



CITY of POOLER
— GEORGIA —

REQUEST FOR PROPOSALS
Quacco Road Improvements, Phase II

I. INTRODUCTION

The City of Pooler, a municipality within the State of Georgia, is requesting proposals for Quacco Road Improvements, Phase II. This Request for Proposal (RFP) outlines the requirements and instructions for submitting a proposal for the project, the evaluation process, and the terms and conditions of the potential contract.

II. PURPOSE

The purpose of this RFP is to solicit competitive proposals from qualified consultants to provide concept, right of way and construction plans for improvements to Quacco Road from Easthaven/Spanton Crescent to the I-95 overpass. The Municipality is committed to ensuring that the project is completed in compliance with all applicable laws, within the established budget, and within the specified time frame.

III. SCOPE OF WORK

The scope of work for this project includes, but is not limited to, the following:

Task 1: Prepare concept drawings for planning purposes for the project. This will include exhibits that can be used for a local Public Hearing to engage public involvement in the project. In this phase of the project a traffic analysis will be performed for the corridor and Intersection Control Evaluations (ICE) for all major intersections.

Task 2: Upon validation of the concepts for the project, the consultant will prepare a database for the project and identify any environmental issues/impacts along the project corridor. This database and preliminary information will provide the basis for preliminary plans to be developed for the project that meets Georgia Department of Transportation and City of Pooler Standards.

Task 3: The final phase of the project will be to develop Right of Way plans for the project corridor. Upon completion of the Right of Way plans the consultant will be responsible for developing final/construction plans for the project. The consultant will provide in the proposal services to include assisting the City of Pooler in the bidding of the project. This proposal will not include construction services.

The selected vendor will be responsible for delivering the project in full compliance with municipal and state regulations, including those specific to the State of Georgia, local zoning, permitting, and environmental laws.

IV. ELIGIBILITY CRITERIA

- Must be a legally registered entity in the State of Georgia with a valid business license.
- Demonstrated experience in the following and hold Georgia Department of Transportation Qualification Area Classes – 9.01, 3.02, 3.06, 3.07, 3.10, 3.12, 3.13.
- Ability to provide proof of required insurance and bonding (as applicable).
- Must comply with Georgia's Open Records Act (O.C.G.A. § 50-18-70 et seq.), which governs the transparency of public contracts and submissions.
- Proof of previous experience on projects of a similar size and scope, ideally within Georgia or local government entities.

V. PROPOSAL SUBMISSION INSTRUCTIONS

Proposals must be submitted by **November 19, 2025 at 2:00 PM EST**. Late submissions will not be considered. Proposals should be submitted in one of the following formats:

- Mail submission to: Kiley Fusco, 100 US Highway 80 SW, Pooler, GA 31322
- Deliver in person to: Kiley Fusco, 100 US Highway 80 SW, Pooler, GA 31322

Proposals should include the following documents:

- Cover Letter: A letter introducing the company, key personnel, and expressing interest in the project.
- Company Profile: An overview of the company, including size, background, and qualifications.
- Detailed Proposal: Including methodology, timeline, costs, and relevant past project examples.
- References: At least three (3) client references with relevant project experience.
- Proof of Insurance and Bonding (if applicable): Include certificates of insurance and bonds required by the State of Georgia and the Municipality.
- Georgian Business License: Proof of business registration within Georgia.
- Proposal shall not exceed 25 pages, including cover letter.

VI. PROPOSAL EVALUATION CRITERIA

Proposals will be evaluated based on the following criteria:

- Experience and Qualifications (45%): Relevant experience in similar projects, expertise of proposed team members, and successful past projects.
- Technical Approach (30%): The proposed solution, methodology, and approach to meeting the Municipality's needs.
- Timeline (15%): The ability to complete the project within the required timeframe.
- References and Past Performance (10%): Client feedback and past performance on projects of similar scope.

The Municipality reserves the right to request clarifications, additional information, and to conduct interviews or presentations if necessary.

VII. CONTRACT TERMS AND CONDITIONS

The successful proposer will be required to enter into a formal agreement with the Municipality. Key terms of the contract may include, but are not limited to:

- **Payment Terms:** Details regarding the payment structure, including milestone payments or lump sums. The City of Pooler cannot agree to pay late fees, interest, or penalties, including without limitation attorney's fees and costs of litigation.
- **Termination Clause:** Specific provisions under which the Municipality may terminate the contract.
- **Compliance with Laws:** The contractor must comply with all relevant municipal, state, and federal laws, including the Georgia Procurement Manual.
- **Insurance and Bonding:** The contractor must provide adequate insurance and bonding as required by the State of Georgia and the Municipality.
- **Open Records Act:** The Municipality is bound by Georgia's Open Records Act, and all submissions are subject to public inspection unless otherwise protected under the law.
- **Indemnification:** The contractor must indemnify and hold harmless the Municipality from claims, damages, and liabilities arising from the performance of the contract. The City of Pooler cannot agree to indemnify or hold harmless the contractor.
- **Waiver and Limitation of Liability:** The City of Pooler will not waive any claims, limit the liability of contractor, or allow disclaimer of warranties, for any reason.

VIII. PROPOSAL TIMELINE

RFP Release Date: **October 24, 2025**

Pre-Proposal Meeting (Not Mandatory): **November 5, 2025 at 2:00 PM EST** at Pooler City Hall in the Training Room on the 2nd Floor.

Deadline for Submission of Questions: **November 11, 2025**

Proposal Submission Deadline: **November 19, 2025**

Proposal Evaluation Period: **November 19 – December 5, 2025**

Award Announcement: **December 15, 2025**

Contract Start Date: **February 2025**

Project Completion Date: N/A

IX. QUESTIONS AND CLARIFICATIONS

All inquiries regarding this RFP should be submitted in writing to the RFP contact person by the specified deadline. The Municipality will provide written responses to all questions and distribute them to all interested vendors.

Deadline for Questions: November 11, 2025

RFP Contact Name: Leon Davenport, P.E.

Email Address: TBOLTLLC@GMAIL.COM

Phone Number: 912-644-0285

X. CONTACT INFORMATION

For additional information or clarification regarding this RFP, please contact:

RFP Coordinator: Leon Davenport, P.E.

Title: Project Manager

Email: TBOLTLLC@GMAIL.COM

Phone: 912-644-0285

Mailing Address: 100 US Hwy 80, Pooler, Georgia 31322

XI. ATTACHMENTS

Appendix A: Drug-Free Workplace Certification

Appendix B: Consultant Affidavit

Appendix C: SAVE

ATTACHMENT A

DRUG – FREE WORKPLACE CERTIFICATION

THE UNDERSIGNED CERTIFIES THAT THE PROVISIONS OF CODE SECTIONS 50-24-1 THROUGH 50-24-6 OF THE OFFICIAL CODE TO GEORGIA ANNOTATED, RELATED TO THE **DRUG-FREE WORKPLACE**, HAVE BEEN COMPLIED WITH IN FULL. THE UNDERSIGNED FURTHER CERTIFIES THAT:

1. A Drug-Free Workplace will be provided for the employees during the performance of the contract; and
2. Each sub-contractor under the direction of the Contractor shall secure the following written certification:

_____(CONSULTANT)
certifies to the City of Pooler that a Drug-Free Workplace will be provided for the employees during the performance of this contract known as procurement QUACCO ROAD IMPROVEMENTS PHASE II (PROJECT) pursuant to paragraph (7) of subsection (B) of Code Section 50-24-3. Also, the undersigned further certifies that he/she will not engage in the unlawful manufacture, sale, distribution, possession, or use of a controlled substance or marijuana during the performance of the contract.

CONSULTANT

DATE

NOTARY

DATE

ATTACHMENT B

CONSULTANT AFFIDAVIT under O.C.G.A. § 13-10-91(B)(1)

By executing this affidavit, the undersigned consultant 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 the City of Pooler 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 consultant will continue to use the federal work authorization program throughout the contract period and the undersigned consultant will contract for the physical performance of services in satisfaction of such contract only when subconsultants who present an affidavit to the consultant with the information required by O.C.G.A. § 13-10-91(b). Consultant 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 Consultant

Name of Project

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, _____, 2025 in _____ (city), _____ (state)

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

State of _____ County of _____

Subscribed and sworn to before me on this _____ day of _____

2025 by _____ representing him/herself to be

_____ of the company named herein.

Notary Public
My Commission Expires:

Resident State

ATTACHMENT C

SAVE AFFIDAVIT IN ACCORDANCE WITH O.C.G.A §50-36-1(e)(2)

By executing this affidavit under oath, as an applicant for a contract with the City of Pooler, or other public benefit as provided by O.C.G.A. §50-36-1, and determined by the Attorney General of Georgia in accordance therewith, I state the following with respect to my application for a public benefit from the City of Pooler:

For: _____
[Name of natural person applying on behalf of individual, business, corporation, partnership, or other private entity]

- 1) _____ I am a United States Citizen OR
2) _____ I am a legal permanent resident 18 years of age or older or
3) _____ I am an otherwise qualified alien or non-immigrant under the Federal Immigration and Nationality Act 18 years of age or older and lawfully present in the United States. All non-citizens must provide their Alien Registration Number below.

Alien Registration number for non-citizens _____
The undersigned applicant also hereby verifies that he or she has provided at least one secure and verifiable document as required by O.C.G.A. §50-36-1(e)(1) with this Affidavit. The secure and verifiable document provided with this affidavit is:

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of O.C.G.A. §16-10-20, and face criminal penalties as allowed by such criminal statute

Signature of Applicant: _____

Date: _____

Printed Name: _____

Sworn to and subscribed before me This ____ day of _____, 2022

Notary Public My commission expires:

