. Reference information shall include entity name, address, description of services provided, contact name, telephone number, and fax number. The Consultant shall identify any client relationships that may be in conflict with the successful completion of this project.



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Section 6: Resumes (up to 20 pages)

The Consultant shall include resumes of all proposed project team members up to 20 pages.

Section 7: Notice of Non-Discrimination (1 page)

The Consultant shall submit the Notice of Non-Discrimination found in Appendix II with their proposal.

V. RFQ EVALUATION

The evaluation and selection process will involve reviewing the RFQ and conducting in-person presentations with the top-ranked Consultants. The written proposal is the only measurement that will be used to identify Consultants that will be invited to make a presentation. The Review Committee will evaluate the responses and make a recommendation to the Executive Director & CEO regarding the short-listed Consultants and ranked to be invited to submit a cost proposal and make a presentation. RFQ submissions will be evaluated based on the following criteria:

Criteria	Weight Proposal/Presentation
A. Comprehensively demonstrates the Consultant has the knowledge and experience to address the scope of work. The proposed project personnel should have similar experience. The quality of references will also be a factor in determining selection.	35%
B. Demonstrates understanding of the scope of work and local factors. Shows how the Consultant proposes to approach and complete the project.	35%
C. Demonstrates how the Consultant will meet the staffing requirements and completion of required State and Federal tasks.	30%



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Each of the above criteria (A-C) will be given a score of 1 through 5 by each member of the Proposal Evaluation Committee. The ratings are as follows:

RATING	
1	Poor
2	Fair
3	Average
4	Good
5	Excellent

The RFQ score will be used to determine those invited for a presentation. The presentation will be scored based on its own merit aside from the original score. After the review and rating of proposals and presentations, team proposal and presentation scores will be combined based upon a weighting of 50% for the written proposal and 50% for the presentation. Consultant firms will be ranked in descending order of numerical predominance.



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Appendix I Affidavit of Certification



Professional Consulting Services for Program Administration RFP

CERTIFICATION FORM

I, _____, being duly sworn, state that I am _____ (title) of _____ (Consultant) and hereby duly certify that I have read and understand the information presented in the attached proposal and any enclosure and exhibits thereto.

I further certify that to the best of my knowledge the information given in response to the Request for Proposals is full, complete, and truthful.

I further certify that the Consultant and any principal employee of the Consultant has not, in the immediately preceding five (5) years, been convicted of any crime of moral turpitude or any felony offense, nor has had their professional license suspended, revoked, or been subjected to disciplinary proceedings.

I further certify that the Consultant has not, in the immediately preceding five (5) years, been suspended, or debarred from contracting with any federal, state, or local government agency, and further, that the Consultant is not now under consideration for suspension or debarment from any such agency.

I further certify that the Consultant has not in the immediately preceding five (5) years been defaulted in any federal, state, or local government agency contract, and further, that the Consultant is not now under any notice of intent to default on any such contract.

I further certify that the Consultant is a prequalified Consultant with the Georgia Department of Transportation (GDOT).

I acknowledge, agree, and authorize, and certify that the Consultant acknowledges, agrees, and authorizes, that the Chatham County – Savannah Metropolitan Planning Commission (MPC) may, by means that either deems appropriate, determine the accuracy and truth of the information provided by the Consultant and that the MPC may contact any individual or entity named in the Statement of Qualifications for the purpose of verifying the information supplied therein.

I acknowledge and agree that all of the information contained in the Statement of Qualifications is submitted for the express purpose of inducing the MPC to award a contract.

A materially false statement or omission made in conjunction with this proposal is sufficient cause for suspension or debarment from further contracts, or denial of rescission of any contract entered into based upon this proposal thereby precluding the Consultant from doing business with, or performing work for, the State of Georgia. In addition, such false statement or omission may subject the person and entity making the proposal to criminal prosecution under the laws of the State of Georgia of the United States, including but not limited to O.C.G.A. §16-10-20, 18 U.S.C. §§1001 or 1341.

Signature

Sworn and subscribed before me

This ____ day of _____, 20__.

NOTARY PUBLIC

NOTARY SEAL

My Commission Expires: _____



ON-CALL Professional Consulting Services for CORE MPO Task Orders

Appendix II Notice of Non-Discrimination

NON-DISCRIMINATION STATEMENT

The Consultant certifies that:

- (1) No person shall be excluded from participation in, denied the benefit of, or otherwise discriminated against on the basis of race, color, national origin, or gender in connection with any proposal submitted to the Metropolitan Planning Commission or the performance of any contract resulting therefrom;
- (2) That it is and shall be the policy of this Company to provide equal opportunity to all businesspersons seeking to contract or otherwise interested in contracting with this Company, including those companies owned and controlled by racial minorities, cultural minorities, and women;
- (3) In connection herewith, we acknowledge and warrant that this Company has been made aware of, understands, and agrees to take affirmative action to provide such companies with the maximum practicable opportunities to do business with this Company;
- (4) That this promise of non-discrimination as made and set forth herein shall be continuing in nature and shall remain in full force and effect without interruption;
- (5) That the promises of non-discrimination as made and set forth herein shall be and are hereby deemed to be made as part of and incorporated by reference into any contract or portion thereof which this Company may hereafter obtain and;
- (6) That the failure of this Company to satisfactorily discharge any of the promises of nondiscrimination as made and set forth herein shall constitute a material breach of contract entitling the Metropolitan Planning Commission to declare the contract in default and to exercise any and all applicable rights and remedies including but not limited to cancellation of the contract, termination of the contract, suspension and debarment from future contracting opportunities, and withholding and or forfeiture of compensation due and owing on a contract.

Signature _____

Title _____

Company _____

Date _____

NOTARY PUBLIC

NOTARY SEAL

My Commission Expires: _____