

DATE: July 7<sup>th</sup>, 2022  
TO: Mayor & Council  
FROM: Planning Director  
SUBJECT: Adoption of GDOT procurement policies and procedures for engineering and design related services when using federal aid highway program funds.

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## **Recommendation**

**Adopt Georgia Department of Transportation Procurement Policies and Procedures for engineering and design related services when using Federal Aid Highway Program funds and authorize the mayor to sign a letter agreeing that the city will follow this policy as it applies to the city's use of those program funds.**

## **Background**

The City of Sugar Hill has been awarded Federal Aid Highway Program (FAHP) funds to complete preliminary engineering toward implementation of our Sugar Hill Greenway Extension Livable Centers Initiative (LCI) plan. To administer the project, the City of Sugar Hill must become Local Administered Projects (LAP) certified through GDOT. The City has the option of preparing and submitting its own procurement policy. However, the recommended option is for the city to adopt the GDOT Procurement Policy, which covers the procurement, management and administration of engineering and design related consultant services on federally funded transportation projects.

# CITY OF SUGAR HILL

## RESOLUTION

### **A RESOLUTION TO ADOPT GEORGIA DEPARTMENT OF TRANSPORTATION (GDOT) PROCUREMENT POLICY**

WHEREAS, the City of Sugar Hill must adhere to certain Federal Laws and Regulations (23 CFR Part 172) along with any State of Georgia laws that pertain to the procurement, management and administration of engineering and design related services when using Federal Aid Highway Program (FAHP) funds, and

WHEREAS, the City of Sugar Hill wishes to follow the Georgia Department of Transportation (GDOT) Procurement Policy for the procurement, management and administration of those engineering and design related consultant services,

BE IT, THEREFORE, RESOLVED, by the City Council of Sugar Hill, Georgia to adopt the GDOT Procurement Policy, said Policy attached hereto as if fully set forth herein; and

That this Resolution and the Purchasing Policy associated with it shall be effective immediately upon its adoption.

SO RESOLVED AND EFFECTIVE, this 11<sup>th</sup> day of July, 2022.

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Mayor – Brandon Hembree

ATTEST:

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City Clerk, Jane Whittington

July 11<sup>th</sup>, 2022

Department of Transportation  
600 West Peachtree Street, NW, 7<sup>th</sup> Floor  
Atlanta, GA 30308

Attn: Maria L. Roux  
Asst. Chief Procurement Officer-QA Compliance  
Office of Procurement

**RE: Adoption of GDOT Procurement Policy for The Procurement, Management and Administration of Engineering and Design Related Consultant Services**

The City of Sugar Hill will adopt the Georgia Department of Transportation Procurement Policy for the procurement, management and administration of engineering and design related consultant services. The City has read the policy and will abide by the policy for all state and federally funded transportation projects as it pertains to local governments. The City agrees to and acknowledges the following:

1. City agrees to and acknowledges that all personnel involved in the procurement, management and administration of engineering and design related consultant services must attend GDOT Manual training and pass the test administered. Please provide a list of names of all involved in advertising the solicitation, facilitating evaluations, conducting negotiations and contract administration of Engineering and Design related procurements:

Kaipo Awana, Curtis Northrup, Nicole Klein

2. Personnel listed of City involved have read and understands the Federal Laws and Regulations (23 CFR Part 172) along with any State of Georgia laws (O.C.G.A. 50-22-1 through 50-22-9) that pertain to these services where FAHP funds will be utilized must be followed and adhered to.
3. City understands that only the above listed personnel have been certified to participate in in advertising the solicitation, facilitating evaluations, conducting negotiations and contract administration of Engineering and Design related procurements.
4. City is familiar with the requirements and understands 23 CFR Part 172 and the requirements of 40 U.S.C. 1101-1104 Selection of Architects and Engineers commonly referred to as "The Brooks Act" or Qualification Based Selection (QBS) to include:
  - a. Solicitation process
  - b. Evaluation Factors
  - c. Non-Qualification Evaluation Factors
  - d. Evaluation, Ranking and Selection
  - e. Negotiation

5. City acknowledges and agrees to adhere to the below additional procurement requirements:
  - a. Common Grant Rule 49 CFR Part 18
  - b. Georgia DOT's Disadvantaged Business Enterprise (DBE) program
  - c. Suspension and Debarment
  - d. Compliance with Title VI
  - e. Compliance with E-Verify (this is not necessary if state funds are not utilized)
  
6. City has provided any exceptions to GDOT's Engineering and Design Procurement Policy in a separate document to be approved by the GDOT Office of Procurement.

Signature(s) below agree to the above acknowledgements agreeing to follow GDOT's Procurement Policies and Procedures for engineering and design related services when using FAHP funds, as it applies to local governments certified through GDOT's LAP program.

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Mayor – Brandon Hembree

\_\_\_\_\_  
Date

ATTEST:

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City Clerk, Jane Whittington