

CITY OF SUGAR HILL  
**Request for Proposals**  
**RFP # 23-006**  
**2039 Comprehensive Plan**

January 11, 2023

The City of Sugar Hill, Georgia (the “City”) is now accepting sealed proposals from qualified vendors to assist the City with preparation of a major update to the Comprehensive Plan. **THIS REQUEST FOR PROPOSALS (RFP) WILL BE ADVERTISED VIA EMAIL, THE GWINNETT DAILY POST, GLGA MARKETPLACE (GLGA.ORG), THE GEORGIA PLANNING ASSOCIATION WEBSITE (GEORGIAPLANNING.ORG), AND POSTED TO THE CITY WEBSITE (HTTPS://CITYOFSUGARHILL.COM/GOVERNMENT/CITY-ANNOUNCEMENTS/BIDS-RFPS/).**

Instructions for preparation and submission of a response are contained in this package. All submittals are due in the Office of the Planning Director located at 5039 West Broad St, Sugar Hill, Georgia 30518, no later than 12:00 p.m. on Friday, February 9, 2023.

**Introduction**

The City is seeking professional planning services and soliciting proposals from qualified firms to assist with **COMMUNITY OUTREACH** and **PREPARATION OF UPCOMING 2039 COMPREHENSIVE PLAN**. This contract solicitation will allow engagement of a qualified team that can deliver these services to the City in an independent, professional, and comprehensive manner.

The City’s Selection Committee (“Committee”) will evaluate submitted proposals based upon the identified evaluation criteria and points set forth below, interview as necessary, and award based on the selection criteria established herein.

**Project Understanding**

See attached Scope of Services document.

**INFORMATION & INSTRUCTIONS**

The remainder of this document provides additional information that will allow a prospective consultant to develop a submittal in the format desired by the City.

**Submission Requirements:** The complete original submittal must be submitted in a sealed package. All submittals shall be marked, **RFP #23-006 & Project Name: 2039 Comprehensive Plan** – Sugar Hill, Georgia. Offerors shall file all documents necessary to support their submittal and include them with their proposal. Offerors shall be responsible for the actual delivery of

submittals during normal business hours to the address indicated in the cover letter. It shall not be sufficient to show that the submittal was mailed in time to be received before scheduled closing time.

Responsibility: It is the sole responsibility of the Offeror to assure that they have received the entire Request for Proposals (RFP).

Changes or Modifications to RFP: Offerors registered with the City, will be notified in writing of any change in the specifications contained in this RFP. Otherwise, offerors are expected to check the City website for addenda. Any changes or modifications will be posted to the website not less than 72-hours prior to the response deadline.

Communication. All communication regarding this solicitation shall be in writing to the contact identified herein and no other employee, elected or appointed official shall be contacted regarding this contracting opportunity. Contact between an offeror and parties other than the designated contact in matters pertaining to the Project shall be a violation of the terms of this RFP and shall be grounds for rejection of the proposal.

Interpretations: No verbal or written information that is obtained other than through this RFP or its addenda shall be binding on the City. No employee of the City is authorized to interpret any portion of this RFP or give information as to the requirements of the RFP in addition to that contained in or amended to this written RFP document.

Right of Rejection and Clarification: The City reserves the right to reject any and all submittals and to request clarification of information from any Offeror. The City is not obligated to enter into a contract on the basis of any submittal submitted in response to this document.

Request for Additional Information: Prior to the final selection, Offerors may be required to submit additional information which the City may deem necessary to further evaluate the Offeror's qualifications.

Denial of Reimbursement: The City will not reimburse Offerors for any costs associated with the preparation and submittal of any submittal, or for any travel and/or per diem costs that are incurred.

Gratuity Prohibition: Offerors shall not offer any gratuities, favors, or anything of monetary value to any official, employee, or agent of the City for the purpose of influencing consideration of this submittal.

Right of Withdrawal: A submittal may not be withdrawn before the expiration of ninety (90) days from the submittal due date.

Right of Negotiation: The City reserves the right to negotiate with the selected Offeror the fee for the proposed scope of work and the exact terms and conditions of the contract.

Exceptions to the RFP: It is anticipated that Offerors may find instances where they may take exception with certain requirements or specifications of the RFP. All exceptions shall be clearly identified, and written explanations shall include the scope of the exceptions, the ramifications of the exceptions for the City, and a description of the advantage to be gained or disadvantages to be incurred by the City as a result of these exceptions.

Indemnification: The Offeror, if successful, at its own expense and without exception, shall

indemnify, defend and pay all damages, costs, expenses, including attorney fees, and otherwise hold harmless the City, its employees, and agents, from any liability of negligent nature or kind in regard to the delivery of these services. The Offeror shall secure and maintain General Liability Insurance, if required, as will protect them from claims under the Workers Compensation Acts and from claims for bodily injury, death, or property damage which may arise from the performance of services under this contract. Furthermore, the Offeror shall provide the City with evidence and the amount of Errors and Omissions Insurance, i.e. Professional Liability Insurance currently in effect. The successful Offeror shall be required to provide adequate insurance coverage consistent with the scope & scale of this project offering.

Rights to Submitted Material: All submittals, responses, inquiries, or correspondence relating to or in reference to this RFP, and all reports, charts, and other documentation submitted by Offerors shall become the property of the City when received.

Title VI/Nondiscrimination Statement: No person shall on the grounds of race, color, national origin, sex, age, or handicap/disability, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity conducted by the City. The City does further commit that it will ensure that disadvantaged business enterprises as defined by and approved by the Georgia Department of Transportation will be afforded full opportunity to submit in response to this request and will not be discriminated against on the grounds of race, color, national origin, sex, age, or handicap/disability in consideration of an award.

Qualifications: Submittals shall include a completed copy of the appropriate schedules in response to this request.

References: See Schedules A-E.

Selection Criteria for Prospective Contractor: To receive consideration, the offeror's submittal should be responsive to the project described in the Introduction, Project Understanding section, and the criteria listed below. The Contract will be awarded to the team determined to be the most qualified to perform the work based on the established evaluation criteria.

The City of Sugar Hill will review and evaluate proposals based on the following factors:

1. Qualifications of the firm to perform the required services, the key personnel to be assigned to perform the services and, the results-oriented track record of the firm.
2. Prior experience of the firm in completing work of this or similar nature.
3. The firm's understanding of the City of Sugar Hill's professional service needs, the firm's ability to meet those needs in a cost effective and timely manner, and the proposed approach to meeting the city's needs.
4. The firm's demonstrated understanding of the City of Sugar Hill, the existing and future marketplace, and a commitment to execute creative, unique, and contextual approaches.
5. The overall structure, content, and quality of the proposal.

A selection committee will be convened to evaluate the submittals based on the following weighted criteria:

The scoring system is outlined below:

1. Consultant understanding and approach to the required tasks and needs, as demonstrated in the response to the scope of services. (25 points)
2. Consultant experience with similar projects comparable in type, size, and complexity. (25 points)
3. Qualifications of the staff assigned to perform the work on this project. (20 points)
4. Demonstrated ability of the Consultant to perform high quality work, to control costs, and meet project schedules. (20 points)
5. Past performance on projects with the city. (5 points)
6. Cost to complete the project. (5 points)

Upon completion of an initial evaluation by the committee and scoring, interviews may be utilized to determine the final short list of candidates. Once the evaluation process has been completed, a final recommendation to the City will be presented for approval. The City reserves the right to award a portion of or the entire contract to any combination of consultants (firms, teams, or individuals) that serve the best interest and provide the greatest value to the City while maintaining a competitive and fair procurement framework.

Copies: One unbound original (8.5x11), one PDF on USB flash drive, and **three (3) bound** original copies of the submittal and supporting documents must be submitted in response to the RFP. All electronic files in their original format (e.g., MS Word, Excel, InDesign, etc.) with supporting graphics and GIS shape files must be submitted.

Termination of Contract: The City may cancel the contract at any time for breach of contractual obligations by providing the successful Offeror with a written notice of such cancellation, in accordance with the terms of the final Construction Agreement.

Assignment: The successful Offeror shall not sell, assign, transfer or convey any contract resulting from this RFP, in whole or in part, without the prior written consent of the City.

Conflict of Interest: The Offeror covenants that they presently have no interest and shall not acquire any interest, directly or indirectly, which would conflict in any manner or degree with the performance of the services hereunder. The Offeror further covenants that no person having any such known interest shall be employed or conveyed an interest, directly or indirectly, in the contract.

Independent Contractor: The Offeror represents itself to be an independent contractor offering such services to the general public and shall not represent himself or his employees to be an employee of the City. Therefore, the Offeror shall assume all legal and financial responsibility for taxes, FICA, employee fringe benefits, workers compensation, employee insurance, minimum wage requirements, overtime, and other expenses, and agrees to indemnify, save, and hold the City, its officers, agents, and employees, harmless from and against, any and all loss; cost (including attorney fees); and damage of any kind related to such matters. The Offeror shall further understand that the City cannot save and hold harmless and or indemnify the Offeror and/or the Offeror's employees against any liability incurred or arising as a result of any activity of the Offeror or any activity of the Offeror's employees performed in connection with the contract.

Contract: The contract between the City and the Offeror shall consist of:

- 1) The RFP and any amendments thereto;
- 2) The qualifications submitted by the Offeror to the City in response to the RFP;
- 3) The sealed price proposal submitted by the Offeror to the City;
- 4) Executed contract between the City and the successful Offeror; and

In the event of a conflict in language between the documents referenced above, the provisions and requirements set forth and/or referenced in the contract shall govern. However, the City reserves the right to clarify any contractual relationship in writing with the concurrence of the Offeror, and such written clarification shall govern in case of conflict with the applicable requirements stated in the RFP or the Offeror's submittal. In all other matters not affected by the written clarification, if any, the RFP shall govern.

Compliance with Laws: In connection with the furnishing of supplies or performance of work under the contract, the Offeror agrees to comply with the Fair Labor Standards Act, Equal Opportunity Employment Act, Georgia Security and Immigration Compliance Act, and all other applicable Federal and State laws, regulations, and executive orders to the extent that the same may be applicable and further agrees to insert the foregoing provision in all subcontracts awarded hereunder.

Funding: Funding is provided by the City of Sugar Hill. The project must be completed by February 28, 2024.

### **Submittal Submission & Evaluation**

Firms should provide the following information related to this RFP (in addition to all information identified in attached Scope of Work):

- Project Experience – Schedules A-E (Include project data sheets as necessary)
- Price Proposal – Schedule F
- Certification

Responses to this request should be in the form of a written package not to exceed 50 pages including cover letter. Any incomplete submittals will be determined to be non-responsive.

The City will select the Team that demonstrates the best combination of qualifications by area of expertise or collective specialties in such manner as is in the best interest of the City. Interviews may be required; however, the City reserves the right to award a contract based upon evaluation of the written submittals only.

All submittals must be in writing and must be received at the following address no later than 12:00 p.m. on **THURSDAY, FEBRUARY 9, 2023**. All submittals, delivered by hand or other methods, must clearly indicate on the outside of the sealed package or envelope the information provided below. Provide one (1) unbound, (1) USB Flash Drive (with PDF copy) and three (3) bound original copies of the complete submittal.

### **RFP: SUGAR HILL 2039 COMPREHENSIVE PLAN**

**(SUGAR HILL, GEORGIA – RFP #23-006)**

City of Sugar Hill  
5039 West Broad St  
Sugar Hill, Georgia 30518  
**Attn: Logan Witter**

## Certification

The undersigned declares that he or she has carefully examined all the documents contained in this Request for Proposals (RFP) solicitation for the project, and certifies to the best of his/her knowledge, that this Proposal fully complies with all of the requirements of the RFP and all addenda and clarifications issued in regard to the RFP.

The undersigned also hereby certifies that he or she (or, if he or she is the authorized representative of a company, the company) is the only person interested in this Proposal and any subsequent proposal; that it is made without any connection with any other person making any submission for the same work; that no person acting for, or employed by, the City is directly or indirectly interested in this Proposal or any subsequent proposal, or in any contract which may be made under it, or in expected profits to arise therefrom; that the undersigned Offeror has not influenced or attempted to influence any other person or corporation to file a Proposal or subsequent proposal or to refrain from doing so or to influence the terms of the Proposal or any subsequent proposal of any other person or corporation; and that this submission is made in good faith without collusion or connection with any other person applying for the same work.

The undersigned further states that he or she has the necessary licenses, certifications, and professional credentials necessary to practice their respective professions within the State of Georgia.

The undersigned states that he or she has carefully examined all of the information provided and representations made in this Proposal and the documents submitted with the RFP including all schedules, forms and materials, and certifies to the best of his/her knowledge, that this Proposal in its entirety is complete, true and accurate.

**Acknowledgement of Addenda.** By signing below, the interested Offerors **acknowledges receipt of the following addenda** to this RFP:

Addenda No. (if any) \_\_\_\_\_

**SIGNED UNDER THE PENALTY OF PERJURY:**

Signature: \_\_\_\_\_  
*(Signature of Authorized Representative)*

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

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

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

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

Project Number: \_\_\_\_\_

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

*Firm Name:* \_\_\_\_\_

**SCHEDULE A – BUSINESS OWNERS:** Interested Offeror **MUST** provide the following information and **attach a copy of the resume for each and every business owner of the team (each firm)** for this Project.

NAME	TITLE	ROLE/JOB RESPONSIBILITIES/ SCOPE OF WORK	# OF YEARS W/FIRM	EDUCATION/EXPERIENCE



*Firm Name:* \_\_\_\_\_

**SCHEDULE B – MANAGEMENT PERSONNEL:** Interested Offerors **MUST** provide the following information and **attach (1) an organizational chart and (2) copies of the resumes** for each person who will have any direct management responsibility for the Project, including but not limited to, project executives, project managers, project superintendents, etc for this Project.

NAME	TITLE	ROLE/JOB RESPONSIBILITIES/ SCOPE OF WORK	# OF YEARS W/FIRM	EDUCATION/EXPERIENCE	COMPLETED PROJECTS

*Firm Name:* \_\_\_\_\_

**SCHEDULE C - SIMILAR PROJECT EXPERIENCE:** Interested Offerors **MUST** list all similar projects respondent Offeror has completed during the last five (5) years. For the purpose of this *RFP* “similar projects” shall be as defined as projects of similar dollar value, size, scope and complexity as this Project. For each project listed provide a detailed description of the scope of work performed and provide contract amounts for that scope of work only.

**If specific criteria are required for a Trade such as prior experience, make sure those criteria are met and described by the projects listed.**

<b>PROJECT NAME &amp; LOCATION</b>	<b>PROJECT OWNER</b>	<b>PROJECT DESCRIPTION AND DETAILED DESCRIPTION OF SPECIFIC SCOPE</b>	<b>ORIGINAL AND FINAL CONTRACT AMOUNT AND EXPLANATION</b>	<b>START AND COMPLETION DATES (M/D/YYYY – M/D/YYYY)</b>

*Firm Name:* \_\_\_\_\_

**SCHEDULE D - TERMINATIONS:** Interested Offerors are required to list each and every project on which it was terminated or failed to complete the project within the prior five (5) years.

<b>PROJECT NAME &amp; LOCATION</b>	<b>SCOPE OF WORK PERFORMED</b>	<b>CONTRACTED WITH</b>	<b>START &amp; END DATES</b>	<b>ESTIMATED CONTRACT AMOUNT</b>	<b>% COMPLETE</b>	<b>REASON FOR TERMINATION OR FAILURE TO COMPLETE</b>

*Firm Name:* \_\_\_\_\_

**SCHEDULE E - PROJECT REFERENCES:** Interested Offerors are required to list references for prior work respondent offeror has performed which appear in *Schedule C*.

PROJECT TITLE	COMPANY NAME	CONTACT PERSON/ADDRESS	TELEPHONE#	FAX#
	OWNER: DESIGNER:			
	OWNER: DESIGNER:			
	OWNER: DESIGNER:			
	OWNER: DESIGNER:			
	OWNER: DESIGNER:			

*Firm Name:* \_\_\_\_\_

**Schedule F – PRICE PROPOSAL**

**Respondent / Offerors must complete the following:**

**Attach a hardcopy of fee schedule and electronically on USB flash drive.**